



ADMINISTRATIVE PROCEDURES

Procedure Number: 27-4

Effective Date: 05/28/2014

Revision Date: _____

C. Dulubau

County Administrator

SUBJECT: INFORMATION TECHNOLOGY PROGRAM

DEPARTMENT RESPONSIBLE: All County Departments

I. PURPOSE

It is the policy of the Board of Supervisors (see BOS Policy D 27-1) that all Elected Officials and Appointing Authorities are responsible to ensure their departments:

- participate in the Pima County Information Technology (IT) Program,
- utilize and leverage the IT operational environment provided by the County Administrator, and
- adhere to the procedures and guidelines established and administered by the County Administrator.

To ensure that participants in the Pima County IT Program understand all program related policies and procedures each participant shall sign the Pima County Information Technology Program Acknowledgement (PCITPA) form prior to gaining access into the Pima County IT Program and annually thereafter.

II. DEFINITION

PIMA COUNTY INFORMATION TECHNOLOGY PROGRAM – is comprised of all components of the IT Environment, IT Resources, Enterprise Applications, and Business Applications (as defined and the content therein as stated in BOS Policy D27.1).

PARTICIPANT(S) – Individuals afforded access to the Pima County Information Technology Program to include employees, contractors, volunteers and other preapproved individuals.

III. PROCEDURE

All participants shall sign the PCITPA form prior to gaining access to the IT Program, and annually thereafter. This form will remain in the employee's department personnel file (as applicable) or associated employment file, as well as follow any and all applicable record retention schedules.

- A. A new employee shall acknowledge applicable IT Program policies and procedures by signing the PCITPA form along with other hiring paperwork at the time of hire. Non-employee participants must follow a similar procedure. The endorsed form shall be included in the employee's department personnel file or associated employment file.

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- B. The PCITPA form shall be signed at the beginning of each fiscal year during which the participant will have access to the IT Program. The PCITPA form is subject to change yearly as updated technology may dictate. Therefore, it is recommended that all participants of a department sign the same form at approximately the same time at the beginning of a fiscal year. The participant shall acknowledge applicable IT Program policies and procedures by signing the PCITPA form. The endorsed form shall be included into the employee's department personnel file or associated employment file, as well as follow any and all applicable record retention schedules.
 - C. An electronic means in a Business Application for participants to annually acknowledge may be substituted for the hard copy PCITPA, provided:
 - a. There is a means to audit compliance with this annual requirement
 - b. Supervisors of the participant or sponsors of the participant are made aware in a timely fashion when participant has not complied with either the new hire or annual acknowledgement requirement
 - c. The PCITPA form is duplicated in content with what is presented electronically from the Business Application to the participant for them to acknowledge
 - d. In the instance of electronic Acknowledgement, the requirement that an endorsed hard copy of the PCITPA be kept in a participant's department personnel file is waived, provided the electronic means has authenticated the participant's identity, and can store for later reference the participant's Acknowledgement.
 - e. The electronic record will follow any and all applicable record retention schedules

IV. RESPONSIBILITY

- A. All participants are responsible for complying with County rules, policies, and procedures whenever using any aspect of the Pima County Information Technology Program.
- B. Each department is responsible for maintaining its employee's department personnel file with the original hire PCITPA form, and all subsequent PCITPA forms for each year that an employee is with Pima County, unless waived due to electronic Acknowledgement storage means. The records will follow any and all applicable record retention schedules.
- C. All participants in the IT Program who are not employees of Pima County are required to sign the acknowledgement. The endorsed form shall be kept by the sponsoring department in an employment file specifically reserved for holding all PCITPA forms for non-employee participants. Additionally, these documents will follow appropriate record retention schedules.
- D. Any Business Application which provides for the prompting of and storing of a participant's endorsed Acknowledgement of participation and agreement to abide by the Policies and Procedures governing the use of the Pima County IT Program, must have the ability to be independently audited to document when a participant last acknowledged, and what they acknowledged.

**PIMA COUNTY INFORMATION TECHNOLOGY PROGRAM
ACKNOWLEDGMENT**

As a participant in the Pima County Information Technology Program, I, _____
_____ (print name) understand that:

- All aspects of the Pima County Information Technology (IT) Program are to be used for conducting County business only. Any personal usage may require reimbursement to the County.
- Illegal activities, threats, discrimination, harassment, bullying, slander, defamation, objectively offensive content, political activity, and commercial activities for personal or others to gain from are prohibited from being created and/or distributed using the IT Program.
- Unauthorized access or compromising security to any aspect of the IT Program is prohibited.
- The County reserves and will exercise the right to review, audit, intercept, access and disclose all matters within the IT Program, with or without participant notice, during or after working hours. Participants shall have no expectation of privacy in their use of the IT Program.
- Violations of this procedure may result in disciplinary action, up to and including termination of employment or business relationship.
- Any violation of this Procedure significant enough to warrant investigation will be referred to appropriate authorities by the County Administrator. Additionally, I understand and acknowledge that if I reveal confidential Information without proper authorization, I may also be subject to criminal and civil penalties or liabilities under state and federal laws.

I have read and understand the County's procedure AP 27-4 regarding the Pima County Information Technology Program, which is located in the County Administrator's Administrative Procedures.

Signature of Employee, Contractor, Volunteer

Date

Employee EIN (If Applicable)