



COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

<b>Subject:</b> <b>COMPUTER AND NETWORK-BASED INFORMATION SYSTEMS</b>	<b>Policy Number</b> A-13	<b>Page Number:</b> 1 of 4
	<b>Date Adopted:</b> 04/06/1993	<b>Revised Date:</b> 11/15/05

PURPOSE:

To establish a policy for the effective management, control and integration of information/networked systems through the planned application of computer based solutions.

BACKGROUND:

The application of computer and network-based technologies within the County is a strategic decision. When applied in a cost effective and integrated manner they will provide improved Countywide efficiencies leading to enhanced and expanded public service while controlling the cost of services provided. The Information Technologies (IT) Department is responsible in part to provide that integrating function and to further provide the Board of Supervisors, through the Chief Administrative Officer, with an information system strategic plan representing a Countywide approach to applying computer and telecommunications-based solutions.

POLICY:

It is the policy of the Board of Supervisors that computer and network-based solutions be directed centrally through the Office of the CAO and that their application be consistent with a Countywide approach in planning, acquiring, implementing, integrating and managing computer and telecommunications-based solutions.

As such, the Board of Supervisors directs the following:

1. Computer and network-based solutions shall be used to improve the efficiency and effectiveness of service delivery or organizational operation of the County or a County department, agency or court when:



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- a. The proposed system is in accordance with approved County and departmental information systems directions and documented plans; and
  - b. The proposed system is justified by cost/benefit analysis; and
  - c. Implementation will improve the collection, processing, distribution/communication or management of public or organizational information in any media; or
  - d. Implementation will improve the use of County resources including information, services, personnel, facilities, equipment, materials or supplies.
2. Implementation of all computer and network-based solutions, including software based application systems, shall be identified and planned for in a multi-year County information technology strategic direction document (strategic plan) and in a County integrated departmental annual business automation plan. IT shall present these plans to the CAO annually for review and approval:
- Departments shall develop strategic and annual business automation plans in accordance with procedures prepared by IT and approved by the CAO. These plans will be included in the annual integrated business automation plan prepared by IT.
3. All computer and network-based solutions shall be in accordance with the County and departmental information systems strategic directions and plans.
  4. All information and data residing on network devices, mainframe, mini and personal computers is a County resource/asset. These assets must be managed and protected from unauthorized access, distribution and accidental loss.



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The integration and sharing of County information/data shall be conducted in accordance with State and Federal regulations regarding the release and use of confidential information. The County department or agency with primary accountability for the information shall be the data agent responsible for the maintenance and confidentiality of said information/data.

5. The development of computer based solutions and resultant information systems shall take into account the requirement for data sharing (where applicable) through an integrated/common database and or network connectivity.
6. The use and implementation of personal computers, printers, local area networks and related software shall be standardized to ensure compatibility and sustaining growth with industry standard software and hardware products. See Board Policy A-19. Exceptions to the standards must be authorized by the Chief Administrative Officer.
7. The County will acquire computer and, network equipment and software that will ensure the long-term viability of all products acquired to assure the useful life of the product is capitalized upon and not found to be prematurely obsolete or incompatible with software and hardware technological upgrades and enhancements.
8. All County computer and network-based solutions and related departmental operating procedures shall be reviewed periodically through the Office of the CAO to ensure compliance with County policies to include the effective management, cost effective operation and appropriate access control over the use of computer based systems.

The Chief Administrative Officer shall be authorized to redirect the use and application of personal computers, terminals, printers, communication controllers, local area networks and related software to areas where the County can gain maximum benefit. Prior to



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making a final determination on reallocations, the Chief Administrative Officer will confer with affected Department Heads to analyze future operational requirements.

**Primary Department:** Chief Administrative Office  
Information Technologies

**References:** None