



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
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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?nodeld=COOR\\_CH2AD\\_ARTXPU\\_S2-](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeld=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](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](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):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable              |  |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Infrastructure              | <input type="checkbox"/> County Workforce                            |
|  | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> 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".**