Legislation Details (With Text)

File #:	24-538	**Version:** 1	**Name:**	
Type:	Action Item		**Status:**	Agenda Ready
File created:	5/3/2024		**In control:**	BOARD OF SUPERVISORS
On agenda:	5/14/2024		**Final action:**	
Title:	Approve updates to Section 19.1 – "Acceptable Use Policy" of the "Board of Supervisors, County of Lake, CA, Policies and Procedures Manual".			
Sponsors:	Information Technology			
Indexes:				
Code sections:				
Attachments:	1. 19.1_Acceptable_Use_Policy_4-2024_updates			

Date	Ver.	Action By	Action	Result

Memorandum

Date: **May 14, 2024**

To: **The Honorable Lake County Board of Supervisors**

From: **Shane French, Information Technology Director**

Subject: **Approve updates to Section 19.1 - "Acceptable Use Policy" of the "Board of Supervisors, County of Lake, CA, Policies and Procedures Manual".**

Executive Summary:

In January of 2023, your Board approved the addition of section 19.1 - "Acceptable Use Policy" to the "Board of Supervisors, County of Lake, CA, Policies and Procedures Manual."

In coordination with the Technology Governance Committee, I have drafted an update to section 19.1 that identifies acceptable use of third party systems, personally owned systems, and redundant usage. The specific additions are located in section 19.1.4.
The intention of these policy items is to ensure that employees are not using personally subscribed or owned software and systems for county business. Additionally, emphasis is placed on utilizing sanctioned/approved County Information Systems instead of unplanned/unauthorized third party systems.

If not budgeted, fill in the blanks below only:
Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply): ☐ Not applicable
☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-

38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!
26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (*describe process undertaken in "Executive Summary"*)
☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-
38EXCOBI> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)
☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee
<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf> (*"Yes," if checked*)
☐ Other (*Please describe in Executive Summary*)

Consistency with Vision 2028 <http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>

(check all that apply):
☐ Not applicable
☐ Well-being of Residents ☐ Public Safety ☐ Disaster Prevention, Preparedness, Recovery
☐ Economic Development ☐ Infrastructure ☐ County Workforce
☐ Community Collaboration ☐ Business Process Efficiency ☐ Clear Lake

Recommended Action: Approve updates to Section 19.1 - "Acceptable Use Policy" of the "Board of Supervisors, County of Lake, CA, Policies and Procedures Manual".