

## **Llano County Internal Computer Policy**

**Effective April 12, 2021**

This Llano County Internal Computer policy is to help provide improved cyber security of Llano County computers and systems, to maintain a central log of active computer hardware, accessories and software, to ensure compatibility with existing computer hardware and software and to achieve the best pricing available.

**This policy applies to all Llano County Departments**

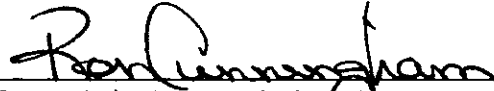
### **Elected Officials and Department Head Responsibilities**

- Prior to ordering computer hardware, accessories or software or introducing hardware or software into the county system, regardless of cost, if any, the proposed purchase or acquisition is to be communicated to Llano County IT support (currently Clay Etter) using the IT Request Form who will confirm with the Llano County IT service company (currently Bizprotec) to be sure that the purchase is compatible with current hardware and software, licensing requirements are met and that the best pricing can be obtained. The approved IT Request Form will be returned to the requester to submit for a Purchase Order.
- When the purchase is approved by IT support a request for a Purchase Order can be made to the County Auditor to receive a Purchase Order number to ensure the cost is budgeted. The Purchase Order request must include the approved IT Request Form, otherwise the Purchase Order request will not be processed by the County Auditor and returned to the requester.
- When a Purchase Order is confirmed, the order for computer hardware, accessories and software can proceed and when received must be confirmed with Llano County IT support to be recorded on a central log.
- The installation of computer hardware and software is to be completed by or in conjunction with Llano County IT support before any hardware or software is connected to or installed on the county network or individual computers.
- Elected Officials and Department Heads are free to consider the type of hardware, accessories and software they wish to submit for approval.
- Llano County IT support will provide maintenance to all departments and conduct periodic upgrades to virus software to ensure standard protection to all.
- Elected Officials and Department Heads have the responsibility to communicate and supervise this policy with their staff.

With the increase in cyber-attacks, it is critical that all support this policy to ensure the security and confidentiality of county systems and employee and constituent data.

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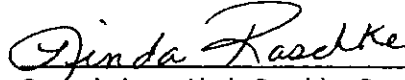
Issued by Authority of the Commissioners Court of Llano County, Texas, this 12<sup>th</sup> day of April, 2021.

  
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By: County Judge Ron Cunningham, Llano County



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Commissioner Peter Jones, Precinct 1



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Commissioner Linda Raschke, Precinct 2

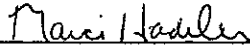


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Commissioner Mike Sandoval, Precinct 3



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Commissioner Jerry Don Moss, Precinct 4

Attest:



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County Clerk, Marci Hadel