



St. Clair County
ALABAMA



St. Clair County IT Steering Committee

January 16, 2004

Dear St. Clair County Commission,

We the members of the St. Clair County Information Technology Steering Committee, submit for your approval the following IT Policy to be adopted and appended to existing IT Policies. We have voted as a group with a number of 11 Yeas and the number of 0 Nay votes.

Policy # 33

Non county agency requesting use of St. Clair County Computer Network:

Non county agencies requesting participation and interfacing their computer devices onto St. Clair County Large Area Network (LAN), Wide Area Network (WAN), Internet Service, or throughput use of county electronic switching, routing or firewall equipment, will be approved for use contingent upon the following conditions.

- I. Formal request for service in writing, to St. Clair County IT Steering Committee.
- II. Fees may be charged and will be calculated based upon the following criteria.
 - a. Number of users to participate
 - b. Bandwidth requirements
 - c. Man-hours required by IT Staff to setup and configure devices for implementation.
 - d. Offset of expenses County currently is incurring, will be a determining factor of charges. Example – if it is demonstrated that the county can save money or reduce cost in some way, this cost analysis may be used in offsetting cost to agency requesting service.
- III. Agency requesting services will be required to use the St. Clair County Technology Cooperative, or approved vendor for installation and maintenance of all wiring and equipment to insure the stability of the county fiber optic network. Requesting agency is responsible for any cost incurred. A cost estimate will be provided to the requesting agency.
- IV. Agency requesting network service will insure that all computers have and maintain current operating system updates and security patches. Any computer operating an unsafe operating system will be removed from the network.
- V. Agency requesting network service will insure that all computers have and maintain current Virus Protection software on all computers. Virus protection software needs to be approved by St. Clair County Technology Cooperative Management. Any computer operating without approved or inferior virus protection software will not be allowed onto network.
- VI. County Commission Approval.
- VII. St. Clair County Technology Cooperative Approval.

Note: A county agency is defined as an agency whose employees are paid directly by the St. Clair County Commission; these agencies are the County Administration, Probate Offices, Revenue Commissioners Office, Sheriffs Dept., Business E-911, Transportation Dept., and EMA.

St. Clair County Information Technology Members...

Joy Thompson	Terry Cooper	Sandra Simms
Laura Lawley	Corren Davis	Elizabeth Mealer
Bill Richvalsky	Rodney Estes	Bryan Price
Bryan Schaefer	Harold Hoyle	

(Signature)

Bryan Price – Chairman, IT Steering Committee

Stanley D. Bateman, Chairman St. Clair County Commission
Approved during regular meeting of the Commission 1-27-04.