



RESOLUTION NUMBER: 2019-29

Information Technology Policy

THIS MATTER having come before the Board of County Commissioners of Roosevelt County on this 25th day of June, 2019 at its regular duly called meeting; and

WHEREAS, the Board of County Commissioners of Roosevelt County determine that it is in the best interest of Roosevelt County to implement an Information Technology Policy.

BE IT HEREBY RESOLVED that effective upon the passing of this resolution, the Information Technology Policy shall read as follows:

SCOPE

This policy applies to all personnel with access to County computers, the Internet and related services through the County network infrastructure. Internet Related services include all services provided with the TCP/IP protocol, including but not limited to Electronic Mail (e-mail), File Transfer Protocol (FTP), and World Wide Web (WWW) access. Internet access includes connections via DSL subscriptions, phone modem access, server-to-Internet access or T1 line access.

1. PURPOSE

The Roosevelt County Manager's Office is charged with coordinating vendors to manage the County's computer network, personal computers used by the county employees and officials, and services and support for those machines.

2. RESPONSIBILITIES & ACCESS

Access to the County private computer network will be limited to only those vendors, contractors, and employees who are authorized by the County. Access to the County private computer network or internet is limited to those activities that support official County business. Users are responsible for maintaining the integrity of County data. They shall not knowingly or through negligence cause County data to be modified or corrupted in any way that compromises its accuracy or prevents authorized access to it.

Appropriate measures in regard to access control, environment, and protection must be in place to properly protect physical computer systems and information resources from physical harm or unauthorized access and disclosure. All employees, vendors, contractors and partners are responsible for ensuring that information resources and computer systems have proper and adequate physical security. Office premises must be secured in the absence of an authorized employee, which all physical locks on entryway doors engaged.



Users shall not utilize County equipment, software or hardware to generate, send, request, receive or archive material in any form, i.e., text, graphics, etc., which contains offensive language or is harassing in nature.

The County's IT vendor shall keep a log of equipment failures and downtime, network audit logs, and network activity reports to be reviewed by auditors and for system evaluation.

3. BACKUPS

County servers shall have full backups performed weekly and incremental backups performed nightly after every business day.

All vital information shall not be kept on the PCs, but on the servers instead, alleviating the need to backup PCs. Any vital software installed on PCs in the county shall be stored in an appropriate storage facility for recovery if needed.

4. SECURITY

All computer systems users' identities will be protected from fraudulent use by password access. Passwords shall be required to include eight to fourteen characters should not contain words in any language, and must contain alphanumeric characters and symbols. Passwords shall be routinely changed at least every six months.

Users shall not reveal account passwords or allow another person to use their account. Similarly, users shall not use the account of another user.

Access to the Roosevelt County network resources shall be revoked for any use identified as a security risk or a demonstrated history of security problems

5. SOFTWARE/HARDWARE

County employees will not load software or download files to their computers either from the internet or removable media without authorization from County IT. Refer to the Roosevelt County Personnel Ordinance, Section 12 Use of County Owned Computers and Electronic Communication Systems

6. NO EXPECTATION OF PRIVACY

Users should not expect any information transmitted via Roosevelt County's systems to remain as a private or confidential.

Roosevelt County may monitor use of any part of County Systems at any time, without notice, at its discretion. Such monitoring may include, but is not limited to: limiting in size, accessing, listening to, reading, or retrieving voicemail messages, e-mail, Internet communications, or local files.

Users should be aware that deleted files or other communications may be retrieved and review by Administration.



Users are prohibited from among other things, accessing, listening to, reading or retrieving other team members' e-mail or Internet communications unless specifically authorized to do so by Administration.

7. USER COMPLIANCE

All terms and conditions as stated in this document are applicable to all users of the network and the Internet connection.

All users must agree to abide by this policy by signing the Acknowledgement of Receipt and Understanding form.

8. SOCIAL MEDIA

Refer to the Roosevelt County Personnel Ordinance, Section 12 Use of County Owned Computers and Electronic Communication Systems.

9. INTERNET AND EMAIL ETIQUETTE

- a. County employees shall ensure all communication through Roosevelt County email or messaging services is conducted in a professional manner. The use vulgar or obscene language is prohibited.
- b. County users shall not reveal private or personal information without specific approval from management.
- c. Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups or messages with large file attachments should be avoided.
- d. Electronic Mail is not guaranteed to be private. Messages transmitted through the County e-mail system or network infrastructure are the property of County and are therefore subject to inspection.
- e. Destruction or deletion of emails containing County business is prohibited and a violation of law.

10. REQUESTS FOR INFORMATION

Targeted attacks on County information resources often begin with the Acquisition of key information through deceit, using deceptive interactions with trusting employees of the targeted enterprise. This information is later used as the cornerstone of technical attacks on the enterprise. Protecting the County from attacks of this nature is the responsibility of every County employee.

Users must not divulge details or instructions regarding passwords, remote access, including external network access points or dial-up numbers unless the following conditions have been met:

- The requester has been positively identified.
- The requester's authorization to receive the requested information has been verified.



- Providing of the information is within the job responsibilities of the information provider.

Internal information not designated as public information is to be shared only within the County or with authorized persons. Prior to releasing any information that is not designated as public over the telephone, the person releasing the information must personally recognize the requester's voice through prior business contact or verify that the call is being made from an internal telephone number that has been assigned to the requester.

PASSED, APPROVED AND ADOPTED this 25th day of June, 2019.



Stephanie Hicks
Stephanie Hicks, Roosevelt County Clerk

**BODY OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO**

Lewis (Shane) Lee
Lewis (Shane) Lee, Chairman – District III

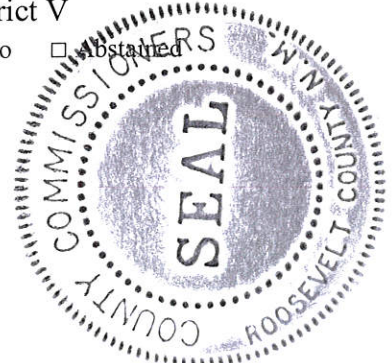
Voted: ☒ Yes ☐ No ☐ Abstained

Matthew Hunton
Matthew Hunton, Vice Chairman – District II
Voted: ☒ Yes ☐ No ☐ Abstained

Dennis Lopez
Dennis Lopez – District I
Voted: ☒ Yes ☐ No ☐ Abstained

Tina Dixon
Tina Dixon – District IV
Voted: ☒ Yes ☐ No ☐ Abstained

Paul Grider
Paul Grider – District V
Voted: ☒ Yes ☐ No ☐ Abstained



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Stephanie Hicks, Roosevelt Co. Clk., Roosevelt, NM

