



## PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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### **Purpose**

The purpose of this policy is to establish systems and controls that will enable Pima County to fully utilize computer software and hardware, while complying with the terms of all applicable laws and license agreements. Computer software refers to operating systems, applications, and licenses. Computer hardware refers to desktops, file servers, printers, peripheral devices and to infrastructure hardware such as switches, routers, cabling and hubs.

### **Background**

The use of purchased computer software and hardware is essential to all aspects of Pima County governance, including the operation of its various departments and administrative staff, and the functioning of its Elected Officials.

Software: Proper software management is critical to ensure that the County receives the full benefit of the software it acquires, while complying with relevant copyright and other intellectual property laws, and its software license agreements. The unlicensed or illegal copying and sale of computer software can involve serious civil and criminal penalties.

Hardware & Infrastructure: Proper hardware management is critical to ensure that all computer hardware, including desktops, servers, printers, networking and peripheral devices, is reviewed and accepted as conforming to the requestor department's approved automation plan and/or budget and meets current County standards.

### **Policy**

It is the policy of Pima County to derive maximum benefit from the computer software and computer hardware it acquires and to ensure that the County and its employees use these resources in compliance with all applicable laws and all legally enforceable provisions of license agreements. This includes the reproduction, distribution, and transmission of computer software. It is also the policy of Pima County that the software and hardware installed and used on County computers be used for County business purposes only.

### Definitions

In this policy, unless the context otherwise requires:

“County Administrator” means the County Administrator or designee.

“Computer Resources” means computer software, computer hardware, and network infrastructure.

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Implementation

1. The County Administrator shall administer and manage the computer resources of the County, and will direct staff to establish procedures and standards for implementing this policy.
2. The County Administrator shall annually certify that County Elected Officials and Departments are in material compliance with this policy
3. All computer resource purchase requests must be directed to and approved by the County Administrator and will be subject to applicable procurement processes. All software is to be licensed to Pima County and not individual departments, unless authorization has been given by the County Administrator. Departments are responsible for the maintenance and storage of all warranties related to acquired computer hardware.
4. The physical (or digital) copies of all software licenses and media as well as other official documentation confirming legal possession, including registrations, certificates of authenticity and procurement documents, will be maintained in a single place as determined by the County Administrator, for the life of the license.
5. Audits of computer hardware will be undertaken in accordance with existing Administrative Procedures established by the County Administrator. Audits will also be conducted of computer software installed by County departments to determine the number of copies for which the County has valid licenses. Any software program that exceeds the number of valid licenses held, is held without a valid license, or is being used for other-than-County business purposes will be deleted.
6. The County Administrator shall develop and maintain adequate record-keeping systems to record the results of audits and to track the acquisition of all computer resources and the installation or use of additional copies of software permitted under licenses.
7. Computer resources may be installed on County owned computers only by authorized information technology staff that support Pima County departments.
8. Computer resources are to be used for the benefit of Pima County and the conduct of its business. Computer resources not approved by the County Administrator and software not installed by authorized staff is prohibited and shall be removed.
9. All Elected Officials, employees, volunteers, contractors and interns of Pima County who utilize or have access to County computer resources must adhere to the terms of the license agreements applicable to the resource being used.
10. Elected Officials and Department Heads will be responsible for ensuring compliance with relevant portions of this policy and with related practices and procedures by their respective departments and staff and will cooperate with the County Administrator's designee in its mission to implement this policy.
11. Acquisition of computer resources requested by Elected Officials and the Courts which are not approved by the County Administrator may be appealed directly to the Board of Supervisors.
12. Any employee, volunteer, contractor or intern of Pima County found in violation of this policy will be subject to any available disciplinary and corrective actions, up to and including dismissal or termination.

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**Responsible Departments**

Office of the County Administrator and all Pima County Elected Officials, Courts, Departments and other affiliated individuals who utilize County computer resources.

**References**

Pima County Administrative Procedure on Pima County Computer Equipment and Software Acquisition Review (3-24)

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Effective Date: June 1, 2004