
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 030
EFFECTIVE DATE: 04/17/18
REVISED: 01/13/2020
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: NETWORK USE AND SECURITY

I. PURPOSE/POLICY:

This policy contains the procedures for defining the requirements needed to deploy, replace, or update hardware and/or software using new or existing county network IT resources. This policy will help maintain consistency, security, reliability, communication and appropriate allocation of limited IT staff and resources. Involving the IT department through all stages of the project and following established best practices and accepted industry standards are required for successful project implementations. The IT department provides network services and connectivity support but it is the responsibility of the requesting department head to manage or designate staff to manage the overall project and associated vendors. Vendors or departments that cannot meet a minimum standard of security and accepted industry standards may be required to take corrective action before IT support can assist with new or existing projects. Failure to meet required security or accepted industry standards may result in termination of network access to protect the existing countywide network infrastructure.

II. APPLICABILITY:

This policy applies to all Storey County staff, including employees, supervisors, department heads, elected officials, administrators or any outside vendors that may interact in any way with the County Core Network Infrastructure.

III. PROCEDURES:

- Definition – Define project goals, objectives, project scope, risks, issues, budget, timelines and approach methodology.
- Initiation – Declare business case or justification, all stakeholders finalize and agree upon project scope, define expectations for all stakeholders, define key personnel and define their responsibilities.
- Planning – Define all stages of the project, establish realistic timelines for each stage, define milestones or project metrics to define and measure successes.
- Execution – Order all hardware, software and related project components. Install, configure and deploy project solution. Update timelines and communicate any issues or delays to all stakeholders.
- Monitoring & Control – Once a successful project has been implemented, the parties defined in the project scope and/or Initiation phase will monitor and

control the system. This includes providing for issue reporting and resolution, managing upgrades, process changes and ongoing technical support costs or requirements.

- Closure – Document successful completion of project with all stakeholders.

IV. EXAMPLES:

Creating a new business process that interacts with the county network in any way.

Replacing an existing business process with new hardware and/or software. Upgrading a server, or workstation/server environment. Adding or removing internet service. Adding or removing microwave links. Office furniture reconfiguration. Cameras, security or data archiving or security data. New building wiring or changing of existing building wiring. Phones system installation, upgrade or wiring.

- V. 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.