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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 028**  
**EFFECTIVE DATE: 12-15-09**  
**REVISED: 04/17/18 – 01/13/2020**  
**AUTHORITY: BOC**  
**COUNTY MANAGER: AO**

**SUBJECT: REMOVAL OR RESTRICTION OF ACCESS TO COUNTY NETWORK  
RESOURCES FOR NON-COMPLIANCE**

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**I. PURPOSE/POLICY:** This policy contains standards and definitions for removal or restriction of access to computers, networking devices, printers, servers or internet and email access. This policy is intended to protect the county and employees from risk through security breaches, virus propagation, improper access of sensitive information, or corruption of data.

**APPLICABILITY:** This policy applies to all county employees including employees, supervisors, appointed and elected officials, administrators, and computer and network technicians.

**II. PROCEDURES:**

All Storey County employees, as identified above, are required to comply with all IT policies. If an IT Policy is not being followed and it poses a security risk or potential threat to other county network resources, the individual will be notified in writing by the IT Department and/or County Manager or Administrative Officer and corrective action may be taken.

If any employee chooses to not comply with the IT Policies, or engage in corrective action within a reasonable amount of time, access to county network resources, including servers, printers, internet access, email or other computer workstations may be restricted or removed completely.

**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.