
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

**NUMBER: 021
EFFECTIVE DATE: 12-15-09
REVISED: 04/17/18 – 01/13/2020
AUTHORITY: BOC
COUNTY MANAGER: AO**

**SUBJECT: OUTSIDE SOFTWARE/SHAREWARE ON COUNTY PERSONAL
COMPUTERS**

I. PURPOSE/POLICY: To outline procedures and policies regarding outside Software/Shareware/Freeware/Personal Software on County Personal Computers.

II. PROCEDURE:

A. Any PC software, licensed to or owned by Storey County, may be requested/authorized to be installed on an individual County employees' home and/or portable PC with Elected Official or Department Head and IT Director approval.

B. Similarly, PC software licensed and documented to a Storey County employee may be requested/authorized to be installed on that individuals' County assigned PC with Elected Official or Department Head and IT Director approval.

C. All County employees, transferring data and/or programs diskettes, thumb drives, CD-ROMS, DVD's or any storage media, from/to any PC (home or otherwise) must have a licensed copy of a "Virus Detecting/Prevention" software program installed on both machines.

An "Inventory Management" log is to be maintained by ALL individuals, which records new licensed and/or demo program diskettes and programs when first used on the respective PC's. This will include the following:

1. Program Name,
2. Date,
3. From Whom,
4. How Acquired,
5. Dollar Amount if applicable.

This log must be forwarded to the IT Director to update the Master Inventory log.

D. All new programs are subject to screening by an IT Department employee to detect any security flaws, virus threats, or possible software incompatibilities before deployment into a production environment.

E. Personal or non-authorized downloaded software from the internet is **PROHIBITED** on Storey County computers unless specific authorization has been approved from both the Elected Official or Department Head and the Director of Information Technology. This includes media player software such as iTunes,

screensaver programs, font additions or anything that is not preinstalled on your PC.

F. The IT Director may consult and have departmental requests for software installation further approved by the County Manager and/or the Administrative Officer.

III. RESPONSIBILITY FOR REVIEW: This policy will be reviewed on an annual basis or as needed by the Information Technology Director and Administrative Officer or HR Director.