

County Property Section

3.02.6 Policy on County Property – Information Resources

a. Introduction

Information Resources are strategic assets of Brazos County that are managed as a valuable resource. Misuse of Information Resources owned, managed, and/or operated by Brazos County exposes elected/appointed officials, department heads, and employees to civil, criminal and reputational sanctions and penalties and must be avoided.

b. Purpose

Damaged and misused equipment, lost and poorly managed data, and neglected systems lead to loss of productivity, damage to the County's reputation and exposes the County and/or affected parties to possible civil and criminal consequences.

Use of County Information Resources will be covered in Section 13 Policy on Computer Use

c. Scope

Information Resources are the devices, data, systems and access that Brazos County elected/appointed officials, department heads, and employees use to complete the mission of providing services to the citizens of Brazos County.

d. Training

Proper training is an important part of maintaining good stewardship of County Information Resources. The General Training policy is found in Section 13. Each department will be responsible for the specific training department employees will need to receive to complete their assigned duties.

e. Interruptions and Service Degradation

Interruptions to and Service Degradation of County Information Resources occur for a variety of reasons. These include but are not limited to hardware failures, software 'bugs,' incorrect configuration or use of systems, data corruption, accidents, and deliberate damage.

All Interruptions and Service Degradations will be reported to the Information Technology (IT) Helpdesk, unless there is a signed Service Level Agreement detailing other reporting requirements. Once an Interruption or Service Degradation is reported to IT, it is referred to as an Incident. Departments or their employees may be required to bear some or all of the cost associated with resolving the Incident. If it is discovered that malicious intent was used by an employee against County Information Resources, then that employee may face civil and/or criminal charges.