PROBATION DEPARTMENT
INFORMATION TECHNOLOGY SECURITY POLICY

AUTHORITY: County of Orange Information Technology Security Policy
County of Orange Information Technology Usage Policy
County of Orange User Provisioning Policy
Administrative Directive

RESCINDS: Procedure Manual Item 1-5-321, dated 11/20/19

FORMS: None

PURPOSE: Information technology is a critical component of all primary County business processes. The County and the Department's visibility on the Internet, the increased use of electronic communication, and a dependence on information technology resources requires the development, maintenance**,** and dissemination of a set of common information technology security procedures designed to protect these assets.

I.   GENERAL INFORMATION

   A.   Information created or used in support of the Probation Department or County business is the property of the Probation Department or the County.

   B.   Probation Department personnel, in the course of performing their assigned duties, require access to and utilization of information technology assets consisting of personal computers (PC's), printers, network access, and application software. Information security is the responsibility of each member of the Probation Department (regular full time, part time, extra help, volunteers, and contractors) and requires teamwork and cooperation among all members. Violations of this policy should be reported to the respective supervisor immediately.

   C.   The use of Probation Department information technology will be in compliance with the County of Orange Information Technology Security Policy (available on the County Intranet) as established by the County Executive Office (CEO) and in accordance with the direction of the Board of Supervisors (BOS). The County of Orange Information Technology Usage Policy and the Probation Department Policy Manual G-15 are primarily intended to**:**

      1.   Protect the confidentiality and consistent availability of the data over which the Probation Department has stewardship.

      2.   **Ensure** that access to the information contained within the Probation Department automated databases and data files are in compliance with the applicable laws and regulations regarding the respective types of information and files.

      3.   Insure that the applicable "need to know and right to know" tests are

addressed and satisfied as a component of granting access to the respective information.

4.   Insure that the privacy and confidentiality of the respective information and data is protected and safeguarded from unauthorized access or use.

5.   Insure that the computer hardware, operating system software, application software, and network components have the required capability and are properly configured to insure compliance with the Information Technology Security Policy.

6.   Insure that adequate security checks and balances are in place to properly govern, administer, and enforce the Information Security Policy.

II.   PROCEDURE

A.   INFORMATION TECHNOLOGY USE AND ACCESS

1.   Every employee and Volunteer Probation Officer of the Probation Department signs an acknowledgement that they have read, understand, and will comply with County of Orange Information Technology Usage Policy and the Department's Policy Manual.

2.   Each time a user logs onto their respective desktop, laptop, or mobile device, a Computer Usage Acknowledgement banner screen will appear. The user is required to read and click the "OK" box before the logon can be completed.

3.   Employees and contract staff assigned to the Information Technology Division are required to comply with the County of Orange Information Technology Security Policy and sign an acknowledgement prior to any access.

B.   TRAINING

All employees, contractors, and consultants will receive training in IT security on an annual basis.

REFERENCES:

Policy: G-15   County's Information Technology Usage Policy

F. Cheuk

APPROVED BY: