

SALT LAKE COUNTY  
COUNTYWIDE POLICY  
ON  
**INFORMATION TECHNOLOGY POLICY AND STANDARDS**

**Purpose-**

This policy is designed to ensure that County IT resources and systems are configured to a set of best practice information technology standards wherever possible. The Salt Lake County Information Technology Division will monitor and enforce compliance with this policy.

The purpose of this policy is to define the process by which information technology policy and standards are developed and approved. Information technology policy and standards will be developed by Information Technology in consultation with the existing IT governance process.

**Reference -**

The policy and standards set forth herein are provided in accordance Chapter 2.98 - Information Technology Advisory Board (TAB). Also referencing the following:

All Countywide Information Technology Security Policies in the 1400 series

All Countywide Human Resource Policies

GIS Policies (1013 Salt Lake County Countywide Policy on Standards for Geographic Information Systems)

**1.0 Scope**

All Salt Lake County employees and contractors, consultants, volunteers, and others with a business association with Salt Lake County shall adhere to this policy insofar as they use IT resources and systems owned or leased by Salt Lake County or any device that connects to any Salt Lake County network or resides at a Salt Lake County facility.

**Definitions**Information Technology Resource(s) and/or System(s)

Computers, hardware, software, data, storage media, electronic communications (including, but not limited to, e-mail, fax, phones, phone systems and voice mail), networks, operational procedures and processes used in the collection, processing, storage, sharing or distribution of information within, or with any access beyond ordinary public access to, the County's shared computing and network infrastructure.

Information Technology Standards

Information Technology standards are specific requirements that must be met by everyone. These may be internal requirements or those from an external standards body.

Information Technology Policy

Information Technology policies outline specific organizational requirements or rules that must be followed, and specific actions that are not permitted, and include statements of consequences for violations.

### 3.0 Policy Statement

It is the policy of Salt Lake County to establish information technology standards driven by changes in technology. The standards will be established, maintained and published by Information Technology. All standards will be reviewed by the governance processes allowing for discussion by technology stakeholders. Contracts and Procurement will work with Information Technology to review purchases of information technology systems and resources to ensure adherence to this policy.

### 4.0 Exceptions

Any exceptions to this policy must be explicitly approved in writing by the Salt Lake County Chief Information Officer or their designee.

### 5.0 Enforcement

Anyone found to have knowingly violated this policy shall be subject to disciplinary action, including but not limited to temporary loss of network connectivity, loss of Internet access, or complete and permanent termination of access to any Salt Lake County network and can lead to other disciplinary action, up to and including dismissal from County employment.

APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

SALT LAKE COUNTY COUNCIL

\_\_\_\_\_  
Richard Snelgrove, Chair

ATTEST:

\_\_\_\_\_  
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

*Dianne R. Orcutt* 11/07/2019  
District Attorney's Office Date