



# OAKLAND COUNTY SHERIFF'S OFFICE

## General Order

	<b>NUMBER</b> 20	<b>DATE</b> February 27, 2004
<b>SUBJECT:</b>	<b>COMPUTER HARDWARE/SOFTWARE USAGE POLICY</b>	<b>DISTRIBUTION</b> G.
<b>REFERENCE:</b>		

The Board of Commissioners has adopted a policy on the use of County-issued computers. This policy is implemented to ensure that all software utilized by County employees is properly acquired and licensed. It reinforces the necessity to comply with the legal requirements pertaining to the use of computer hardware and software.

All members are required to adhere to the regulations. "Bootlegged" copies of programs will not be added into any computer. The Chief Financial Officer of the Sheriff's Office is appointed Systems Administrator for coordination of this policy. He/she and the Department of Information Technology will be conducting annual and random audits of all equipment owned by the County. Should they discover unauthorized software, they will remove it and the employee will be subjected to disciplinary action by the Sheriff's Office.

Michael J. Bouchard  
Sheriff

MJB/bjw

# COMPUTER HARDWARE/SOFTWARE USAGE AND LICENSE POLICY

## **Application:**

This policy shall reinforce the County's commitment to comply with legal requirements pertaining to the use of computer hardware and software.

## **Intent:**

The intent of this document is to communicate to all County Employees the requirements and limitations of purchase, use and ownership of computer hardware and software.

## **General Policy:**

1. The Board of Commissioners shall designate the administration of this policy to the Director of Information Technology under the supervision of the County Executive.
2. The purpose of this policy is to ensure that software used by County employees is properly acquired and licensed and to ensure that the County of Oakland's network and associated hardware is not exposed to interference, corruption or damage through the use of non-approved software/hardware.
3. Acquisition.  

Software will be acquired by either:

  - A. The Department of Information Technology
  - B. Individual departments/divisions in accordance with Department of Information Technology Non-standard Departmentally Acquired Software process.
4. Ownership of Software
  - A. All software written by County employees or its contractors for County use shall be the sole property of the County.
  - B. All software purchased through either 3A or 3B {above} shall be the sole property of the County.
5. Use of Software
  - A. All software written by the employees of Oakland County or its contractors will be controlled by the Department of Information Technology. This software shall not be used or transferred to other equipment unless approved by the Department of Information Technology.
  - B. Purchased software use shall be governed by the contract/license agreement of the vendor/author of that software. Software is

typically licensed as single use, limited concurrent use {networked}, or site licensed by building, server, or company.

Note: Shareware must have proof of registration to constitute a valid license.

- C. Copies of software shall be made only for backup purposes within the limits of the specific software license. {Backup copies are not to be loaded on other computer equipment}.
- D. No employee shall load software on any processing equipment unless purchased under the guidelines of the Department of Information Technology Non-standard Departmentally Acquired Software process or obtained through the Department of Information Technology.
- E. The Department of Information Technology will be conducting annual and random audits of all equipment owned by the County. Any software found to be unauthorized will be removed and notification of the policy violation will be forwarded to the employee's department for determination of appropriate action.

6. Non-authorized purchases. The following shall be considered as non-authorized for purchase by Departments other than the Department of Information Technology.

Software:

- A. Any program or set of programs that would be considered a direct substitution/replacement for any of the standard offerings available through the Department of Information Technology. {Refer to the Department of Information Technology Office Automation Standards Guidelines which will be updated as changes occur, and obtained from the Department of Information Technology}.
- B. Operating system software including but not limited to, Windows 95©, OS/2 Warp©, Novell©, Unix©, or DOS.
- C. Communications and/or networking software including but not limited to, America Online©, Compuserve©, Prodigy©, or other communications services.
- D. Remote Control and/or Remote Access software.
- E. Peer-to-Peer communication, network protocol software or network linked applications.
- F. Application software that is multi-user and requires network services, and be sharing data across the network.

Hardware:

- A. Modems.

- B. Any hardware that would require the opening of the base unit or any peripheral for installation.
- C. Any hardware that connects to the network, including printers, servers, hubs, switches or routers.
- D. Any hardware that would connect the Oakland County network to any other network.

7. Departmentally Acquired Software restrictions.

- A. All software that will be loaded to a network {server} or requires access to a network directory or server must be reviewed by Information Technology for storage requirements and network traffic generation rates before being purchased or written. This includes any applications developed using Office Automation standard software {e.g. Access©, etc.}. No software shall be installed on a network server without approval of Information Technology. All software will be installed only in the Information Technology approved directories.
- B. All maintenance and corrective fixes for department acquired software will be applied by personnel in that department. If the department requests, Information Technology will assist in the installation of the changes/corrections. However, priority will be given to standard installations and support calls relating to standard software and hardware.
- C. Information Technology will only provide support for designated products as listed in the Department of Information Technology office Automation Standards Guidelines.
- D. Due to system security restrictions, Information Technology will not support vendor dial access to Oakland County facilities for diagnostic purposes.
- E. Department of Information Technology reserves the right to remove any software that adversely affects County Operations.

8. Software Selection Guidelines

- A. Software should install the executable and tutorial/help files in separate directories that can be made read-only after installation. The data directories should be able to be separately configurable and selectable by the software.
- B. Vendor or Oakland County developed software based on PC database applications such as Paradox©, Access©, Clipper©, Foxpro©, DataFlex©, Advanced Revelation©, etc. must be reviewed for data storage requirements and network traffic generation.

- C. Software licensed per PC should be installed on the Local {C;} drive. Data created by the software can be shared using a directory on a network drive. {See #1 above}
- D. DOS based applications should be avoided.
- E. Software with concurrent licensing software must provide its own licensing monitor to restrict the number of concurrent users.
- F. Database files should be isolated to their own directories. Do not mix with other application files or unrelated database files.
- G. Sharing of Data and/or applications should be planned prior to installation for proper security and access rights.
- H. Applications that require access/data sharing with users at remote sites must be evaluated with a critical eye on data transfer rate across WAN or telephone service.
- I. It is strongly recommended that software include a 60 to 90 day evaluation period before purchase.
- J. Departments should verify hardware and software requirements before purchasing new or upgraded software.

9. Departmental Systems Administrator

- A. Departments shall designate a systems administrator{s} within their area for the coordination of all issues related to this policy.
- B. The designated System Administrator must fill out the license agreement and process as required by the vendor within 10 working days of installation of the product. A photocopy of the original license document must be forwarded to the Department of Information Technology software coordinator.
- C. Software licensed to the County shall be in the name of "Oakland County Software Coordinator, Dept/Division". No software may be licensed by any individual.
- D. The Department Systems Administrator{s} will be required to keep appropriate copies of diskettes and licenses in a safe manner as recommended by the vendor. Unless prohibited by the license, the user should at a minimum, make copies of original disks, run from the copies and store the originals in a safe location remote from the area of use.

10. **VIOLATION OF THIS POLICY MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM COUNTY EMPLOYMENT. QUESTIONS REGARDING THIS POLICY SHOULD BE FORWARDED TO THE DEPARTMENTS SYSTEMS ADMINISTRATOR OR THE DEPARTMENT OF INFORMATION TECHNOLOGY HELP DESK.**