

Chapter 74 – General Government and Operations Policy

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ARTICLE I. - IN GENERAL

Secs. 74-1—74-30. - Reserved.

ARTICLE II. - COMMISSIONERS COURT²

DIVISION 1. - GENERALLY

Secs. 74-31—74-50. - Reserved.

DIVISION 2. - COUNTY JUDGE³

Sec. 74-51. - Absence.

- (a) Occasions arise which require the county judge to be absent from the commissioners court.
- (b) On such occasions the commissioners court has authorized that the member of the commissioners court with the longest tenure will execute any and all legal documents on behalf of the county in the absence of the county judge.

(Admin. Policy Manual, § E(3.00))

Secs. 74-52—74-70. - Reserved.

DIVISION 3. - MEETINGS AND AGENDAS⁴

Sec. 74-71. - Meetings.

- (a) **Time; recording of proceedings.** The county commissioners court convenes in a session on the first and third Tuesday of each month at 9:00 a.m, except the Court will only meet the first Tuesday in July. Throughout the session, the court recorder records the official actions of the court via audio and video.
- (b) **Place.** The county commissioners court convenes in the commissioners courtroom located in the administration building. In the event of an emergency rendering the administration building unsuitable, the court will convene in the at 2121 Panoramic Circle in Dallas as its first alternate meeting location. In the event the Panoramic location is also unsuitable, the court will convene in the Wade Juvenile Center as the second alternate meeting location. In the event both alternate

¹ **State Law reference**— Organization of county government, V.T.C.A., [Local Government Code § 81.001](#) et seq.; county officers and employees, V.T.C.A., [Local Government Code § 151.001](#) et seq.; removal of county officers, filling vacancies, V.T.C.A., [Local Government Code § 87.001](#) et seq.

² **State Law reference**— Commissioners court, V.T.C.A., [Local Government Code § 81.001](#) et seq.; financial disclosure by county judge, county commissioners, county attorney, V.T.C.A., [Local Government Code § 159.001](#) et seq.; conflicts of interest, V.T.C.A., [Local Government Code § 171.001](#) et seq.

³ **State Law reference**— County judge, presiding officer, V.T.C.A., [Local Government Code § 81.001](#).

⁴ **State Law reference**— Public Meetings Act, V.T.C.A., [Government Code § 551.001](#) et seq.; county meetings, V.T.C.A., [Local Government Code § 81.005](#).

locations are not suitable, a notice will be posted at each of the designated locations of a suitable location (if possible).

- (c) **Requests to appear.** Requests to appear in court session before the county commissioners court must be made to the clerk of the court prior to 4:00 p.m. Monday preceding the desired meeting. Each request must be accompanied by a person's name, address, telephone number and subject.
- (d) **Presentations; scheduling; time limits.** Presentations will be scheduled for the session if the subject to be discussed is directly related to an item on the agenda, as determined by the presiding officer or a majority of the members of the court. If a request is not timely submitted, a person must have unanimous consent of the commissioners court to suspend this rule and may not request such a suspension more than once during each 90-day period. The presiding officer or a majority of the members of the court may recognize speakers during the discussion of individual briefing agenda items for information concerning that item.
 - 1) Each individual appearing before the court shall be limited to a maximum of three minutes. Maximum discussion on any one topic shall be limited to 30 minutes regardless of the number of speakers and each speaker shall be limited to one appearance in any calendar month.
 - 2) Time shall be maintained by the clerk of the court. In matters of exceptional interest, the court may, by unanimous decision of those members in attendance, either shorten the time that individuals will be permitted to speak, increase the time allowed for the topic, and/or allow a speaker to have more than one appearance and/or presentation in a calendar month.
 - 3) It is not the intention of the commissioners court to provide a public forum for the demeaning of an individual or organization, and failure to comply with this requirement shall subject the speaker to forfeiture of his remaining time before the court.
 - 4) It is the intention of the commissioners court to provide an open access to the citizens of the county to speak on issues of the county government.
 - 5) When requests to appear before the commissioners court during a court session have been made to the clerk of the court, the commissioners court administrator's office will be informed.
- (e) **Citizen and visitor attendance.** Citizens and other visitors are welcome to attend all public meetings of the commissioners court and will be admitted to the commissioners' courtroom up to the fire safety capacity of the room.
- (f) **Interruptions and/or disruptions prohibited.** Citizens and other visitors attending commissioners court meetings shall preserve order and decorum and shall neither, by conversation or otherwise, delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or rules of the commissioners court. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing and/or attending the commissioners court meeting shall be removed from the commissioners' courtroom if security is so directed by the presiding officer. If the presiding officer fails to act, any member of the commissioners court may move to require enforcement of the rules, and the affirmative vote of a majority of the commissioners court shall require the presiding officer to act.
- (g) **Removal of persons that are disruptive.** Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted. The presiding officer may direct security to remove offenders from the courtroom. If the presiding officer fails to act, any

member of the commissioners court may move to require enforcement of the rules, and the affirmative vote of a majority of the commissioners court shall require the presiding officer to act.

- (h) **Placards, banners, or signs prohibited.** No placards, banners, or signs will be permitted in the commissioners' courtroom or in any other room in which the commissioners court is meeting. This does not prohibit displays and visual aids used in connection with a presentation to the commissioners court.
- (i) **Removal from court meeting.** Any person ordered to be removed from a commissioners court meeting under the provisions of this section shall be barred from further attendance of that session of the commissioners court meeting and may be barred from addressing and/or attending any commissioners court meeting for up to a six-month period. Any second violation within a year of the first shall result in a one-year suspension from attendance.
- (j) **Violators may be held in contempt.** A person that is found to be in violation of these rules by order of the presiding officer or an affirmative vote of the commissioners court may be held in contempt as allowed by [Local Government Code, ch. 81.023](#). The punishment for contempt is a \$25.00 fine or 24 hours in jail. For an individual's first time to be held in contempt they shall be fined and for all additional times they will be subject to confinement in jail.
- (k) **Violators subject to arrest and prosecution.** Persons removed from a commissioners court meeting for failure to adhere to these rules shall be subject to arrest and prosecution for violation of the [Penal Code chs. 38.13, 42.01](#) or [42.05](#).

(Ord. No. 98-2334, 12-8-1998; Ord. No. 2003-552, 4-1-2003; Ord. No. 2008-1336, 7-22-2008; Ord. No. 2015-1134, 7-7-2015; Ord. No. 2016-0060, 1-19-2016; Ord. No. 2019-1197, 11-5-2019)

Sec. 74-72. - Agenda; items for briefing. ⁵

- (a) As items are received by the electronic agenda management system, they will be:
 - (1) Questioned in order to get background data and pertinent information to the commissioners court; and
 - (2) Sent to a resource department such as the Office of Budget and Evaluation, Human Resources / Civil Service Department, Legal Department, etc. to analyze, make recommendations or comments;
- (b) The office or department making the request will be available to appear before the commissioners court.
- (c) All items requiring a decision or action by the commissioners court in the regularly scheduled sessions shall be directed to the commissioners court administrators office after, if necessary, being analyzed by appropriate resource departments.
- (d) All items for the desired court agenda must be received by the commissioners court administrator's office by 4:00 p.m. two Fridays before the desired court meeting date. However, special attention will be given to emergency matters if the item meets one or more of the following conditions:
 - (1) the item is time sensitive,
 - (2) the delay will result in the County being in violation of a local, state, or federal law, or

⁵ **Editor's Notes:** This section has been updated to reflect new agenda practices as part of the transition from a paper process to an electronic agenda management system.

- (3) the County will incur costs or liability as a result of the delay.
- (e) All agenda memoranda and reports must address the following points of interest when applicable:
 - (1) Background of issue:
 - a. Establish the purpose/origin of issue.
 - b. Discuss previous history/action that has recently been taken.
 - c. Discuss what needs to be done.
 - (2) Impact on operations and maintenance: What options/alternatives does the county have? Does the issue:
 - a. Increase/improve service?
 - b. Increase productivity?
 - c. Require additional staff?
 - d. Require additional space?
 - e. Require the reordering of priorities?
 - f. Represent a change in existing policy?
 - g. Result in any cost-savings?
 - (3) Legal information (when applicable): Identify/address all relevant legal issues.
 - (4) Financial impact/considerations:
 - a. Identify all costs.
 - b. Explain how costs were derived.
 - c. Discuss whether costs represent one-time expenditures or annually recurring costs.
 - d. Quantify anticipated cost-savings/increases in productivity.
 - e. Discuss method for deriving cost-savings/productivity increases.
 - f. Identify funding source.
 - (5) Project schedule/implementation: Identify who/what department will be responsible for completing a project/resolving an issue and develop a schedule/identify a date for completing a project/resolving an issue.
 - (6) Administrative Plan Compliance.
 - (7) SBE information (when applicable): Outline all relevant SBE information.
 - (8) Recommendation: State the recommended course of action. If, for instance, memoranda are of an informational nature only, then they should state at the conclusion that no further action is needed. The recommendation will generate a court order to be considered for action by the commissioners court.

(Ord. No. 98-2334, 12-8-1998; Ord. No. 2003-552, 4-1-2003; Ord. No. 2008-1336, 7-22-2008; Ord. No. 2015-1134, 7-7-2015; Ord. No. 2016-0060, 1-19-2016; Ord. No. 2019-1197, 11-5-2019)

Sec. 74-73. – Agendas and orders.

Items approved during a regular session of commissioners court will have a related court order with a corresponding number generated by the County Clerk’s Office within three business days following the end of the session in which it was approved.

(Ord. No. 98-2334, 12-8-1998; Ord. No. 2003-552, 4-1-2003; Ord. No. 2008-1336, 7-22-2008; Ord. No. 2015-1134, 7-7-2015; Ord. No. 2016-0060, 1-19-2016)

Sec. 74-74. – Pulling agenda items.

A member of the Commissioners Court shall have the right to delay an court order until the next regularly scheduled court meeting, unless a majority of the court finds the matter is time sensitive, or the delay will result in the County being in violation of a local, state, or federal law, guideline or the County will incur costs or liability as a result of the delay, however, the same item shall not be delayed from further approval either by the same member or another member of the court, unless the subsequent delay is approved by a majority of the Court.

(Ord. No. 2015-1134, 7-7-2015; Ord. No. 2019-1197, 11-5-2019)

Secs. 74-75—74-90. - Reserved.

DIVISION 4. - AMENDING CODE⁶

Sec. 74-91. - First presentation to the commissioners court.

Proposed amendments to this Code will first be presented to the commissioners court during a regular commissioners court session by the commissioners court administration.

(Ord. No. 2016-1209, 10-4-2016)

Sec. 74-92. - Review and comment period for proposed policy.

After, and if, the court is in agreement on the proposed policy and the proposed policy has an organizational wide impact, it will be circulated by the commissioners court administration to all the county elected officials and department heads for comments. This review and comment period will be a minimum of 30 days.

(Ord. No. 2016-1209, 10-4-2016)

Sec. 74-93. - Second presentation; approval of order.

The second presentation of the proposed policy will occur after the expiration of the review and comment period, if applicable. Commissioners court administration shall place the proposed policy on the commissioners court agenda as a court order for formal approval by the court. The commissioners court administration will present comments received from elected officials and department heads and note any changes to the proposed policy as a result of the review and comment period.

(Ord. No. 2016-1209, 10-4-2016)

Sec. 74-94. - Formal approval; incorporation into Code.

(a) After formal approval, the new policy will be incorporated into this Code.

⁶ **Editor's note**— Ord. No. 2016-1209 , adopted Oct. 4, 2016, amended div. 4 in its entirety to read as herein set out. Former div. 4, §§ 74-91—74-94, pertained to similar subject matter, and derived from Admin. Policy Manual, § E(2.11)—(2.14).

- (b) Commissioners court administration is responsible for incorporating material into this Code. The commissioners court administration is available to assist departments with preparing appropriate language, format, and style for proposed Code changes.

(Ord. No. 2016-1209, 10-4-2016)

Secs. 74-95—74-130. - Reserved.

ARTICLE III. - PUBLIC RECORDS⁷

Sec. 74-131. - Texas Public Information Act.

The commissioners court complies with the Texas Open Records Act as set forth in V.T.C.A., [Government Code ch. 552](#).

(Ord. No. 2000-116, § 4.00, 1-18-2000)

Sec. 74-132. - Policy.

- (a) A public records policy will provide for a procedure by which public records may be inspected efficiently, safely and without delay.
- (b) In accordance with the Public Information Act, each governmental body is required to make available all public information. Certain information is excepted from the disclosure requirement of the act, and may be generally classified as follows:
 - (1) Confidential records by law;
 - (2) Information in personnel files if disclosure would constitute a clearly unwarranted invasion of personal privacy;
 - (3) Litigation involving the political subdivision;
 - (4) Certain information related to law enforcement;
 - (5) Birth and death records;
 - (6) Audit working papers of the state auditor;
 - (7) Information that would give advantage to competitors or bidders;
 - (8) Information pertaining to the location or purchase price of real or personal property for public purposes prior to public announcement of the project;
 - (9) Drafts and working papers for proposed legislation;
 - (10) Matters attorneys are prohibited to disclose per state bar ethics rules or evidentiary rules;
 - (11) Private correspondence and communications of an elected official that if disclosed would be an invasion of privacy;
 - (12) Trade secrets obtained from a person that is confidential by statute or judicial decision, and commercial and financial information, the disclosure of which would cause substantial competitive harm to the person from which it was obtained;

⁷ **State Law reference**— Public Records Act, V.T.C.A., [Government Code § 552.001](#) et seq.; county public records, V.T.C.A., [Local Government Code § 191.001](#) et seq.

- (13) Information agencies use relating to the regulation or supervision of financial institutions or securities;
- (14) Geological and geophysical data and data including wells;
- (15) Student records at educational institutions funded wholly or in part by state revenue;
- (16) Home addresses and telephone numbers, social security numbers and information revealing the existence of family members of current or former employees of a governmental body, peace officers or security officers;
- (17) Information contained or derived from triplicate prescription forms filed with the department of public safety pursuant to V.T.C.A., [Health and Safety Code § 481.075](#) of the Texas Controlled Substances Act;
- (18) Photographs of peace officers or security officers;
- (19) Test items developed by an educational institution funded wholly or in part by state revenue;
- (20) Records of a library or library system, supported in whole or in part by public funds, that identify a person who requested, obtained, or used library material or a service; and
- (21) Information relating to a governmental body's economic development negotiations with a business prospect, until an agreement is made.

(Ord. No. 2000-116, §§ 4.01, 4.02, 1-18-2000)

Sec. 74-133. - Responsibilities.

In accordance with the Public Information Act, the legal custodian must provide the public information requested or, if unavailable, state in writing when it will be available. If a request has been received for information that the attorney general has previously ruled is excepted from disclosure, then the information can be withheld. If there is no ruling that the information is excepted, one must be requested from the attorney general within ten business days of the receipt of the request.

(Ord. No. 2000-116, § 4.03, 1-18-2000)

Sec. 74-134. - Procedures.

Upon receipt of a request to view or have copied information which may be excepted from disclosure, a department head, official or county employee should forward the request to the civil section of the district attorney's office immediately.

(Ord. No. 2000-116, § 4.04, 1-18-2000)

Sec. 74-135. - Fees.

- (a) The Public Information Act states that the county clerk and district clerk shall not charge more for copies than the actual cost of the copies, unless a certified record is requested, the cost of which is set by law.
- (b) All other reproductions should be charged at a rate determined by the general services commission.

(Ord. No. 2000-116, §§ 4.10, 4.11, 1-18-2000)

Sec. 74-136. – Conducting County Business on Personal Electronic Devices.

- (a) It is recommended that County employees, department heads, and elected officials do not conduct official County business on their personal electronic devices including, but not limited to, utilizing county email, discussion official county business via text message, or using personal electronic devices to make County related telephone calls. As such, the County shall not reimburse employees for use of their personal electronic devices to conduct official County business. Elected officials, department heads, and supervisors should not require employees to use their personal electronic devices.
- (b) Should an essential County employee or department head need to conduct official County business using a personal electronic device, the County will issue the individual a County owned cellular telephone based on a demonstrated need and the approval process as detailed in Section 114-182 of this Code.
- (c) Should a County employee choose to conduct official County business on their personal electronic device, the employee will be required to download the County Mobile Device Management client in order to secure and ensure the availability of the County data. Further, the County employee shall be required to sign an acknowledgement and agree that the county data may be remotely removed from their personal electronic device if there is a business necessity.
- (d) In the event a County employee's personal electronic device that contains the County's Mobile Device Management client is lost, stolen, or misplaced, the employee's supervisor, department head, or elected official must be notified immediately so that appropriate steps can be taken to remove the County data from that device.
- (e) All County employees are advised that if an employee chooses to use their personal electronic device to conduct official County business, they become a temporary custodian of the public information received, created, or maintained on their device for purposes of compliance with the Texas Public Information Act. All County employees using their personal electronic devices to conduct official County business are required to:
 - (1) Forward all public information in whatever form to the Public Information Officer for Dallas County or their elected official, or
 - (2) Preserve all the public information on their personal electronic device for the applicable records retention period under Texas law; and
 - (3) Provide all public information relating to official County business in whatever form maintained on their personal electronic devices to the Public Information Officer for Dallas County or their elected official upon request in order for the County to comply with the Texas Public Information Act.
- (f) If an employee chooses to use their personal electronic device to conduct official County business and is required to download the County Mobile Device Management client, the employee is required to inform all other employees of the new County issued telephone number to be used for conducting official County business and the employee shall have an ongoing duty to forward any communications received on their personal device or telephone number to the County issued telephone within the County Mobile Device Management client.
- (g) County employees who fail to comply with subsection (e) above may be subject to disciplinary action up to and including termination, monetary fines, and potential civil or criminal liability pursuant to the Texas Public Information Act.

(Ord. No. 2021-0822, 8-17-2021)

Secs. 74-137—74-170. - Reserved.

ARTICLE IV. - COUNTY BUILDINGS AND FACILITIES⁸

DIVISION 1. - GENERALLY

Sec. 74-171. - Naming a building, building areas or property.

- (a) The county commissioners court is responsible by state law and county policy for the care and custody of all county property, which includes the authority to name any county facility or property in whole or in part.
- (b) A county building or property may be named for an elected official. This official's service record should be clearly outstanding and their accomplishments distinctive.
- (c) Law enforcement buildings may be named to honor an officer killed in the line of duty.
- (d) A conference room or other special area or feature within a major county building or property may be named for a county volunteer, or employee who has made a substantial or unique contribution to the county. To maintain the honor of having a room or area named, a minimum number of requests will be granted per building/property.
- (e) In special circumstances, such as those associated with a financial contribution to a specialized cause, project or event, a portion of a building or property such as, a conference or courtroom may be named after a citizen. In such cases, this individual must have an outstanding background and accomplishments that would distinguish their service from others.
- (f) All requests shall be submitted to the commissioners court administration for briefing to the commissioners court. The administrator will review and to the extent possible validate the request. Meeting the proposed policy requirements does not guarantee that a request will be granted. The commissioners court will review the information presented in each request and then determine the appropriateness.
- (g) Requests for naming county property may be initiated by:
 - (1) Any member of the commissioners court;
 - (2) Any county board or commission;
 - (3) The elected official or department head responsible for the building or room.

The general public must contact one of the above individuals to have a request formally submitted.

- (h) Requests should include:
 - (1) The address or location of the property;
 - (2) Justification for naming or changing the property, building, room, etc.;
 - (3) A brief biographical sketch and general background of the honoree, including a detailed recitation of the honoree's contributions to the department or county;
 - (4) A description of how the name should appear, so a general cost estimate may be developed;
 - (5) Evidence that the individual's background and character would not be inconsistent with the county's purpose and image.
- (i) Persons, boards or committees submitting requests should do so in as confidential manner as possible to preserve the dignity of the recommended individual and his or her family, in the event the request is not granted.
- (j) If a named county structure is removed, demolished or destroyed, the previous site will remain without a name, unless otherwise directed by commissioners court.

⁸ **State Law reference**— County public buildings, V.T.C.A., [Local Government Code § 291.001](#) et seq.

(Ord. No. 2004-1960, 10-26-2004)

Secs. 74-172—74-190. - Reserved.

DIVISION 2. - USE OF FACILITIES⁹

Sec. 74-191. - County buildings; generally.

- (a) There shall be no public solicitation within the hallways, offices or other areas of the county government facilities unless approved by the commissioners court.
- (b) There shall be no intercounty, interoffice or employee solicitation unless approved by the commissioners court.
- (c) If approved by the commissioners court, solicitation of employees during normal working hours shall be scheduled with the elected official or the department head involved.
- (d) No signs, posters, handbills or notices shall be posted in, on or about the county government facilities without the prior written approval of the commissioners court. Individuals responsible for posting signs, posters, handbills or notices are responsible for the removal of same. The facilities management department shall remove any unauthorized sign, poster, handbill or notice. This division does not prohibit the posting of general and routine information material on bulletin boards in employee work areas or official posting areas for legal documents. No union or employee association signs, posters, handbills or notices shall be posted in, on, or about the county government facilities without the prior written approval of the county director of human resources/civil service. Upon review and approval the materials to be posted will be forwarded to the various departments for posting on nonwork related bulletin boards only.
- (e) All requests for use of buildings and grounds, except those involving the sixth floor exhibit, as provided in section 74-271—74-273(a) must be initially filed with the commissioners court administrator.
- (f) County buildings, equipment, and supplies shall not be used in support of political campaigns. (See also section 86-754(b).) There shall be no campaign fundraising, advertising, rallies, press conferences, or campaign meetings in county buildings. Nothing in this policy prohibits a Dallas County elected official from holding a press conference to express his or her personal opinions on non-partisan issues.
- (g) County property other than buildings such as the downtown plazas and public sidewalks surrounding county buildings (outdoor public areas) are available for use by the general public as long as such use does not disrupt or interfere with the conduct of county business.

(Admin. Policy Manual, § E(5.00—5.04); Ord. No. 2002-214, 1-29-2002)

Sec. 74-192. - County buildings and grounds; special use.

- (a) Any entity established by constitutional, statutory or governmental action and civic organizations when acting in furtherance of established county projects, programs and/or goals may be granted special use of county facilities.
- (b) Any request for special use of county facilities shall be in writing and include a description of the intended use. All one-time special use requests will be subject to the approval of the county administrator after notification of commissioners court. Any special use of a reoccurring (longer than one day or regularly occurring) nature is subject to the approval of the commissioners court.

⁹ **State Law reference**— County use fees, authorized, V.T.C.A., [Local Government Code § 316.001](#) et seq.; private operation on county property prohibited, V.T.C.A., [Local Government Code § 291.006](#).

- (c) No food or beverage will be allowed in the carpeted areas of the county facilities by special use groups unless they have prior approval of facilities management.
- (d) Groups making arrangements to use county facilities will be responsible for any damages and will be required to sign a building user agreement and submit the required security deposit before using county facilities.
- (e) Groups (non-county departments) using county facilities during other than normal working hours will pay the additional cost to the county for the special use according to sections 74-244 and 74-245 of this Code.
- (f) No alcohol is allowed on county property at any time, except for social events at the Old Red Building and 6th Floor Museum facilities when food and alcohol are customarily served, such as in a wedding party and organizational evening social for example.

(Admin. Policy Manual, § E(5.05—5.09); Ord. No. 2009-0777, 4-28-2009)

Sec. 74-193. - Frank Crowley Courts Building elevator usage policy.

The commissioners court hereby approves the Frank Crowley Courts Building elevator usage policy identifying the individuals authorized to use the restricted-use elevators. The following individuals shall be allowed to have card access to the restricted-use elevators:

- (1) Officials authorized to park in the underground parking garage (includes visiting judges).
- (2) Assistant criminal district attorneys and investigators.
- (3) Public defender's attorneys and investigators.
- (4) Sheriff's property room employees and criminal court bailiffs.
- (5) District and county clerk employees limited to criminal court supervisors and managers unless otherwise approved by the commissioners court.
- (6) Security and fire marshal.
- (7) Facilities management limited to supervisors and managers and personnel assigned to or dispatched to the criminal court unless otherwise approved by the commissioners court.

(Ord. No. 2005-1915, 10-4-2005)

Secs. 74-194—74-210. - Reserved.

DIVISION 3. – ACCESS¹⁰

Sec. 74-211. - To county property and work areas.

- (a) Solicitation by organizations as described in section 74-861 et seq., is only permitted in nonwork areas. Nonwork areas include the area outside and surrounding county facilities, the general public areas of county facilities, and general public county cafeterias and lunchrooms. Departmental lunch and/or break rooms are considered work areas. Solicitation of employees assigned to work in public areas is prohibited during their regularly scheduled work.
- (b) The county human resources/civil service department, in consultation with any involved departments, will answer any questions as to whether or not an area is permissible for solicitation purposes.

¹⁰ **State Law reference—** County buildings, V.T.C.A., [Local Government Code § 291.001](#) et seq.

(Admin. Policy Manual, § E(21.03, 21.04))

Sec. 74-212. - Posting of notices.

Associations and organizations as described in section 74-861 et seq., shall submit all notices to the county human resources/civil service department along with a request for distribution. After review by the human resources/civil service department to ensure appropriateness, the information will be distributed to departments for posting on nonwork related bulletin boards only.

(Admin. Policy Manual, § E(21.05))

Sec. 74-213. - Use of county facilities for meetings.

The use of any county facility or meeting room by associations or organizations as described in section 74-861 et seq., will be subject to approval by the commissioners court. Requests for use of facilities will be treated like any other request by a noncounty group under the terms and conditions of the county building use policy.

(Admin. Policy Manual, § E(21.06))

Sec. 74-214. - Access microchips/cards to tenants of leased county-owned buildings.

- (a) The access microchips/cards will be used to provide tenants and their clients access to the building after hours, on weekends and/or any other time when the county offices are closed.
- (b) The county shall issue access microchips/cards to the property manager of the county-owned buildings based on a ratio of one card for each 500 square feet of office space leased.
- (c) Then the tenant will be required to pay the county a nonrefundable fee of \$10.00 for additional and/or lost access microchips/cards required by the tenant.
- (d) Defective access microchips/cards will be replaced free of charge, unless defection was the result of negligence or carelessness on the part of the user.
- (e) The county will require authorized tenants and employees to complete and sign the access microchip/card application (AMA) form when assigning an access microchip/card.
- (f) It will be the tenant's sole responsibility to contact the county property manager for issuance of access microchips/cards.
- (g) Upon expiration and/or termination of the lease, the tenant shall be required to complete the AMA form to delete each microchip/card and to return each access microchip/card to the county.
- (h) Access microchips/cards may be purchased by check or cash. If the tenant desires to pay cash, only exact change will be accepted.

(Admin. Policy Manual, § E(22.00—22.07))

Secs. 74-215—74-240. - Reserved.

DIVISION 4. - RENTAL, LEASES

Sec. 74-241. - When in county's best interest.

The county may lease or rent county property when the commissioners court determines such use is in the best interest of the county. A rental fee will be charged to any entity interested in renting any of Dallas

County's facilities, except for accredited schools using facilities for educational purposes such as mock trials.

(Admin. Policy Manual, § E(5.10); Ord. No. 2009-0777, 4-28-2009)

Sec. 74-242. - Requests.

Any request for rental of county facilities shall be in writing and include a description of the intended use. The commissioners court must approve the following: a) filming in any county building - a copy of the film script must be submitted with the rental request, b) building uses of more than three days, and c) rental of the county administration building.

(Admin. Policy Manual, § E(5.11); Ord. No. 2009-0777, 4-28-2009)

Sec. 74-243. - Rental provisions.

Rental of a county facility may be granted only when the following items have been provided:

- (1) Approval by the primary occupant of the facility or space;
- (2) An approved signed building user permit agreement;
- (3) When the use may result in property damage, a reasonable damage deposit adequate to protect the county; and
- (4) When the use is for commercial purposes, a \$1,000,000.00 liability/personal injury policy payable to the county will be provided.

(Admin. Policy Manual, § E(5.12); Ord. No. 2009-0777, 4-28-2009)

Sec. 74-244. - Fees.

Fees for building rental of three days or less will be: a) \$75.00 per day for all other non-profit organization, b) \$150.00 per day for profit organization, and c) \$100.00 per day for all central jury rooms. A damage deposit of \$1,000.00 is applicable to all of the above rental agreements. Fees for rental of space over three days will be the additional cost, plus a market rate daily rental fee.

(Admin. Policy Manual, § E(5.13); Ord. No. 2009-0777, 4-28-2009)

Sec. 74-245. - Rental fees for filming.

Rental of county facilities for filming will require \$25,000.00 damage deposit. A fee of \$2,000.00 per film day is the rate for the rental of the county administration building and a \$1,000.00 per film day for rental of all other county buildings (except jails) for 30 days or less. Rental rates for 31 days or more will be \$750.00.00 per film day. The foregoing rental fees will not be charged the press filming in the open or public areas of county facilities as long as the filming lasts less than four hours. Such filming by the press will be permitted so long as it does not interfere with the public conducting governmental business or obstruct or block the open or public areas of county facilities.

(Admin. Policy Manual, § E(5.14); Ord. No. 2009-0777, 4-28-2009)

Sec. 74-246. - Right to deny approval.

The county reserves the right to deny approval to any request for use of county property which, in the opinion of the county, may disrupt or hamper normal business activity or offend public visitors.

(Admin. Policy Manual, § E(5.15); Ord. No. 2009-0777, 4-28-2009)

Secs. 74-247—74-270. - Reserved.

DIVISION 5. - SIXTH FLOOR EXHIBIT ACCESS

Sec. 74-271. - Goal of division.

The goal of this division is to protect and preserve the integrity of the Sixth Floor Exhibit. This is a site of international historic significance and interest. Every accommodation possible will be made to the media and filmmakers in their efforts to provide information without interfering with others. No request for access will be granted, however, when, in the judgment of the executive director or his designee, granting access would result in undesirable exploitation of this historic resource.

(Admin. Policy Manual, § E(5.16))

Sec. 74-272. - Requests.

Request for access to the Sixth Floor shall be directed to the executive director of the county historical foundation or designee who shall determine if the request conforms with the guidelines of this division, and if the request conforms, access may be granted by the executive director or designee.

(Admin. Policy Manual, § E(5.17))

Sec. 74-273. - Filming, recording and video taping.

- (a) Filming, recording and video taping for news stories, features and travelogues that are accomplished with self-contained, handheld equipment may be permitted access to the Sixth Floor if the activity will not disrupt the quiet enjoyment of the exhibit by patrons.
- (b) Requests for filming, recording and video taping must come from bona fide organizations making the request on behalf of their own organizations which is evidenced by generally recognized credentials which shall satisfy the executive director or his designee as to authenticity and validity.
- (c) Interviews with visitors are not permitted on the Sixth Floor. Exit interviews, conducted in the visitors center, may be permitted by the executive director or his designee.
- (d) Live broadcasts shall not be permitted on or from the Sixth Floor.
- (e) All requests other than those involving filming, recording and video taping for news stories, features and travelogues which are covered by sections 74-271—74-273(d), will be referred to and reviewed by the historical foundation board of directors for consideration and recommendation to the county commissioners court who shall approve or deny the request. All Sixth Floor use requests covered by this subsection shall also be subject to and governed by the provisions of sections 74-243—74-245.

(Admin. Policy Manual, § E(5.18—5.22))

Secs. 74-274—74-290. - Reserved.

DIVISION 6. - AUTOMATIC TELLER MACHINE

Sec. 74-291. - Provided as service to county employees.

Automatic teller machines (ATM's) are provided by the county in county facilities generally as a service to county employees and the general public.

(Ord. No. 2000-379, 2-22-2000)

Sec. 74-292. - Paid with earnings credits; amendment of division.

The county ATM's, furnished through the depository bank, will be paid with earnings credits through the county depository bank through at least the 1997-2001 depository bank contract. Following negotiations for the 2001-2005 bank depository contract, the commissioners court may determine to continue paying for automatic teller machines (ATM's) through earnings credits at the depository bank, to eliminate ATM's from county facilities, or to find another negotiated method by which ATM's are provided in county facilities.

(Ord. No. 2000-379, 2-22-2000)

Sec. 74-293. - Qualifications for consideration of installation.

To qualify for consideration of installation of an automatic teller machine (ATM), a county facility should have the usage anticipation of a minimum dollar volume of \$500,000.00 annually and a transaction volume of 12,000 annually per machine. Such volumes would require approximately 250—500 employees or visitors to the facility monthly to validate installation. Other considerations for installation include the location of a cafeteria in the facility, the proximity of restaurants and fast food facilities, as well as other ATM's within a one mile radius of the facility.

(Ord. No. 2000-379, 2-22-2000)

Sec. 74-294. - Requests for installation; procedures.

All requests for installation of automatic teller machines (ATM's) in county facilities should be directed to the county treasurer, 303 Records Building, 509 Main Street, Dallas, Texas 75202, for review of anticipated compliance with county stated ATM policy. Following review, the county treasurer will provide a proposal to the commissioners court with recommendation either for or against the implementation. Installation of an automatic teller machine (ATM) in a county location will be scheduled only after approval by the commissioners court. A monthly report will be maintained on all transactions and volume per machine to determine if such machines continue to meet the requirements of the county ATM policy.

(Ord. No. 2000-379, 2-22-2000)

Sec. 74-295. - Subject to removal.

If the ATM does not meet the contractual requirements on a continuing basis, it shall be subject to removal in accordance with any contractual obligations.

(Ord. No. 2000-379, 2-22-2000)

Secs. 74-296—74-320. - Reserved.

DIVISION 7. - APPLIANCES AND EQUIPMENT

Sec. 74-321. - Chillers/refrigerant.

(a) The county chillers/refrigerant policy covers the installation of any new chillers with CFC refrigerants.

- (b) New chillers with CFC refrigerants that are not compatible with the HCFC, such as R-22 and R-123 or HFC's such as 134, are not acceptable for installation in county buildings or property.
- (c) Chillers that operate with only R-111 are not acceptable for installation in county buildings or property.

(Admin. Policy Manual, § D(17.00—17.02))

Secs. 74-322—74-340. - Reserved.

DIVISION 8. - BUILDING DESIGN, CONSTRUCTION, IMPROVEMENT AND MAINTENANCE¹¹

Sec. 74-341. - Purpose of division.

The purpose of this division is to establish a policy for the design, construction, improvement and maintenance to county-owned or county-operated facilities and to define the management responsibilities for the implementation of the policy between the engineering and project management and facility management departments.

(Ord. No. 82-734, § I, 5-3-1982)

Sec. 74-342. - Design and construction.

It is the policy of the county to design and construct public buildings in a cost effective manner based upon legitimate needs for building space and in accordance with the Texas Engineering Practices Act, Vernon's Ann. Civ. St. art. 3271a dealing with public work construction. In order to implement this policy the following procedures shall apply:

- (1) Upon initiation of a request by an appropriate authority and/or other requirement for construction of new facilities or alterations or improvements of an existing facility, the facilities director and engineering and project management department shall be consulted where these modifications involve major architectural, structural, mechanical or electrical alterations or installations. A recommendation to include construction methods, cost estimates and schedules for accomplishment of the work, shall be submitted to the space utilization committee and to the commissioners court for briefing and approval prior to proceeding with design and/or construction. The submittal shall include a recommendation establishing the responsibility for the project as being that of engineering and project management and/or facilities management. Project responsibility shall generally be based upon the following criteria:
 - a. Project cost or size and/or construction methods required.
 - b. Time constraints and availability of work force.
 - c. Design requirements, i.e., special architectural, structural, mechanical-electrical or equipment requiring architectural/engineering contracts.
 - d. Funding or budgetary considerations.
 - e. Legal considerations, i.e., compliance with building and zoning code requirements.
- (2) On projects to be undertaken by facilities management for in-house construction, the engineering and project management department shall provide technical assistance as necessary. On projects that require design modifications of architectural, structural, mechanical or electrical elements, the engineering and project management department shall, through architectural/engineering contracts, have detailed drawings and specifications prepared therefor.

¹¹ **State Law reference**— Texas Engineering Practices Act, Vernon's Ann. Civ. St. art. 3271a.

Construction for projects of this type will normally be accomplished through the competitive bidding process and managed by the engineering and project management department.

- (3) On all projects for which the engineering and project management department has the responsibility for management of design and construction, the following procedures shall apply:
 - a. The engineering and project management department shall, through conferences with the user and facilities management, determine and define the scope and estimated cost of the program required prior to initiation of an architectural/engineering contract. The scope of the program shall then be briefed with the space utilization committee, with a recommendation for scope and cost of the construction from program. Moreover, the engineering and project management department shall secure and maintain a completed questionnaire, facsimile attached, and brochure on all architectural/engineering firms in the county, to be updated at least every two years. After approval of the scope of the project by the space committee, the director of engineering and project management, facilities management director, and the commissioners court administrator (and historical commission's chairperson on historically related projects) shall review the questionnaires and recommend the three most qualified firms based on interviews, related, experience and references, in rank order to the commissioners court. The commissioners court will select a firm and consider the space committee's scope recommendations if they involve unbudgeted funds.
 - b. Upon selection and execution of an architectural/engineering contract, the following procedures shall be implemented to ensure adequate review of design development drawings, detailed construction drawings and specifications as well as progress during construction.
 1. A review conference with the architect/engineer or the design development program shall be held prior to authorization of detailed construction drawings. The date provided for review shall include cost estimates. The engineering and project management department shall arrange a review conference to include the building construction engineer, project architect and a member of the facilities management department, designated by the facilities manager. Conference minutes and review comments shall be provided to the architect/engineer and other attendees by the project architect.
 2. After authorization to proceed with detailed drawings, review conferences shall be held with the attendees noted in this section, at 60 percent and 100 percent design phases. The engineering and project management department project architects, shall make arrangements for these conferences. Minutes and review comments shall be provided to the architect/engineer and other attendees. The using department should be invited to any or all review conferences, as appropriate.
 3. Upon approval of detailed drawings and specifications by the space committee, the architect/engineer will prepare the necessary bid documents. Copies of approved detailed drawings and specifications will be provided to the facilities management department for information and record use.
 4. The director of engineering and project management, during the course of construction, shall provide the facilities management department access to the construction for periodic observation of construction methods and materials. Job site visitations shall be arranged by the engineering and project management department project architects.
 5. Requests for changes in the construction by the user and/or recommendations and comments resulting from job site visitations by the facilities management shall be directed to the director of engineering and project management in writing. Routine or technical changes requested will result in actions taken by the director of engineering and project management by way of response provided the user and facilities management in writing. Major scope changes shall be briefed with the space committee.

6. Upon certification as to substantial completion by the architect/engineer, the engineering and project management department building construction division shall arrange for a final acceptance inspection of the facility to include the user representative and members of the facilities management department, architect/engineer and contractor representatives. All discrepancies noted shall be corrected prior to final acceptance. The facilities management director and the director of public works shall perform an inspection for adequacy of the intended use of the facility. Upon written concurrence as to acceptability of the facility by the architect/engineer, user, facilities manager and director of engineering and project management, a recommendation to the commissioners court shall be made for final acceptance prior to final payment to the contractor.
 7. Architects/engineers shall be required to provide to the county all original drawings corrected for as-built conditions. As-built drawings, equipment submittals, warranties, equipment operating and instruction manuals and other required data shall be submitted by the engineering and project management department to the facilities management department as soon as practicable after completion of the construction.
 8. The engineering and project management department shall furnish the facilities management department with a listing of contractors, subcontractors or suppliers as necessary to be used for call-back on warranty items.
 9. The engineering and project management department shall include in all construction contracts requiring elevator installations, a requirement for inspection by either the facilities management department's elevator maintenance contractor or an independent elevator inspector/contractor prior to certification of acceptance of any elevator system installation.
- (4) On all projects for which the facilities management department has the responsibility for management of design and construction, the following procedures will apply:
- a. The director of facilities management shall, through conferences with the users, determine and define the scope and estimated cost of the project. Consultation on design issues shall be provided by the engineering and project management department, as needed.
 - b. The design and scope of the project will then be briefed with the space utilization committee. Upon concurrence by the committee and funds being provided by the commissioners court, the facilities management director will proceed with construction of the project.
 - c. Requests or recommendations changing the design, as approved by the committee, particularly those increasing the costs, must be approved by the space utilization committee, and the commissioners court if they exceed the budgeted funds, prior to being implemented by the facilities management director.
 - d. The director of facilities management shall prepare all necessary work schedules, material requisitions and bid specifications for any contract related work in order to complete the project.
 - e. Upon substantial completion of the project, the facilities management director will arrange for an inspection of the work by a designated member of the space utilization committee to certify completion in accordance with approved designs.

(Ord. No. 82-734, § II, 5-3-1982)

Sec. 74-343. - Maintenance.

It is the policy of the county to maintain all buildings in a cost effective manner which will maximize their useful life. In order to implement this section, the following procedures will apply:

- (1) The director of facilities management is responsible for all building maintenance responsibilities including daily operation, preventative maintenance, routine and major repair work, etc.
- (2) Building maintenance work will be on a regular schedule, with established maintenance schedules in writing.
- (3) Electrical, engineering and mechanical work will be on a regular and as needed basis, with preventative maintenance schedules in writing to maximize the useful life of equipment and structures.
- (4) Carpentry jobs will be accomplished in a manner to control cost and maximize the useful life of furniture and fixtures.
- (5) Painting of all county building interiors (and exteriors where appropriate) shall be done on a routine basis, with written schedules as to frequency and color.
- (6) Janitorial services will be provided in all county-owned and county-operated buildings. Where service contracts are utilized, all contract conditions should be managed/supervised routinely with special emphasis on daily inspections and departmental reporting of contract violations. Moreover, an annual cost/benefit analysis should be performed comparing in-house versus contract services.

(Ord. No. 82-734, § III, 5-3-1982)

Sec. 74-344. - Exceptions.

Nothing in this division should be construed to prevent a county official from taking action to preserve the public safety or welfare within county buildings, particularly in the event of an emergency. Rather this division is to be strictly followed in the execution of routine and normal responsibilities of the offices involved.

(Ord. No. 82-734, § IV, 5-3-1982)

DALLAS COUNTY
ARCHITECT-ENGINEER QUESTIONNAIRE

DATE _____ / _____ / _____

1. FIRM NAME:	2. ESTABLISHED		3. TYPE OF ORGANIZATION:			(Check One)
	YEAR	STATE	<input type="checkbox"/>	Individual	<input type="checkbox"/>	Corporation
			<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Joint Venture
			<input type="checkbox"/>	Other (explain in item 22)		
4. FORMER FIRM NAME(S): (If any and year(s) established)			5. HOME OFFICE BUSINESS ADDRESS AND PHONE NO:			
6. PRESENT BRANCH OFFICE(S): (ADDRESS-TELEPHONE NO. AND PERSON IN CHARGE)						

7. PRINCIPALS OF FIRM: (NAME AND HOME ADDRESS)	8. ASSOCIATE MEMBERS OF FIRM: (NAME AND CATEGORY)
9. OTHER KEY PERSONNEL OF FIRM: (NAME & CATEGORY)	
10. NUMBER OF PERSONNEL IN YOUR PRESENT ORGANIZATION: (*Including Total of Items 7, 8 and 9)	

Arch.*	Engineers*				Drafts- men	Spec. Writers	Estima- tors	Inspec- tors	Survey- ors	Balance*	Total
A.	B. Mech.	C. Elec.	D. Civil	E. Other	F.	G.	H.	I.	J.	K.	L.
11. NUMBER OF PERSONNEL IN YOUR ORGANIZATION DURING LAST 5 YEARS Maximum No.									Year	Normal Strength	

12. OUTSIDE ASSOCIATES AND CONSULTANTS USUALLY EMPLOYED BY YOUR FIRM (Furnish a separate complete questionnaire for each firm listed below if not on file with county)	
A. CATEGORY OF WORK:	B. NAME OF FIRM OR INDIVIDUAL AND ADDRESS:

13. INDICATE IN ORDER OF PRECEDENCE, (Using 1., 2., 3.), THE TYPES OF PROJECTS IN WHICH YOUR FIRM SPECIALIZES:	
14. INDICATE THE SCOPE OF SERVICES PROVIDED BY YOUR FIRM WITHOUT ASSOCIATES OR CONSULTANTS ON TYPES OF PROJECTS INDICATED IN ITEM 13. (i.e. Architectural, Mechanical, Electrical, Structural, etc.)	

15. PERSONAL HISTORY STATEMENT OF PRINCIPALS AND ASSOCIATES WITHIN YOUR FIRM (Furnish complete data but keep to essentials)					
A. NAME (Last-First-Middle Initial)	DATE OF BIRTH	YEARS OF EXPERIENCE	PRINCIPAL THIS FIRM	PRINCIPAL OTHER FIRM	OTHER THAN PRINCIPAL
EDUCATION (College, degree, year, specialization)	MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS:				
REGISTRATION (Type, Year, State)	TYPES OF EXPERIENCE OTHER THAN PRINCIPAL: (Be brief)				
B. NAME (Last-First-Middle Initial)	DATE OF BIRTH	YEARS OF EXPERIENCE	PRINCIPAL THIS FIRM	PRINCIPAL OTHER FIRM	OTHER THAN PRINCIPAL
EDUCATION (College, degree, year, specialization)	MEMBERSHIP IN PROFESSIONAL ORGANIZATION:				
REGISTRATION (Type, Year, State)	TYPE OF EXPERIENCE OTHER THAN PRINCIPAL: (Be brief)				
C. NAME (Last-First-Middle Initial)	DATE OF BIRTH	YEARS OF EXPERIENCE	PRINCIPAL THIS FIRM	PRINCIPAL OTHER FIRM	OTHER THAN PRINCIPAL

Items 18 and 19. (Photos of models, renderings, sketches, etc. NOT desired.) Size of photos not to exceed 8½" × 11". On back of each photo give the following information:	
(1) Name of your firm;	
(2) Name and address of client;	
(3) Type of construction;	
(4) Location of structure;	
(5) Cost of specific structure.	
Photos of electrical or mechanical facilities or other components of a decided engineering character are not necessary. Submittal of firm's brochures with this Questionnaire is also optional.	
21. If space provided on the form is not sufficient for entries, or if you wish to furnish additional information, it may be inserted here or on reverse side of this page, or on separate sheets, with appropriate references.	

22. PURPOSE OF SUBMITTING THIS QUESTIONNAIRE (Check A or B, Not Both)		
<input type="checkbox"/>	A.	I/We wish to be considered for Architectural or Engineering services with the <input type="checkbox"/> design, <input type="checkbox"/> inspection, <input type="checkbox"/> supervision. (Check applicable box or boxes) of construction projects for Dallas County Departments.
<input type="checkbox"/>	B.	This completed Questionnaire is submitted as evidence of employment as outside associate or consultant. (See Item 12)
		NAME OF FIRM ASSOCIATED WITH:

	AS OF THIS DATE: _____ / _____ / _____ 20 _____ the foregoing is a true statement of facts.
NAME OF FIRM SUBMITTING QUESTIONNAIRE NAME AND TITLE OF PERSON SIGNING SIGNATURE:	

(a)	Form to be completed by typewriter. Completed forms may be reproduced in any quantity deemed necessary to meet distribution requirements. Submit original and two copies of the completed form to the Purchasing Department.
(b)	It will be to a firm's advantage to maintain its experience record on a current basis. This may be accomplished by periodically forwarding current data on revised sheets of this questionnaire.

Secs. 74-345—74-370. - Reserved.

DIVISION 9. - FACILITY SPACE UTILIZATION AND MAINTENANCE

Subdivision I. - In General

Secs. 74-371—74-390. - Reserved.

Subdivision II. - Space Utilization

Sec. 74-391. - Submission of request.

A department requiring space submits a request to the space utilization committee.

(Admin. Policy Manual, § E(9.00))

Sec. 74-392. - Evaluation of request; recommendation.

The space utilization committee evaluates the request and makes a recommendation to the commissioners court as to need and funding source, as well as potential cost.

(Admin. Policy Manual, § E(9.01))

Sec. 74-393. - Specific requirements.

The requesting department presents their specific requirements to the facilities maintenance department.

(Admin. Policy Manual, § E(9.02))

Sec. 74-394. - Location search.

Facilities maintenance will do a preliminary search to locate appropriate space based on stated requirements. Locations will be discussed with the department to ensure that all requirements are being met.

(Admin. Policy Manual, § E(9.03))

Sec. 74-395. - Negotiation of lease.

After departmental review, facilities maintenance will negotiate a lease for the space, making certain that all necessary clauses are included and that costs are appropriate.

(Admin. Policy Manual, § E(9.04))

Sec. 74-396. - Community assessment.

For community supervision and corrections leases, or like agencies, facilities maintenance will perform a community assessment based on approved guidelines and prepare a report.

(Admin. Policy Manual, § E(9.05))

Sec. 74-397. - Recommendation on specific leased space.

The recommendation on specific leased space will be made to the space utilization committee by facilities maintenance, including a review of the lease and the community assessment, where applicable.

(Admin. Policy Manual, § E(9.06))

Sec. 74-398. - Final determination on request.

Based on the space utilization committee's review, a recommendation will be made to the commissioners court, with recommended funding source. The commissioners court will make the final determination on the space request.

(Admin. Policy Manual, § E(9.07))

Secs. 74-399—74-420. - Reserved.

Subdivision III. - Maintenance and Repair

Sec. 74-421. - Corrective maintenance.

Any action required to restore equipment, building and grounds to normal conditions and to operate as designed is corrective maintenance.

(Admin. Policy Manual, § E(10.00))

Sec. 74-422. - Procedures.

- (a) *Categories enumerated.* All maintenance requests will initially be assigned by the originator into three major categories:
 - (1) Urgent/A: Corrective actions of such a nature that failure to take immediate action will jeopardize the operation of the county's primary functions and service.
 - (2) Routine/B: Corrective actions which should be performed at the first opportunity, but do not affect the county's primary functions and service.
 - (3) Deferred/C: Corrective actions which are routine in nature and in no way affect the primary function of the county. These actions will be scheduled as opportunity permits. Examples of such items include bulletin boards, mounting pictures, etc.
- (b) *Recordkeeping.* The maintenance request will be assigned a consecutive number as received, dated and logged in the M&R log for recordkeeping and work scheduling. Ultimate priority will be assigned by the building superintendent.
- (c) *Description of repair or work needed form.* The description of repair or work needed form (Exhibit EB) consists of an original and two copies. The upper portion of the form should be filled in completely including date, time and location of the problem and classification.

(Admin. Policy Manual, § E(10.01—10.06))

Secs. 74-423—74-440. - Reserved.

DIVISION 10. - SMOKING AND TOBACCO USE POLICY¹²

Sec. 74-441. - Purpose of division.

The policy and procedures outlined in this division are designed to ensure that the county will achieve compliance with all appropriate city ordinances that may regulate smoking and/or use of tobacco products in public buildings.

(Admin. Policy Manual, § E(11.00); Ord. No. 95-659, 6-13-1995; Ord. No. 97-1669, 8-26-1997)

Sec. 74-442. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Public service area means any area to which the general public routinely has access for county services or which is designated a public service area by the department director.

Workplace means any indoor area where an employee works for an employer, including an administrative area but excluding an enclosed room with only one regular occupant.

(Admin. Policy Manual, § E(11.09—11.10))

Sec. 74-443. - Responsibilities.

- (a) Each elected official or department head will be responsible for implementing these policies within locations/areas for which they are accountable.

¹² **State Law reference—** Smoking tobacco, V.T.C.A., [Penal Code § 48.01](#).

- (b) Each elected official or department head shall be responsible for coordinating with facilities management for the placement of proper signs at building entrances, in restrooms and in other designated locations.
- (c) Facilities management shall ensure the uniformity of all signs.
- (d) Any elected official or department head who authorizes or knowingly permits smoking or use of tobacco products in a county building will be responsible for all legal and financial consequences of behavior outside county policy.

(Admin. Policy Manual, § E(11.05—11.08); Ord. No. 95-659, 6-13-1995; Ord. No. 97-1669, 8-26-1997)

Sec. 74-444. - Policy of county.

- (a) All county buildings (owned or leased) will be designated non-smoking and tobacco-free facilities.
- (b) All county buildings shall be posted with no smoking and tobacco-free signs.
- (c) There shall be no smoking or use of tobacco products on county property within 25 feet of any public entrance to a county facility.
- (d) No employee, elected official, or department head shall smoke or use tobacco in areas designated as non-smoking and tobacco-free by court order, city ordinance, administrative action or managerial directive. Any employee violating this policy will be subject to county disciplinary action as well as prosecution under applicable sections of the appropriate city ordinance.
- (e) Any conference room, meeting room, or public service area owned, operated or managed by the county shall be nonsmoking.
- (f) All public areas and workplace areas for all the county buildings are designated as nonsmoking, and no smoking signs shall be installed throughout all buildings limiting smoking to private single occupancy offices and county jail inmate housing.
- (g) All designated nonsmoking areas shall be posted with no smoking signs as specified by the ordinance.
- (h) An outside smoking area will be designated away from building entrances for each county facility.
- (i) Restrooms normally accessible to the general public in county-owned, county-operated or county-managed facilities shall be designated nonsmoking areas.
- (j) No employee shall smoke in areas designated as nonsmoking by ordinance, administrative action or managerial directive. Any employee violating this division will be subject to county disciplinary action as well as prosecution under applicable sections of the ordinance.

(Admin. Policy Manual, § E(11.01—11.04, 11.11—11.15); Ord. No. 95-659, 6-13-1995; Ord. No. 97-1669, 8-26-1997)

Secs. 74-445—74-470. - Reserved.

DIVISION 11. - PARKING POLICY

Sec. 74-471. - Elected officials.

- (a) Elected officials may park in any county-owned parking lot free of charge.
- (b) Each elected official is assigned a space convenient to their office location.
- (c) When parking in a county-owned lot other than a primary assigned space, the official shall sign his name and office on the back of the parking ticket. The official will present his official "elected official"

identification card (which is available through the office of security and emergency management) and the parking ticket to the parking attendant when leaving the lot.

- (d) The parking attendant will match the name and office to the identification card and allow the elected official to leave the parking facility without charge.

(Admin. Policy Manual, § E(12.00—12.04); Ord. No. 2008-741, 4-15-2008)

Sec. 74-472. - Boards and committees.

- (a) The county will reimburse or validate parking for all members of boards and committees established by the county commissioners court that park to attend regularly scheduled and/or called meetings.
- (b) A handbook with the names of appointed members of boards and committees is available for membership verification. The commissioners court administrator's office may be contacted at 214-653-7327.

(Admin. Policy Manual, § E(12.05, 12.06); Ord. No. 2008-741, 4-15-2008)

Sec. 74-473. - Employees.

County employees attending committee meetings, departmental meetings, and/or similar type county functions authorized by an elected official or department head are eligible to receive reimbursement or parking validation privileges when using a county parking facility.

(Admin. Policy Manual, § E(12.06(a); Ord. No. 2008-741, 4-15-2008)

Sec. 74-474. - Procedure.

- (a) The county board, committee members or employees attending regularly scheduled and/or called meetings at the downtown facilities will be reimbursed when the request is properly approved by the appropriate elected official or department head and documented by paid receipts.
- (b) The actual parking expenses incurred on lots operated with drop boxes where no receipt is available will be reimbursed to a maximum of \$10.00 a day or an amount certified by the department head as reasonable and necessary, based on approved requests for reimbursement.
- (c) In lieu of parking reimbursement, the employee's parking may be validated by printing their name, department and the signature of the elected official or department head on the back of parking ticket which the employee will present along with their county ID to the parking attendant upon leaving the lot or garage.

(Admin. Policy Manual, § E(12.07, 12.08); Ord. No. 2008-741, 4-15-2008)

Sec. 74-475. - Parking for interns and volunteers.

- (a) Parking in county-owned parking facilities will be provided at no cost to unpaid interns and volunteers that have been approved by the commissioners court and that are serving in programs approved by the commissioners court.
- (b) Interns and volunteers are extended this courtesy only during their scheduled work hours at the county and only in the most economical parking facility that the county provides. Parking areas will be designated by the parking contract manager of the department of public works.
- (c) Parking for meetings and gatherings of volunteers and interns is not approved under this division.

- (d) To be eligible for free parking the intern or volunteer must:
- (1) Be nonpaid;
 - (2) Be serving in a commissioners court approved intern or volunteer program; and
 - (3) Have had their name and work schedule provided to the parking garage operator in facilities management.

(Admin. Policy Manual, § E(12.11—12.14); Ord. No. 97-2427, 12-9-1997)

Sec. 74-475.5. - Parking for unpaid legal interns.

The commissioners court does hereby approve parking at no cost in the appropriate county parking facility for unpaid legal interns (one per court) while providing support for various courts in the county.

(Ord. No. 2003-1288, 7-22-2003)

Sec. 74-476. - Special events.

- (a) The commissioners court may approve a special event parking rate or waive the parking fee for any the county parking facility.
- (b) Special events include elections meetings, Democratic and Republican party meetings, other governmental activities and instances where agencies and authorized groups are using the county parking facilities after hours, weekends and on holidays.
- (c) The parking rate for use of county parking facilities for special events will be determined by the facility management department, based on fair market value.
- (d) In addition, the commissioners court may approve free parking in county parking facilities for county employees and their families attending the county department activities required as part of an employee's job duty outside normal working hours.
- (e) Unless funding is provided elsewhere, no free parking will be permitted in the George Allen, Sr. Underground Parking Garage until the Series 1968 parking revenue bonds are repaid.
- (f) Each person attending the special event or activity will be required to write on the back of their ticket: the department name, event, date and time, and/or to stamp each ticket with an appropriate stamp as approved by the public works department.
- (g) All free parking and special event parking rates will be authorized by the commissioners court concurrent with approval for use of a county facility.

(Admin. Policy Manual, § E(12.15—12.21))

Sec. 74-477. - Assigned parking spaces.

- (a) A policy is established whereby, to the extent it is practical and economically feasible, the county will provide an assigned parking space for elected officials and their first assistants, department heads and their first assistants, employees assigned a county vehicle, employees provided a car allowance, and other key personnel as approved by the commissioners court.
- (b) Six spaces will be reserved on the second level of Garage C of the Lew Sterrett Justice Center for use by the press. The press will be allowed parking at no charge.
- (c) Grand jurors will be provided free parking in the Lew Sterrett Justice Center Parking Garage C.

- (d) Police from the various cities in the county while on official business will be provided parking free of charge so long as a reciprocal agreement between the county and the city is in effect which extends the same, or similar, courtesy to the county.
- (e) The sheriff's department/drug interdiction unit will be provided free parking in the Lew Sterrett Justice Center Parking Lots up to the number of assigned vehicles to that section.
- (f) The following number of access cards will be authorized to access the Lew Sterrett Justice Center Parking Lot B:

(1)	Sheriff	79
(2)	Communications and central services	2
(3)	Jail chaplain	3
(4)	Adult probation	2
(5)	Facilities management	3
(6)	Jail health	3
(7)	Commissioners court	9
(8)	Data services	2
(9)	District clerk	1
(10)	County clerk	1

- (g) It is understood that the main use of Parking Lot B will be for come and go, or passive users. The county will authorize more vehicles or employees to access this lot than available spaces as it is understood that only on rare occasions will more than 108 vehicles require the use of this lot at the same time. Persons that are authorized to use Parking Lot B and cannot do so due to it being filled to capacity will utilize other parking at the Lew Sterrett Justice Center and submit a request for reimbursement as authorized under county policy.
- (h) Lew Sterrett Justice Center Parking Lot B will have the closest ten spaces marked as reserved for shortterm parking only (pickup and delivery). Additional spaces will be reserved for persons in the county sheriff's office of the rank of captain or higher that are authorized access to Parking Lot B. No other spaces will be reserved or assigned.
- (i) The county's facilities management department is responsible for managing the issuance and control of access cards for Parking Lot B and is to ensure that this lot is utilized consistent with the directions of the commissioners court.

(Admin. Policy Manual, § E(12.22—12.30))

Sec. 74-478. - Payroll deductions for county employees parking.

- (a) All current county employees enrolled in the rideshare program in county-owned parking facilities will reenroll with the parking operators at the parking facilities.
- (b) A separate deduction is set up for each different parking garage.
- (c) Drivers and riders will share in the payroll deduction.
- (d) Deductions taken each pay period are payment for the next two weeks following payday.
- (e) The deductions will be for two weeks only. No deductions for partial periods will be processed by the payroll system. Fees collected for new participants will be handled by the garage operator. The amount collected will be based on the first available pay period for the deduction.
- (f) There are no refunds for people who choose to terminate employment before the end of the period previously paid or reduced rates for sick time or vacations.
- (g) All changes, deletions and new additions will be processed through the parking operator. These changes will then be processed by auditor's office.
- (h) The auditor's office will distribute the payroll deduction register to the parking operators by payday.
- (i) Changes received by the earned date of the pay period will be processed for that pay period.

(Admin. Policy Manual, § E(13.12—13.21); Ord. No. 2003-1223, 7-15-2003)

PARKING FACILITY						
FRANK CROWLEY GARAGE						
	LOT A		GARAGE C		GARAGE D	
	Monthly	Biweekly Per Emp	Monthly	Biweekly Per Emp	Monthly	Biweekly Per Emp
Employee only	\$45.00	\$20.77	\$40.00	\$18.46	\$40.00	\$18.46
Employee + 1 rider	27.50	6.35	25.00	5.77	25.00	5.77
Employee + 2 riders	18.75	2.88	17.50	2.69	17.50	2.69
Employee + 3 riders	10.00	1.16	10.00	1.16	10.00	1.16

	Frank Crowley Lot F	George Allen, Sr. Underground Garage	Bill Decker Corrections Center
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	Monthly	Biweekly Per Emp	Monthly	Biweekly Per Emp	Monthly	Biweekly Per Emp
Employee only	\$30.00	\$13.85	\$70.00	\$32.31	\$20.00	\$9.23
Employee + 1 rider	N/A	N/A	45.00	10.39	10.00	2.31
Employee + 2 riders	N/A	N/A	32.50	5.00	5.00	0.77
Employee + 3 riders	N/A	N/A	20.00	2.31	5.00	0.77

County Parking Garage Deduction Authorization

Please Type or Print

The undersigned driver and rider(s) hereby submit this application to participate in the Dallas County Parking/Ride-Share Program and authorizes a biweekly payroll deduction from his/her paycheck for parking at the rate approved by Commissioners Court. The participants understand it is their responsibility to notify the Parking Garage Operator of any changes in the number of participants. All changes will be forwarded to the County Auditor and will be effective on the next pay period (Code Sec.74-501 to 508, 74-478).

Driver Print Name _____

Employee ID _____

Department _____ Card # _____ (assigned)

Signature _____ Date _____

The undersigned will be car pooling with the driver above.

1. Print Name _____ Employee ID _____
Department _____ Work Phone # _____
Signature _____ Date _____

2. Print Name _____ Employee ID _____
Department _____ Work Phone # _____
Signature _____ Date _____

3. Print Name _____ Employee ID _____
Department _____ Work Phone # _____
Signature _____ Date _____

OFFICE USE ONLY

Transaction Type:

Add _____ Change _____ Delete _____

Effective Date _____ End Date _____

Monthly Deduction Amount (Rate) _____

Authorization _____ Date Authorized _____

Distribute as Follows

White – County Auditor

Canary – Employee

Pink - Operator

County Parking Garage Deduction Authorization

Secs. 74-479—74-500. - Reserved.

DIVISION 12. - RIDESHARE PROGRAM

Sec. 74-501. - Participant requirements.

In order to participate in the county rideshare program, all occupants of the vehicle shall be county employees, and shall enter the same county-owned parking facility unless riders are dropped off at another location before entering the parking facility.

(Admin. Policy Manual, § E(13.00); Ord. No. 2003-1223, 7-15-2003)

Sec. 74-502. - For regular full-time employees.

The rideshare program is limited to regular full-time employees who are employed by the county on a continuing basis without limitations as to duration of employment.

(Admin. Policy Manual, § E(13.01); Ord. No. 2003-1223, 7-15-2003)

Sec. 74-503. - Completion of prescribed forms by participants.

Participants shall complete forms prescribed by the county's operators and present such forms to the operators during the payment cycle.

(Admin. Policy Manual, § E(13.02))

Sec. 74-504. - Location of rideshare area; other procedures.

Location of the designated rideshare area for each parking facility and other procedures must be obtained from the county's operators.

(Admin. Policy Manual, § E(13.03))

Sec. 74-505. - Payments.

- (a) Under the terms of the contract, prorated payments will only be accepted when an employee enrolls in the county rideshare program.
- (b) If the employee is going on vacation, administrative leave, sick leave, etc., the total biweekly payment will still be required for the period the employee will not be using the parking facilities. If a participant is ultimately unable to pay their portion due to unpaid leave of absence the other participant(s) are responsible for the total cost for the period.

(Admin. Policy Manual, § E(13.04, 13.05); Ord. No. 2003-1223, 7-15-2003)

Sec. 74-506. - Access cards.

Only one access card can be issued for the participants in the rideshare program. When the primary employee of the car pool or van pool is going to be absent, it will be the responsibility of the primary rider to notify the other riders and give them access to the card.

(Admin. Policy Manual, § E(13.06, 13.07); Ord. No. 2003-1223, 7-15-2003)

Sec. 74-507. - Parking permits.

At the Bill Decker Corrections Center, the parking operator issues county employee parking permits. When the primary rider of the car pool or van pool is going to be absent, it will be the responsibility of the primary rider to notify the other riders and give them access to the parking permit.

(Admin. Policy Manual, § E(13.08))

Sec. 74-508. - Parking spaces.

Parking spaces for rideshare participants are limited, therefore participation will be on a first come, first served basis. The parking operators have the right to set the limit on the amount of space available in each garage based on monthly and daily parking needs.

(Admin. Policy Manual, § E(13.09))

Sec. 74-509. - Violation; penalties.

Employees who violate the terms and conditions of this division will be subject to disciplinary action as follows:

- (1) First violation: warning from the parking operator and notification to department head.
- (2) Second violation: three-day suspension from work.
- (3) Third violation: one-year parking privilege suspension.

(Admin. Policy Manual, § E(13.10))

Sec. 74-510. - Parking rates.

The parking rates for the rideshare program shall be as established by the commissioners court.

(Admin. Policy Manual, § E(13.11))

Secs. 74-511—74-540. - Reserved.

ARTICLE V. - INTERNAL ORGANIZATIONAL GUIDELINES

DIVISION 1. - GENERALLY

Secs. 74-541—74-600. - Reserved.

DIVISION 2. - FACSIMILES

Sec. 74-601. - General statements and policy.

- (a) The county utilizes facsimile machines in the daily operation of county government in order to provide and receive information in a timely and cost efficient manner.
- (b) All requests to purchase a fax machine will be reviewed by communications and central services on a case-by-case basis for need, location, telephone line and costs, and type and size of equipment.

(Admin. Policy Manual, § E(16.00, 16.01))

Sec. 74-602. - Location.

Fax machines will be placed in county buildings for maximum use and cost effectiveness. Departments will share fax machines to the greatest extent possible. Fax machines shall be located only in county buildings where needed and business activity warrants as determined by section 74-606(c).

(Admin. Policy Manual, § E(16.02))

Sec. 74-603. - Interdepartmental fax use.

- (a) Fax machines in remote locations may be used for intradepartmental and interdepartmental communication when it is more cost effective and/or when time constraints require a fax of information rather than sending it by courier or other means.
- (b) Fax communication between offices in close proximity will not be utilized unless extenuating circumstances warrant.

(Admin. Policy Manual, § E(16.03, 16.04))

Sec. 74-604. - Personal fax use.

- (a) The county does not permit employees to send or receive personal related fax transmissions on county fax machines. Exceptions to this subsection may be granted if extenuating circumstances warrant and full costs are recovered as set out in this section.
- (b) All fax transmissions on county fax machines will be reimbursed to the county for telephone costs at \$2.00 per page fee. Any personal use of fax machines will be with the permission of the employee's elected official or department head.
- (c) It is the responsibility of the individual to make reimbursement to the county in a timely manner. All payments shall be sent to the auditor's office. Telephone cost reimbursement will be charged in the same manner as outlined in the telecommunications chapter (see section 114-163(c)).

(Admin. Policy Manual, § E(16.05—16.07))

Sec. 74-605. - Long distance fax.

- (a) When possible, long distance fax should be programmed to be sent and received during nonworking hours to reduce long distance expenses and operate on a more cost effective basis. Long distance telephone charges are substantially reduced after 5:00 p.m. and before 8:00 a.m., as well as on weekends.
- (b) If long distance fax must be sent, authorization codes will be required as any other long distance telephone call. For outlying areas not within the central county telephone system, authorization codes are not needed. Long distance telephone calls must be recorded in telephone logs (see the telecommunications chapter, section 114-161(b)).
- (c) All long distance telephone charges are monitored and printed out on a monthly basis for audit review. Any long distance fax will show up on the monthly telephone audit by authorization code and on the monthly billing statement.

(Admin. Policy Manual, § E(16.08—16.10))

Sec. 74-606. - Procedures for purchase of a fax machine.

- (a) All fax machine requests shall be sent to the budget office during the budget cycle.
- (b) When the budget office receives the fax requests, they are documented and forwarded to communications and central services for analysis.
- (c) Communications and central services will review the request based upon the following criteria:
 - (1) Determine the need for a fax machine (minimum 30-day survey of what would have been faxed) to include:
 - a. The types of documents that will be sent and received;
 - b. The volume of documents sent and received;
 - c. The time of day the records would have been transmitted;
 - d. Identify all feature requirements necessary to provide maximum cost effectiveness;
 - (2) Telephone and long distance costs for faxing;
 - (3) Identify if the fax will generate revenue;
 - (4) The location within county buildings and the number of departments that will use the fax machine;
 - (5) Fax machine acquisition and operational cost.
- (d) Based on the criteria of subsection (c) of this section, communications and central services will provide a specific recommendation to the budget office. In turn, the budget office will identify a funding source and brief the commissioners court for a final decision.
- (e) If the fax request is approved, the requesting department shall submit a requisition to purchasing for a fax machine and to communications and central services for the telephone line.
- (f) Purchasing will acquire fax machines based on current fax contract as approved by the commissioners court.

(Admin. Policy Manual, § E(16.11—16.16))

Secs. 74-607—74-630. - Reserved.

DIVISION 3. - LITIGATION/LEGAL REPRESENTATION

Sec. 74-631. - Policy.

- (a) Within each department or major segment of the county, the elected official/department head is responsible for coordinating any lawsuits involving their department with appropriate legal counsel. The responsibilities of this person would include:
 - (1) Ensure notice of receipt of suit papers is made to the commissioners court and district attorney's office;
 - (2) Cause the suit papers and supporting file to be promptly furnished to the appropriate counsel;
 - (3) Provide additional information relevant to the case, upon request; and
 - (4) Assist counsel in arranging for dispositions to be taken and to help with other discovery measures, upon request.
- (b) It is the policy of the commissioners court that no fee for legal aid shall be paid by the county unless the specific case is officially cleared with the commissioners court in the form of a court order authorizing the employment of outside legal assistance.

(Admin. Policy Manual, § E(7.00, 7.01))

Sec. 74-632. - Procedures.

- (a) Upon receipt of summons and complaint (in person or by mail) the receiver shall immediately telephone the commissioners court and the district attorney's office to report the suit.
- (b) It is the elected official/department head's responsibility to determine whether the commissioners court has authorized outside representation or will rely on the district attorney's office.
- (c) Once representation is determined, the suit papers shall be forwarded (hand carrying is preferable) and the official file relating to the suit shall be forwarded to the appropriate counsel. The suit papers shall not be delayed in forwarding while waiting to assemble or to obtain the work file. The file can be forwarded a short time later if necessary.
- (d) Upon completion of the lawsuit (after trial or appellate stages) the outside counsel or the district attorney's office will submit a final report to the commissioners court and the elected official/department head, outlining the results of the action against the county. This final report is in addition to interim reports which may be rendered from time to time during the pending of the lawsuit.

(Admin. Policy Manual, § E(7.02—7.05))

Secs. 74-633—74-650. - Reserved.

DIVISION 4. - DUES AND SUBSCRIPTIONS

Sec. 74-651. - Policy.

Expenditures for dues and subscriptions for professional associations, organizations or publications are authorized if the expenditure meets the following criteria:

- (1) The organization, association joined, etc., is directly related to the departmental function.
- (2) The membership or subscription provides direct or indirect benefits to the entire office and the related newsletters or magazines are available and accessible so employees can take advantage of them.
- (3) The department head approves all such expenditures to eliminate duplication and ensure maximum utilization.
- (4) Funds are available within the operating category of the department's budget.
- (5) An itemized list of all requested dues and subscriptions for the next fiscal year shall be included in each department's annual budget submission.

(Admin. Policy Manual, § E(8.00))

Sec. 74-652. - Procedures.

- (a) Payments for authorized dues and subscriptions will be submitted directly to the auditor on a request for payment form no. 255 (Exhibit DN).
- (b) The auditor will certify that the criteria for authorization is met and approve payment.
- (c) If the criteria for authorization is not met, the request will be placed on the commissioners court briefing agenda for final consideration by the commissioners court.

(Admin. Policy Manual, § E(8.01—8.03))

Secs. 74-653—74-670. - Reserved.

DIVISION 5. - SELF-INSURANCE PROGRAM

Sec. 74-671. - Adopted.

The county commissioners court adopted a self-insurance policy to provide fire, burglary, theft and mysterious disappearance coverage for all officials and employees. The insurance covers personal liability for loss of public funds in the department heads/elected officials' custody when the loss is not a result of malicious, willful and/or negligent acts.

(Admin. Policy Manual, § E(14.00))

Sec. 74-672. - Coverage.

The self-insurance program provides coverage for all officials and employees that conduct business in accordance with policies and procedures approved by the commissioners court, civil service commission and the county auditor.

(Admin. Policy Manual, § E(14.01))

Sec. 74-673. - Procedures.

- (a) All claims under the self-insurance program are filed directly with the county auditor. Contact the county auditor's office at 653-6472 for additional information.
- (b) The auditor will review all claims and make recommendations to the commissioners court for action.
- (c) The county auditor may request that the district attorney and/or director of personnel review and make recommendations to determine adherence to approved policies and state law before recommending approval or disapproval of coverage.
- (d) If the county's operating policy and/or the law are not followed the auditor will not recommend payment of the claim.

(Admin. Policy Manual, § E(14.02—14.05))

Secs. 74-674—74-690. - Reserved.

DIVISION 6. - CASH COLLECTION AND DEPOSIT

Sec. 74-691. - Receipts.

Official receipts shall be written or generated immediately for all collections made in the official capacity of the various offices of the county. Receipts may be in the form of prenumbered autographic receipts or prenumbered book bound receipts, cash register receipts or machine validated receipts issued, cash register totals, validating machine totals or other approved procedures for establishing accountability.

(Admin. Policy Manual, § E(14.06))

Sec. 74-692. - Out of balance conditions; notice.

The county auditor's office will be notified immediately (within one day) of any out of balance conditions for purposes of identifying and substantiating any shortages which may subsequently require indemnification.

(Admin. Policy Manual, § E(14.07))

Sec. 74-693. - Deposits.

Deposits are to be made intact with the county treasurer using prescribed forms and in accordance with the schedule as provided by state statutes or other schedules that may be promulgated for the various offices (e.g., daily for downtown offices, twice or thrice weekly for certain outlying offices).

(Admin. Policy Manual, § E(14.08))

Sec. 74-694. - Division provisions constitute minimal requirements for indemnification.

The procedures of this division are established as the minimal policy requirements for indemnification coverage under the self-insurance policy adopted by the commissioners court.

(Admin. Policy Manual, § E(14.09))

Sec. 74-695. - Employee incentive program rescinded.

The employee incentive program is hereby rescinded.

(Admin. Policy Manual, § E(15.00))

Secs. 74-696—74-720. - Reserved.

DIVISION 7. - FLAG POLICY¹³

Sec. 74-721. - Purpose of division.

The policy and procedures outlined in this division are designed to ensure that the county employees will have a ready reference on the procedures to follow when flying county-owned flags.

(Admin. Policy Manual, § E(17.00))

Sec. 74-722. - Policy and procedures.

- (a) Outdoor flags shall be flown from sunrise to sunset, unless properly illuminated.
- (b) Only flags that are approved as all-weather flags shall be flown under conditions of severe weather.
- (c) The county security office, after notification by a concerned individual, shall lower county flags in the following instances:
 - (1) Upon the death of a county employee as a result of the performance of his county duties;
 - (2) Upon the death of an elected county official;
 - (3) Upon the death of any public safety officer based within the county whose death is a result of the performance of his official duties;
 - (4) Upon the death of a state or federal official who represents the county; or

¹³ **Federal law reference**— Position and manner of display of flag, 4 USC 7.

- (5) Upon the death of other individuals as designated by the commissioners court.
- (d) The office of the commissioners court administrator shall be notified as soon as practical of the flying of county flags at half-mast.
- (e) All customs and rules, as delineated in the document "Our Flag," published by the federal government, as authorized by HCR 361 100th US Congress (available in the security office, and law library) shall be adhered to as county policy. All county personnel assigned to the care of county flags shall familiarize themselves with this document.

(Admin. Policy Manual, § E(17.01—17.05))

Secs. 74-723—74-740. - Reserved.

DIVISION 8. - CONFLICT OF INTEREST¹⁴

Sec. 74-741. - Purpose of division.

- (a) It is possible that the private financial interests and investment holdings of county officials and employees and their families could constitute a conflict of interest in the performance of their official duties if circumstances arose in which the official or employee were to take actions, make decisions, or give opinions or assistance concerning matters which affect their personal financial interests.
- (b) In such a case, a breach of public trust could occur in that personal financial interests could influence the official's or employee's action, decision or opinion rather than solely having the interests of the county as the motivating factor in the decision making process.

(Admin. Policy Manual, § E(18.00, 18.01))

Sec. 74-742. - Policy.

- (a) In order to avoid potential conflicts of interest or the appearance of conflicts of interest, no officer or employee of the county shall:
 - (1) Have a substantial interest, investment, ownership or other involvement in any entity or firm which supplies goods or services to the county;
 - (2) Accept from or give to any entity, firm or person doing or seeking to do business directly or indirectly with the county, including agents or representatives of such entity, firm or person, any personal gift; loan of any type; entertainment; trips, services, or money in any amount;
 - (3) Receive directly or indirectly any pecuniary interest from a contract or other agreement entered into by the county;
 - (4) Engage in any other business to an extent which interferes with their performance of duties as a county official or employee; or
 - (5) Use in any matter their public office or position for personal gain including the acceptance or dispensing of any special favors, privileges or benefits.
- (b) The county officials or employees having reservations or questions regarding possible conflicts of interest should request a legal opinion from the district attorney's office.
- (c) The county officials and employees may be requested to submit an annual conflict of interest-disclosure statement (Exhibit EC) to the commissioners court.

¹⁴ **State Law reference—** Conflict of interest, V.T.C.A., [Local Government Code § 171.001](#) et seq.

- (d) All elected officials and employees of the county will comply with V.T.C.A., [Penal Code ch. 36](#) that requires that no gift be given as a consideration for some exercise of official discretion. County employees shall not accept gifts from contractors, vendors or other persons who are employed by or who deal with the county. These rules do not apply to gifts exempted by V.T.C.A., [Penal Code § 36.10](#), calendars, folders, pens, notepads and similar articles that bear the donor's advertising, nor do they apply to purely personal gifts between relatives and friends.
- (e) All elected officials and candidates required to file financial disclosure statements by V.T.C.A., [Local Government Code § 159.001](#) et seq., shall file an annual financial statement with the county clerk, including the reporting of gifts, as required by that statute.
- (f) All elected county officials shall comply with V.T.C.A., Election Code title 15 and all state-mandated reporting of gifts.
- (g) The county officials or employees having reservations or questions regarding possible conflicts of interest should request a legal opinion from the district attorney's office.
- (h) Nothing in this division shall prohibit the solicitation and or acceptance of contributions and or gifts as authorized by the Texas Election Code.

(Admin. Policy Manual, § E(18.02—18.09); Ord. No. 2014-0604, Exh. A, 4-29-2014)

Sec. 74-742.1. - Personal financial disclosure reporting.

- (a) The county commissioners court by the adoption of this section extends personal financial disclosure reporting to the county sheriff, county tax assessor/collector, county clerk, district clerk, county treasurer, county auditor, all constables, and county employees occupying the positions identified in the list below, including under any revised or modified title:

EMPLOYEE PERSONAL FINANCIAL
DISCLOSURE REPORTING LIST

- (1) Commissioners court administrator/county administrator.
- (2) Assistant county administrator(s).
- (3) Assistant administrator for governmental affairs.
- (4) Chief information officer.
- (5) Homeland security/emergency management coordinator.
- (6) Director of health and human services.
- (7) Director of human resources/civil service.
- (8) Director of The Institute of Forensic Sciences/chief medical examiner.
- (9) Director of juvenile services.
- (10) Budget officer.
- (11) Director of public works & engineering.
- (12) Public defender director.
- (13) Veterans services officer.
- (14) Director of operations.
- (15) Fire marshal.
- (16) Director of planning/development.
- (17) Director of facilities management.

- (18) Purchasing agent.
 - (19) Director of security.
 - (20) Director of criminal justice.
 - (21) Head M/WBE officer.
 - (22) Any other department head, director, or county administrator position created after the date of this order.
- (b) Such financial disclosure reporting shall be the same in all regards as that required by V.T.C.A., [Local Government Code ch. 159, subch. A](#) of the Local Government Code. The personal financial statement required under this section shall include all information required to be disclosed under V.T.C.A., [Government Code § 572.023](#) utilizing the categories described in V.T.C.A., [Government Code § 572.022](#), as amended or revised from time to time.
 - (c) The financial disclosure statement shall be filed with the county clerk in the form of the personal financial statement adopted by the Texas Ethics Commission under V.T.C.A., [Government Code ch. 572](#), as amended or revised from time to time. The form is currently available as Form PFS at http://www.ethics.state.tx.us/filinginfo/pfsforms_ins.html, which web address may change.
 - (d) All persons subject to financial disclosure pursuant to this section shall file the personal financial statement no later than April 30 of each year by 5:00 p.m., with the county clerk. The timeliness of filing shall be governed by V.T.C.A., [Local Government Code § 159.0341](#) and V.T.C.A., [Government Code § 572.029](#), as they are amended or revised from time to time.

(Ord. No. 2003-1944, 10-21-2003; Ord. No. 2014-0604, Exh. A, 4-29-2014)

Sec. 74-743. - Confidentiality.

All information protected by state statute concerning county business must be held in strict confidence and must not be discussed with others on or off the job except for purposes of necessary county business.

(Admin. Policy Manual, § E(18.10))

Secs. 74-744—74-760. - Reserved.

DIVISION 9. - TRAINING

Sec. 74-761. - Purpose of division.

The county commissioners court has allocated funds for use by county departments which have identified specialized training needs for the professional development of their staff. These funds are separate and apart from allocations available for the county training fund.

(Admin. Policy Manual, § E(19.01); Ord. No. 2005-029, 1-4-2005)

Sec. 74-762. - Procedures.

- (a) A request for classroom training form (Exhibit ED) should be filed by the department with the director of the human resources/civil service department, providing the following information:
 - (1) Basic information (who, what, where, when, etc.);
 - (2) Description of the curriculum to be offered with sample course material;
 - (3) Description of the direct relevance of the training to the individual's job activity;

- (4) Description of the certification implications, if any, of the training; and
 - (5) Statement of qualifications of the instructors and estimate of class size.
- (b) The human resources/civil service department will verify each request, and provide assurances that:
- (1) The requested training is not available, or could not be made available, closer to Dallas or at less expense;
 - (2) The employee to be trained has and will follow extremely prudent practices in spending public dollars, i.e., will comply with appropriate travel procedures, seek out discounts, etc.;
 - (3) The training appears to conform to the definition of classroom training and is not considered a conference;
 - (4) Funds remain in the classroom training budget; and
 - (5) No more than \$750.00 per individual per request is involved.
- (c) The commissioners court approval will be required after a full briefing well in advance of the intended training. This funding source will not be available for last minute emergency requests as these will be deemed to be poorly planned and therefore subject to improvement by more careful analysis. A request for classroom training must be submitted no less than four weeks prior to the date of the training.
- (d) The human resources/civil service department must be provided with a comprehensive trip report subsequent to the training; such report to include an assessment of the training by the department head after discussions with the individual and review of the training materials. The report must be filed prior to reimbursement requests being approved and prior to any other application for classroom training funding. The report will be made available to the commissioners court in conjunction with the next similar request for training by the same department.

(Admin. Policy Manual, § E(19.02—19.05); Ord. No. 2005-029, 1-4-2005)

Sec. 74-763. - County training fund.

Each year during the budget hearing process, the county commissioners court allocates training funds for use by county departments. The general guidelines for the use of these funds are listed below.

- (1) The requesting county department must submit a training request to the office of budget and evaluation. The office of budget and evaluation will review the request, make a recommendation and prepare a briefing to commissioners court.
- (2) Training will be at the discretion of the commissioners court. The commissioners court may approve training such as:
 - a. Continuing education required by Texas Statutes;
 - b. Training related to earning or maintaining job related certifications;
 - c. Training required for compliance with federal, state or local regulations;
 - d. Training required for compliance with grant requirements;
 - e. Conferences which the requesting department and commissioners court deem appropriate and necessary for county personnel to attend.
- (3) Training must be job related.
- (4) No monetary advances will be made for ground transportation, mileage, per diem, meals, etc.
- (5) Training will be conducted subject to a prudent standard.
- (6) Reimbursement will not be made for the following travel/training expenditures:

- a. Liquor/entertainment;
 - b. First class air travel;
 - c. Extra expenses caused solely by companion travel;
 - d. Expense in excess of daily per-diem rate set by county-wide policy.
- (7) Signed "Report of Travel/Training Expenses and Request for Reimbursement" must be submitted at the time reimbursement is requested. Reimbursement requests must be made within a 30-day period after the expense has occurred.
- (8) To be pre-paid, air travel for training should be booked through the county travel agent, after receiving approval from the commissioners court and after confirming through the ORACLE system that funds are available. Once the county department receives the itinerary from the travel agent, a copy should be routed to the auditor's office along with a completed "Request for Payment" form. This documentation will provide the auditor with the necessary back-up support for payment.
- (9) Training fees may be pre-paid from the training fund, after commissioners court has approved it. The county department must send a "Request for Payment" form along with a completed conference application to the auditor's office.

(Ord. No. 2005-029, 1-4-2005)

Secs. 74-764—74-780. - Reserved.

DIVISION 10. - COMPUTER SOFTWARE

Sec. 74-781. - Policy.

- (a) Computer software is generally licensed with specific restrictions regarding use and duplication. Violation of another's copyright, in certain circumstances, may be considered a criminal offense.
- (b) It is the county's policy to honor license agreements, and use of unauthorized software will not be tolerated.
- (c) Appropriate measures must be taken to ensure that employees are aware of and abide by this division. Each user may use only legitimate, licensed or authorized software.
- (d) Although it is the responsibility of each individual employee to comply with this procedure, each department head must ensure that their employees understand the components of this division.
- (e) Each department head must review this division with their employees, either individually or at a group meeting, at least annually.
- (f) This division covers all software used on all equipment, including personal computers, networks and other computers.

(Admin. Policy Manual, § E(20.00—20.05))

Sec. 74-782. - Procedures.

- (a) When ordering copyrighted software, the ordering department head will review the requisition to determine that the appropriate number of licensed copies are being purchased to address the intended use. This number will vary depending upon the terms of the individual licensing agreement, as some allow for multiple users (e.g., specific number of local area network (LAN) users), while others are intended for a single user.

- (b) Any employee who suspects that a licensing agreement is being breached must inform their department head. It is the responsibility of the department head, in conjunction with data services, to determine whether a breach has indeed occurred and take appropriate action.
- (c) Should a situation arise where a licensing agreement has not been complied with, the responsible department head will establish and expedite a specific timely plan to achieve compliance. For example; if the purchase of more software is required, a request would be submitted to the computer governance committee within ten working days.
- (d) Violations of this division shall be considered sufficient grounds for disciplinary action up to and including termination.

(Admin. Policy Manual, § E(20.06—20.09))

Secs. 74-783—74-800. - Reserved.

DIVISION 11. - ELECTRONIC COMMUNICATIONS

Subdivision I. - In General

Sec. 74-801. - Purpose of division.

The purpose of this division is to address the legal and legitimate use of the county's electronic communication and Internet access resources. This division will address the standards of acceptable use.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 74-802. - Objectives of division.

The objectives of this division are to define:

- (1) The resources included under electronic mail and Internet access;
- (2) Standards of conduct that are acceptable when using available resources;
- (3) Define the guidelines for use of the county system.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 74-803. - Statement of policy.

- (a) The county electronic mail and Internet system is provided to county employees, contractors, vendors and other persons or firms designated by authorized county officials for the purpose of county business. The electronic mail and Internet system is owned by the county. The county reserves the right to monitor any messages, attachments or access of electronic mail and/or Internet sites on the electronic mail and Internet system, subject to state and federal law. Users of the county electronic mail and Internet system will be subject to administrative and/or criminal actions if policy violations occur.
- (b) This division is designed to create a recognized legally acceptable exception, known as the "employee consent exception," to the Federal Wiretap Statute, 18 USCA 2510 (1986). This exception requires the county to establish a written policy concerning the interception of business communication.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 74-804. - County computer network system.

- (a) The technology of a computer network system is defined as all computers, both hardware and software, the LAN (local area network) and all transmitted information. Transmitted information includes, but is not limited to, electronic mail, web browsing, file transfer protocol and any information retrieved via the Internet. The Internet is an electronic superhighway connecting thousands of computers and users all around the world. The Internet includes both the Internet and intranet applications. Access to electronic mail enables communication with people all over the world; information and news from around the world, as well as the opportunity to correspond with the providers of this information; discussion groups on a wealth of topics; and access to many county databases.
- (b) With such access to computers and people all over the world, there exists an availability of material that will have no business value to the county. Therefore, the county has taken all reasonable precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. The county firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the business goals of the county.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 74-805. - Standard of conduct.

Use of the computer technology of the county is a privilege, not a right, extended to some employees. Each user has the privilege to make use of authorized hardware and software in order to facilitate his/her employment and for other activities with prior approval of the department head or elected official. Transmission and viewing of any material in violation of any federal or state regulation is strictly prohibited. This includes, but is not limited to, plagiarizing copyrighted material, threatening or obscene materials, or materials protected by trade secret or that are classified government information. Moreover, the viewing, transfer, solicitation, use or storage of pornography or other sexually harassing information is strictly prohibited except in the pursuit of bonafide law enforcement investigations. Initiation of electronic mail and the Internet for commercial ventures, religious or political causes or other non-county sanctioned activities is also prohibited.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Secs. 74-806—74-830. - Reserved.

Subdivision II. - Guidelines

Sec. 74-831. - Employee responsibility for misuse; monitoring and privacy.

- (a) All county policies and regulations apply to the use of the electronic mail and Internet network to support the business goals of the county. When the county incurs a cost due to employee negligence or misuse, the employee will be responsible for reimbursement of that cost.
- (b) The county reserves the right to monitor all activity and contents of any county-owned communication system. Employee passwords do not guarantee privacy. Employees deleting electronic mail should know that it will not totally purge the message from the system. Computer servers often retain electronic mail for months, and electronic tracing information remains indefinitely. Further, electronic mail could be subject to the Texas Public Information Act.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 74-832. - County goal.

The county recognizes that the electronic communications available on the Internet are an increasingly important part of the daily lives of many employees and can help individuals and families keep up with daily schedules, personal communication, and other important information. The goal of the county when making this system available to employees is to enhance the effectiveness of employees in their work but also to recognize that this technology will be used as routinely as the telephone.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 74-833. - Personal communications.

Similar to its policies regarding telephone use, the county expects users of the county electronic network to limit personal communications to those that are necessary, do not incur a charge to the county, do not involve operating a profit-making enterprise on county time, and do not take away from the time required to be devoted to county business. Routine and occasional personal communications, consistent with departmental policies, may be made on break times or in such a way that they do not interfere with the performance of job duties. However, such personal communication shall not be considered private and may be monitored by the county. No employee shall have an expectation of privacy when using the county's electronic mail and Internet system.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 74-834. - Business, political or religious communications.

A county network user should not give their county electronic mail address to any person or organization for purposes of receiving business, political, or religious communications. A county network user who receives such communications or any inappropriate non-county electronic message should respond to the sender asking to have such messages terminated or redirected to a non-county address.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 74-835. - User regulations.

The following county network user regulations shall be observed:

- (1) Use of personal codes is not authorized and is strictly prohibited.
- (2) No expectation of privacy exists for personal electronic communications.
- (3) Users are bound by federal, state and local laws relating to civil rights, harassment, copyright, licensing, security and other statutes relating to electronic media. Illegal activities will be referred to the appropriate law enforcement agency.
- (4) Users must recognize that information distributed through the county's computing and networking facilities is a form of publishing, and some of the same standards apply.
- (5) Anything generated at the county that is available on the Internet represents the county and not just an individual. Even with disclaimers, the county is represented by its employees, and appropriate professional language, behavior and style is warranted.
- (6) Users may not use the network system in such a way that would disrupt or degrade the county network.
- (7) Users may not reveal the home address or phone number for any person.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Subdivision III. - Building and Computer Access Termination

Sec. 74-836. - Applicability of subdivision.

This policy applies to all individuals employed by Dallas County or contracted to perform services for Dallas County regardless of their employment status.

(Ord. No. 2006-902, 5-16-2006)

Sec. 74-837. - Purpose of subdivision.

The purpose of this policy is to ensure that when a person terminates their relationship with Dallas County and is no longer authorized to access Dallas County facilities and/or IT computer or network resources, access to county buildings and the county's computer resources is discontinued and data and e-mail files, while meeting the Texas State Library's record retention rules, are moved promptly from the production system to tape back ups.

(Ord. No. 2006-902, 5-16-2006)

Sec. 74-838. - Objectives of subdivision.

The objectives of this subdivision are to ensure that:

- (1) Upon termination of employment or contract assignment with the county that all access to county facilities and the county's computer resources is immediately discontinued.
- (2) Guidelines are established that will determine the proper handling of electronically stored data.
- (3) All responsible parties take action to ensure that such access is terminated and essential data is stored or discarded in accordance with the record retention rules as filed with or provided by the Texas State Library.

(Ord. No. 2006-902, 5-16-2006)

Sec. 74-839. - Building access termination.

Building access termination will occur as stated in subsection 74-840(b)3. It is the responsibility of the department head/designee to ensure that all access cards are returned to the chief of security. Although access for entry to the building will cease, failure on behalf of the department head/designee to collect the access cards may result in a cause for a security concern. Should the access card not be returned, the department head/designee shall notify the chief of security via e-mail containing all pertinent information for tracking and follow up purposes.

(Ord. No. 2006-902, 5-16-2006)

Sec. 74-840. - Statement of policy.

- (a) When a person terminates their relationship with Dallas County and is no longer authorized access to Dallas County facilities and/or IT computer or network resources, the e-mail, e-mail archive, and all individual data files created or stored by that person will be made available to their department head/designee for a period not less than 120 days. The 120-day period will begin when IT notifies the department head/designee in accordance with subsection 74-840(c) that the account access has been terminated and the department head/designee has been given access to the account.
- (b) Department head/designee responsibility:

- (1) County employees. Notify the auditor's office via a Notice of Separation Form, Exhibit A, e-mailed to the payroll hotline (payrollhotline@dallascounty.org) that access to county facilities and the county's IT resources should be discontinued for the terminated individual.
- (2) Contractors. Notify the auditor's office via a Contractor Notice of Separation Form, Exhibit B, e-mailed to the payroll hotline (payrollhotline@dallascounty.org) that access to county facilities and the county's IT resources should be discontinued for the specified contractor.
- (3) Upon receipt of this notification, the auditor's office will compile a spreadsheet on a biweekly basis of such individuals and forward it to the following individuals for the purpose of discontinuing said access:

Position/Title	Purpose
Network/Server Manager	Termination of IT accounts (i.e. Groupwise, Mainframe, JIS, AIS, Novell, Civil Court etc)
Chief of Security	Security Purposes and collection of Access and County Identification Cards
Data Center Manager	Termination of Building Access and maintenance of Access Database
Oracle System Administrator	Termination of Oracle Access

- (4) Move data stored on the local hard drive to the terminated individual's personal space on the network drive.
 - (5) Identify all data required for ongoing county business operations.
 - (6) Obtain copies of the record retention rules as filed with or provided by the Texas State Library by accessing the Records Management Publication section of the Texas State Library's website (<http://www.stsl.state.tx.us>) or by contacting the records management officer.
 - (7) Move data requiring retention to a shared network data storage area.
- (c) IT department responsibility.
- (1) Provide notification via e-mail to the department head/designee of successful card key and e-mail account termination and provide them with access to the ex-user's e-mail account and data files.
 - (2) Every 30 days:
 - a. Do a full backup of the stored network data files.
 - b. Do a full backup of personal e-mail files.
 - c. Do a full backup of all archived e-mail data.
 - (3) Store the 30-day backups at a secure off-site facility.
 - (4) Maintain a physical log of the backups that identify tapes by date.
 - (5) Print a summary log of servers and files backed up to store with each 30-day tape set.
 - (6) Maintain facilities to restore backups for individual file recovery.

- (7) Retain backups in accordance with State Retention Guidelines.
 - (8) Ensure that there have been at least two full backups since the person's last system access and the day the files are to be removed.
- (d) At the end of the 120-day period IT will remove from all Dallas County IT systems:
- (1) All e-mail stored in the terminated individual's e-mail account.
 - (2) All e-mail stored in the e-mail archives.
 - (3) Data files stored or created on that person's personal network space (home drive).
 - (4) All data stored on the local hard drive.

(Ord. No. 2006-902, 5-16-2006)

Sec. 74-841. - Policy exceptions.

- (a) E-mail, archived e-mail or any data files that are part of an ongoing lawsuit, pending lawsuit, criminal or civil investigation will not be removed from the system but will be archived per the requirements.
- (b) E-mail, archived e-mail or any data files that are uniquely identified and marked by the departing individual for retention per state and local laws or policy will not be removed. Such files will be archived by the department head/designee per the relevant law or policy.
- (c) Any other exceptions shall be approved by order of the commissioners court.

(Ord. No. 2006-902, 5-16-2006)

Secs. 74-842—74-860. - Reserved.

DIVISION 12. - EMPLOYEE ASSOCIATIONS, LABOR UNIONS, AND OTHER BONA FIDE ORGANIZATIONS¹⁵

Sec. 74-861. - Activities not to be on county time, work areas or equipment and supplies.

All activities of employee associations, labor unions and other bona fide organizations are to be conducted on noncounty time, in nonwork areas, and with out the use of county equipment or supplies.

(Admin. Policy Manual, § E(21.00))

Sec. 74-862. - Solicitation.

- (a) It is permissible for the representatives of employee associations, labor unions and other bona fide organizations to talk to employees, and pass out information, recruiting leaflets or literature.
- (b) Such organizations may solicit only during nonwork hours. Work hours include the normal workday including any break periods. Solicitation is permissible before and after work and during lunch periods as long as such solicitation is not disruptive and does not interfere with county operations.

(Admin. Policy Manual, § E(21.01, 21.02))

¹⁵ **State Law reference**— Employee-employer labor relations, V.T.C.A., [Labor Code § 101.001](#); collective bargaining and strikes, V.T.C.A., [Government Code § 617.001](#) et seq.

Secs. 74-863—74-880. - Reserved.

DIVISION 13. - SUPPLY REQUISITION SYSTEM

Sec. 74-881. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Office supplies means supplies used in the daily operation of county business. Supplies include both small durable items, such as pencil sharpeners, staplers or bulletin boards, and consumable items such as calendars, paper or pens.

(Admin. Policy Manual, § I(1.00))

Sec. 74-882. - Responsibility of supply department.

The supply department is responsible for ordering and stocking office supplies. Furthermore, the supply department will only stock supplies that are on the standard supply list.

(Admin. Policy Manual, § I(1.01))

Sec. 74-883. - Orders by departments.

Departments may order any supplies as listed on the standard office supply list which is available upon request from the supply department.

(Admin. Policy Manual, § I(1.02))

Sec. 74-884. - Amendment of standard supply list.

The standard supply list may be amended at any time to add or delete types or brands of supplies.

(Admin. Policy Manual, § I(1.03))

Sec. 74-885. - Charging of departments through revolving fund.

Individual departments are charged for supplies through a revolving fund. Each month the supply department forwards a report to the auditor's office detailing each department's purchases. The auditor makes the appropriate reduction in the purchaser's budget.

(Admin. Policy Manual, § I(1.04))

Sec. 74-886. - Requisition procedures.

- (a) When requisitioning office supplies, a requisition on storekeeper form no. 4 (Exhibit IA) must be prepared and submitted to the supply department.
- (b) The requisition on storekeeper form should be completed using blue or black ink (do not use red ink) and include the following information:
 - (1) Department name and number;
 - (2) Signature for departmental approval;

- (3) Date;
 - (4) Quantity of the items ordered;
 - (5) Unit, i.e., is it ordered by the single unit or by the dozen, package or roll;
 - (6) Stock number;
 - (7) Name and description of items ordered;
 - (8) Signature of receiver; and
 - (9) Signature of deliverer.
- (c) When ordering supplies it is important to provide the quantity and stock number as shown on the standard supply list.
 - (d) The white copy of the requisition on storekeeper form should be presented to the supply department. The yellow duplicate is the requesting department's receipt.
 - (e) When ordering rubber stamps, however, present both the white and the yellow duplicate copy of the requisition on storekeeper form no. 4 (Exhibit IA), along with two copies of the stamp requested shall be provided.
 - (f) If the request is for a signature stamp, two original signatures in black ink on unlined paper shall be provided.
 - (g) When a department needs nonstandard supplies that are not stocked by the supply department, the requesting department must order the items through the purchasing department using a requisition on the county purchasing department form no. 1 (Exhibit DA).
 - (h) Unused supplies may be returned for credit within 60 days of issue. A copy of the original requisition on storekeeper form with the department name and number must be returned with the items to ensure proper credit.

(Admin. Policy Manual, § I(1.06—1.13))

Secs. 74-887—74-910. - Reserved.

DIVISION 14. - MAIL ROOM OPERATIONS

Sec. 74-911. - Provision of centralized operation.

It is the policy of the county to provide all county offices and departments with a centralized mail room operation. The mail room will provide postage on all outgoing mail and packages and route all in-house mail to the appropriate departments.

(Admin. Policy Manual, § I(2.00))

Sec. 74-912. - Separation of in-house from outgoing mail.

All in-house mail shall be carefully separated from outgoing mail. All in-house mail must be clearly marked as such. This prevents in-house mail from being run through the postage machine.

(Admin. Policy Manual, § I(2.01))

Sec. 74-913. - Sealing of heavy envelopes.

All heavy envelopes must be sealed before they are brought to the mail room.

(Admin. Policy Manual, § I(2.02))

Sec. 74-914. - Sorting and distributing of mail.

All in-house mail delivered to the mail room will be sorted and distributed to the appropriate departmental mail boxes on a continuous basis.

(Admin. Policy Manual, § I(2.03))

Sec. 74-915. - Stamping of outgoing mail; charging.

All outgoing mail delivered to the mail room is stamped with the correct postage which is then charged to the mailing department on the basis of the revolving fund.

(Admin. Policy Manual, § I(2.04))

Sec. 74-916. - Qualifying for pre-sort postage rate.

In order for mail to qualify for the pre-sort postage rate the following procedures must be followed:

- (1) City of Dallas mail must be separated from out-of-town mail and placed into bundles by ZIP code 750, 751 and 752.
- (2) Mail should be delivered to the mail room as early in the day as possible. Departments with large volumes should deliver to the mailroom several times during the day.
- (3) All mail must be delivered to the mailroom prior to 2:00 p.m.

(Admin. Policy Manual, § I(2.05))

Sec. 74-917. - Same day mailing.

Mail delivered to the mail room after 2:00 p.m. will be mailed the same day, but will not be sorted to qualify for the pre-sort postage rate.

(Admin. Policy Manual, § I(2.06))

Secs. 74-918—74-940. - Reserved.

DIVISION 15. - PRINTING

Subdivision I. - In General

Secs. 74-941—74-960. - Reserved.

Subdivision II. - County Print Shop

Sec. 74-961. - For in-house printing.

The county operates a centralized print shop for all in-house printing requirements.

(Admin. Policy Manual, § I(3.00))

Sec. 74-962. - Review of printing requests.

All printing requests should be reviewed by the requesting department to determine whether the job can be performed in-house or must be sent to a commercial printer. The print review committee, comprised of the purchasing agent, the print shop manager, the assistant administrator and the records coordinator, will also review all printing orders.

(Admin. Policy Manual, § I(3.01))

Sec. 74-963. - Types and sizes of paper stock.

The county print shop provides the following types and sizes of paper stock:

- (1) Envelopes:
 - a. Standard size no. 10;
 - b. Standard size no. 10 with window;
 - c. Standard size no. 10 (25 percent rag);
 - d. Size no. 10 brown Kraft;
 - e. Size no. 11 brown Kraft;
 - f. Odd-size envelopes such as used by the county treasurer and the election department (3 5/8 inches × 6½ inches, or 3 1/8 inches × 5½ inches).
- (2) Index cards: 90-pound white and colors (cut to three inches × five inches, four inches × six inches, five inches × eight inches, 6¾ inches × 9¾ inches, eight inches × eight inches, 8½ inches × 11 inches).
- (3) Paper 20-pound white and colors (salmon, buff, blue, pink, green, canary, cherry, goldenrod, gray, ivory, orchid, pumpkin and tan):
 - a. Eight and one-half inches × 11 inches;
 - b. Eight and one-half inches × 14 inches;
 - c. Eleven inches × 17 inches.
- (4) Manuscript covers: 25 percent rag.
- (5) NCR paper (no carbon required):
 - a. Eight and one-half inches × 11 inches (two, three, four, five or six-part);
 - b. Eight and one-half inches × 14 inches (two, three, four, five or six-part).
- (6) Vellum cover stock.
- (7) Crack and Peel (stick-on paper).
- (8) Certificate-grade papers.

(Admin. Policy Manual, § I(3.02))

Sec. 74-964. - Services.

The county print shop offers the following services:

- (1) Folding:
 - a. Letter fold (paycheck stuffers);

- b. Book fold;
 - c. Pamphlet fold;
 - d. Magazine fold.
- (2) Cut: Any paper less than 26½ inches x 37 inches to any size requested.
- (3) Stitch (staple):
- a. Magazine stitch;
 - b. Corner stitch;
 - c. Book stitch;
 - d. Infinite variable stitch.
- (4) Pads.
- (5) Collate: 25-station collator (more pages by special arrangement).
- (6) Shrink-wrap: All completed printing is shrink-wrapped to maintain cleanliness.
- (7) Some design and art work, and all photography in preparation to producing the printed material.
- (8) Maintain a master file of all printing produced in the print shop.
- (9) Emergency printing: one-day service upon request.
- (10) Engraving: plastic signs, name tags.
- (11) All darkroom photography pertaining to printing.
- (12) Photographic signs: used by district attorney for courtroom presentations or police uses.
- (13) Specialized signs: large poster-size for governmental use.
- (14) Graphs and charts: pie, bar, production-monitor graphs.
- (15) Generic business cards: any department.
- (16) Two-color and three-color work by special request.
- (17) All general printing.
- (18) Envelopes with return address, forwarding address, windows, brown Kraft.
- (19) Create some art work from verbal description.
- (20) Printing from concept to finished product.
- (21) Ink colors: black, gold, green, brown, blue, red, yellow, magenta, process blue.

(Admin. Policy Manual, § I(3.03))

Sec. 74-965. - Minimum and maximum orders.

Orders must be a minimum of 500 or more and cannot exceed 100,000 impressions.

(Admin. Policy Manual, § I(3.04))

Sec. 74-966. - Ordering forms.

When ordering forms the master copy must be submitted. The print shop will not print off a Xerox copy, but must use the typed original.

(Admin. Policy Manual, § I(3.05))

Sec. 74-967. - Services not provided.

The print shop does not provide the following services:

- (1) Typeset full pages or retype forms;
- (2) Print on shiny paper;
- (3) Number forms;
- (4) Print bumper stickers;
- (5) Print personalized desk pads unless ordered by the commissioners court;
- (6) Print snap out forms;
- (7) Print personal business cards; or
- (8) Deviate from letterhead stationery format unless ordered by the commissioners court.

(Admin. Policy Manual, § I(3.06))

Sec. 74-968. - Request procedures.

- (a) When requesting printing from the county print shop, an in-house printing work order form (Exhibit IB) must be submitted to the communications and central services department for review by the print review committee before it is forwarded to the county print shop.
- (b) The following information is required for in-house printing work order form:
 - (1) Department name and number;
 - (2) Date;
 - (3) Name of contact person and telephone number;
 - (4) Name of the form and/or form number;
 - (5) Exact amount of sheets to be printed and the exact size if required (for multiple part forms, specific the number of sets);
 - (6) Circle the appropriate information pertaining to your order;
 - (7) Any additional instructions if required; and
 - (8) Attach a sample.

Each job must be on a separate work order form.

- (c) The white and yellow copies shall be sent to the communications and central services department.
- (d) All departments will be charged for any printing done in-house. Charges will vary depending on the actual costs.
- (e) In-house print orders are delivered to the supply department. The requesting department should pick up print orders when notified by supply department staff.
- (f) For additional information for in-house printing the county print shop may be called at 521-1490 or 521-1491 or the communications and central services department may be called at 653-6080.

(Admin. Policy Manual, § I(3.07—3.12))

Secs. 74-969—74-990. - Reserved.

Subdivision III. - Outside Vendors

Sec. 74-991. - Print orders.

- (a) When a department or the print review committee determines that the county print shop cannot print specific items, a requisition on the county purchasing department form no. 1 (Exhibit DA) must be submitted to the purchasing department with a clear sample attached.
- (b) All special requirements must be indicated on the requisition. These include, but are not limited to:
 - (1) Proof approval;
 - (2) Deadlines; and
 - (3) Special procedures.
- (c) All printing jobs produced outside of the county will be delivered as requested on the requisition.

(Admin. Policy Manual, § I(3.13—3.15))

Secs. 74-992—74-1010. - Reserved.

DIVISION 16. - LETTERHEAD STATIONERY AND FORMS

Sec. 74-1011. - Letterhead stationery format.

- (a) The commissioners court has established letterhead formats for elected officials, appointed officials, and county and district courts.
- (b) All letterhead stationery will be printed at the print shop. All letterhead stationery must be printed on standard 20 pound bond paper, using standard county print shop inks. All letterhead stationery must use blue or black ink colors for the county or state seal. Print size must be standard with all personal identities, the same cap size as the position title. Type styles used will be those available at the county print shop unless camera ready copy is provided by an elected official.
- (c) Letterhead stationery must include the following elements depending on the type of department:
 - (1) Appointed officials and departments:
 - a. Dallas County seal;
 - b. Department name;
 - c. Telephone number;
 - d. Address line at bottom of page.
 - (2) Elected officials:
 - a. Dallas County seal;
 - b. Official's name and office;
 - c. Telephone number;
 - d. Address.
 - (3) County courts:
 - a. Dallas County seal;
 - b. Formal court title;
 - c. Name and title;

- d. Telephone number;
 - e. Address.
- (4) District courts:
- a. State seal;
 - b. Formal court title;
 - c. Name and title;
 - d. Telephone number;
 - e. Address.
- (d) Only elected officials have flexibility in the style of their letterhead stationery. They have the option to decide where their name, title, office, county or state seal, phone number and address will be placed. They must use the standard 20 pound bond paper and standard county print shop inks.
- (e) Stationery orders are submitted to communications and central services and reviewed by the print review committee for conformity to policy, prior to forwarding the orders to the county print shop. All exceptions to the policy must be approved by the commissioners court.

(Admin. Policy Manual, § I(4.00—4.04))

Sec. 74-1012. - Personalized memo pads.

Personalized memo pads will be printed for any elected official, department head or chief deputy, provided that the cost of producing a print master is reimbursed to the county by the requestor. The requestor should contact the county print shop for current cost, and submit payment to the county auditor. Proof of this payment is required with the initial order of memo pads.

(Admin. Policy Manual, § I(4.05))

Sec. 74-1013. - Forms.

- (a) All administrative and civil forms, printed either in-house by the county print shop or printed by an outside vendor, must be on letter size paper (8½ inches x 11 inches).
- (b) Forms used by the criminal courts should be letter size whenever possible, with legal size paper used only when absolutely necessary.
- (c) All forms should be standardized and nonpersonalized.

(Admin. Policy Manual, § I(4.05, 4.06, 4.08))

DIVISION 17. - INFORMATION TECHNOLOGY SECURITY POLICY

Sec. 74-1014. - Purpose.

The county provides employees (users) with electronic access, which may include use of computer resources, Network connections, email, and the use of the internet or intranet. Policies created by the county shall govern all use of county applications, data, network, internet or intranet, and messaging systems. The intent of this county information technology security policy is to provide procedures and rules for the acceptable usage of the county technology assets, and the disciplinary and legal ramifications for any misuse.

(Ord. No. 2009-0822, 5-5-2009; Ord. No. 2012-0754, 5-1-2012)

Sec. 74-1015. - Authority.

The oversight of the use of the county computer system by users is assigned by the county commissioners court to the county office of information technology.

(Ord. No. 2009-0822, 5-5-2009; Ord. No. 2012-0754, 5-1-2012)

Sec. 74-1016. - Definitions.

[The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

Computer network resources includes, but is not limited to, computers, computer equipment, computer assisted services, software, and computer accounts.

Computer system includes computer resources and computer networks.

Confidential information includes information that is private, or held in confidence, and of which may be privileged and protected from disclosure by applicable laws and rules.

Elected official is any individual elected to a county, district, or precinct office, including any judge, justice of the peace, or other elected judicial officer.

Information resources is data or information, software, and hardware that render data or electronic information available to users.

Misuse means any activity of a user or other person who engages in activities using electronic resources which violate county policies, guidelines, procedures, and rules.

Network means a group of computers, servers, and peripherals that share information electronically, typically connected to each other by either cable, or wireless technologies.

Network system administrator or *server administrator* means the county chief information officer (CIO), or an employee or user specifically designated by the CIO, whose responsibilities shall include system, site, or network administration. Network system administrators perform functions including, but not limited to, installing or removing hardware or software; managing computers or networks; and maintaining the operations for the county computer system.

Office of information technology includes information technology personnel or technology personnel of any elected official or public official of the county.

Peripherals means special purpose devices attached to a computer or computer system, such as printers, scanners, plotters, or similar devices.

Privileged information includes certain classes of information that are confidential and protected from disclosure by applicable laws and rules.

Public official means any individual appointed by an elected official, as authorized by law.

Sensitive information means information maintained by the county that requires special precautions to ensure its accuracy and integrity. Loss, misuse, modification, or unauthorized access to sensitive information can adversely affect the privacy, security, and the integrity of the information depending on the level of sensitivity, and the nature of the information.

Server means a computer that contains information, or an application shared by other computers on a network.

Software is a general term used to describe a collection, in whole or in part, of computer programs, procedures, and documentation that perform specific tasks on a computer system. Said term includes application software, such as word processors, which perform productive tasks for users; and system software, such as operating systems, which interface with hardware to provide the necessary services for application software, and middleware.

User means any individual, except any personnel or staff of the office of information technology, as defined above, who connects or accesses, uses, or attempts to access or use the county computer system, either by a direct connection, or by another network, computer, or other electronic resource.

(Ord. No. 2009-0822, 5-5-2009; Ord. No. 2012-0754, 5-1-2012)

Sec. 74-1017. - Electronic mail information.

The county electronic mail ("email") system is designed to facilitate the performance of county business by enhancing business communications, and reducing paperwork. A user of the county email system or any other county electronic information system shall adhere to the following:

- (1) The county electronic email system is intended for business use only. Users should keep personal email usage to a minimum, and in a manner that does not interfere with users' job performances, responsibilities, or functions.
- (2) All information that is created, retained, archived, sent, or received via the county electronic email system, including email messages and attachments, are subject to the control, management, and preservation by county subject to the provisions of section 74-1023. Users shall have no expectation of privacy regarding email. The county and each elected and authorized public official reserve the right to use, disclose, access, read, review, monitor, and copy all messages, and files maintained on the county's computer network resources by their respective employees, at any time, and without any notice to users, and without users consent, except for users and information subject to section 74-1023. This section shall not be intended to prevent incidental access to an elected or public official's data, information, or records by either the county's office of information technology or any of its personnel for the purpose of ensuring the proper functioning of the county computer system and the security of any elected or public official's data, information, or records.
- (3) Users may use email to communicate classified information internally, and all emails must be marked with the appropriate data classification. "Classified data," such as privileged or confidential data should only be minimally distributed on a need-to-know basis. Extreme care shall be taken by all users to ensure that the correct email addresses are used for intended recipients.
- (4) Users shall attach their names, position and department to all email messages they send electronically. No emails shall be sent when the senders' identities are not displayed.
- (5) Confidential information shall not be sent to external email addresses unless encrypted.
- (6) Each elected official, public official, authorized department head, or authorized supervisor may have access to their respective employees' emails to further county business goals without notice to users, and without users' consent. Users may not allow anyone to have access to users' electronic information without permission from users' elected or public officials, or authorized department heads, or authorized supervisors.
- (7) Users shall exercise sound and reasonable judgment when distributing messages. Messages containing confidential data should be carefully guarded and protected. Users shall also abide by federal and state laws; copyright laws; the County Code, rules and policies; ethics rules; and any and all other applicable laws, rules, or policies.
- (8) Email messages shall contain professional and appropriate language at all times. Users are prohibited from sending abusive, harassing, intimidating, threatening, discriminatory, or otherwise offensive messages by emails. Users should notify their supervisors immediately upon receiving any offensive email, which shall not be forwarded, except in the course of conducting a county investigation.
- (9) All messages archived in the county computer system shall be characterized as information that is within the control and management of the designated elected official, or statutorily authorized public official, including the preservation of information created or received. Users shall be

responsible for verifying and understanding the county email policies, the county departmental policies, and the county retention policies.

- (10) Users shall not misuse, or abuse emails by copying, or downloading copyrighted materials, viewing, sending, or downloading pornographic materials except for any official criminal investigation authorized by the sheriff or the district attorney, or any other material that is inappropriate and in violation of any county policies, rules, or applicable laws.
- (11) Upon leaving, resignation, retiring, termination, or separation for any reason of users' employment or association with the county, users shall not access, delete, copy, transfer, or download any information from or by the county computer system, and any autoforwarding rules from the county's computer system shall be disabled. The confidentiality status of any information shall survive users' resignation, retirement, termination, or separation from the county.

(Ord. No. 2009-0822, 5-5-2009; Ord. No. 2012-0754, 5-1-2012)

Sec. 74-1018. - Network, internet, and intranet.

- (a) *Personal responsibility.* By accepting an account (user ID), or using an account to access the county network, users agree to adhere to all county policies regarding appropriate use in compliance with county policies, rules, and applicable laws. Users further agree to report any misuse or county policy violations to their respective supervisors, or the county office of information technology, or the county fraud hotline.
- (b) *Permitted use and term.* The use of the county computer network resources is a privilege, and is not a right. Use of said network and its access extends throughout users terms of employment, providing users do not violate the county policies regarding the network use. County department heads shall be responsible for the identification and evaluation of both appropriate and inappropriate use of the county network, the internet, and the intranet.
- (c) *Availability of network, internet, or intranet access.* The county reserves the right to suspend access to users at anytime, and without any notice for any technical, policy, security, or other violation concerns by users, and termination of employment may result.
- (d) *Privacy.* Network resources are provided as a tool for county business. The county reserves the right to monitor, inspect, copy, review, delete, or store, at any time, without notice, and without users' consent, any and all usage of the network, including but not limited to, all files, software, communications, and other electronic data transmitted, received, or stored in connection with county network usage. Except as provided in section 74-1023, any and all electronic data is the property of the county by the control, management, and preservation of information by the respective elected official, or the statutorily authorized public official. Users shall have no expectation of privacy when using the county network.
- (e) *Downloading files or software.* Users shall not download application files or software from the internet without written authorization. The office of information technology must be contacted and will coordinate any and all download of application files, or software, from the internet.
- (f) *Prohibited activities.* Users shall be prohibited from using the county electronic information system, network, internet or intranet access for the following activities:
 - (1) Downloading software without the prior written approval of the office of information technology;
 - (2) Printing or distributing copyrighted materials in violation of applicable policies, rules, or laws;
 - (3) Using software that is not licensed by the manufacturer, or approved by the county office of information technology;
 - (4) Sending, printing, or otherwise disseminating county proprietary data, or other information deemed confidential by county to unauthorized persons;

- (5) Operating a business, soliciting money for personal gain, or otherwise engaging in any commercial activity outside the scope of employment;
- (6) Making offensive or harassing statements based on race, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation;
- (7) Sending or forwarding messages that discloses confidential information, or accessing, transmitting, receiving, or seeking confidential information without proper authorization;
- (8) Sending or soliciting sexually oriented messages or images;
- (9) Except for any official criminal investigation authorized by the sheriff or the district attorney, users shall not attempt to access or visit internet sites featuring pornography, terrorism, espionage, theft, or illegal drug activities;
- (10) Gambling, or engaging in any other criminal activity in violation of local, state, or federal laws;
- (11) Participating in activities, including the preparation or the dissemination of content, which could damage the county's professional image, reputation, or its financial stability;
- (12) Except for any proxy rights authorized by any elected official or public official, users shall not permit or grant the use of an email or system account to another employee or any users outside the county. Users shall not permit another person to use an account or password to access the county network or the internet, including, but not limited to, someone whose access has been denied, or terminated;
- (13) Using another user or employee identification, or impersonating another person while communicating or accessing the county network; and
- (14) Intentionally introducing a virus, harmful component, corrupted data, or maliciously tampering with any county computer system.

(Ord. No. 2009-0822, 5-5-2009; Ord. No. 2012-0754, 5-1-2012)

Sec. 74-1019. - Computer software usage, maintenance and equipment.

- (a) Users shall use software strictly in accordance with software license agreements, and the county rules, and policies.
 - (1) County software shall not be removed from the premises, or copied for personal use, except that laptop computers and other portable equipment loaded with software may be taken offsite for official county use.
 - (2) No other hardware, application, or software of any type, including file sharing or freeware, shall be used, installed, copied, or downloaded onto the county computer system by user, as defined above, except by or with the approval of the office of information technology.
 - (3) Except for any personnel or staff of the office of information technology, as defined above, any request for new software and computer resources shall be made through the office of information technology, in accordance with county rules and policies.
 - (4) County will approve all hardware and software used in the course of county business only, and said hardware and software shall be the sole property of the county.
 - (5) Users will not provide unauthorized users' access or use of county software, either in any county office location, or at the homes of said users.
 - (6) Any user, who knowingly installs, makes, acquires, or uses unauthorized copies of software not licensed to the county, shall be subject to disciplinary action, including, but not limited to, termination of employment.
 - (7) Users shall not disable any anti-virus software that has been installed and configured on the county computer system by the office of information technology.

- (8) No file sharing or freeware software of any kind shall be installed on any county computer without approval from the office of information technology.
- (b) Maintenance of the county computer system shall be performed by the office of information technology. Requests for any repairs, upgrades, or additions of any computer, or any internal or external components shall be made through the office of information technology, and in accordance with county policies, procedures, and rules.
- (c) Except for any personnel or staff of the office of information technology, as defined above, only the office of information technology and its personnel will connect computer resources to the county network. No computer hardware, or software, including, but not limited to, network hubs, switches, routers, print servers, laptops, or probes will be connected to the county network without prior approval by the office of information technology.
- (d) Personal computer devices such as a palm pilot, pocket personal computer (PC), or any other personal digital assistant (PDA) shall not be connected to the county computer system without approval from the office of information technology.
- (e) Telecommunications equipment and services shall be procured and configured through the county telecom department. Users shall contact the county service desk if repairs, maintenance, relocation of telecommunication equipment, or telecommunication services are required.

(Ord. No. 2009-0822, 5-5-2009; Ord. No. 2012-0754, 5-1-2012)

Sec. 74-1020. - Data classification and retention.

- (a) *[Classifications.]* The county adheres to four data classifications: "confidential;" "privileged;" "sensitive;" and "unclassified." While the county may have the custody of information by the control, management, and preservation of said information by respective elected officials, or statutorily authorized public officials, users shall carry the responsibility of securing said information. For any and all local government record, the statutory custodian is the appointed or elected official or the public official who, by applicable laws and county policies, is in charge of the office that creates or receives said information. The responsibility of the data custodian shall not be delegated.
 - (1) *Confidential.* Information that is private, or held in confidence, and of which may be privileged and protected from disclosure by applicable laws and rules.
 - (2) *Sensitive.* Information that requires special precautions to assure its accuracy and integrity will be classified as sensitive. Sensitive information may require the use of error checking, verification procedures, and access control to protect it from unauthorized modification or deletion. Examples of sensitive information are:
 - *Financial information.* The county's payroll information, tax information, and other disbursement information are examples of sensitive financial information requiring special precautionary controls.
 - *Operation information.* Information held by the county to assist it to perform or exercise its functions or powers in making decisions or recommendations affecting members of the public, such as county's rules, guidelines, practices, and precedents relating to county decisions and recommendations.
 - (3) *Privileged.* Certain classes of information that are confidential, and protected from disclosure by applicable laws and rules.
 - (4) *Unclassified.* Information that is not classified as "confidential," "sensitive," or "privileged." The terms confidential, sensitive, and privileged shall not be mutually exclusive. Information maybe confidential (private, or held in confidence, and of which may be privileged and protected from disclosure by applicable laws and rules), and sensitive (requires a higher level of integrity assurance), and privileged (certain classes of information that are confidential and protected from disclosure by applicable laws and rules).

- (b) *Data retention.* All county data will be retained in accordance with required retention periods. It is the responsibility of the data custodian to notify the office of information technology of classified electronic data and retention requirements.

In accordance with the county records management program, all county emails will be retained for 90 days unless prescribed by state retention requirements found in the Texas Administrative Code, Section 6.94(e), as amended, or the state approved record management programs for county and the departments of county.

It is the responsibility of the users of the county electronic mail system, with the guidance and training from the county records management officer to manage and classify email messages according to state or county approved retention schedules. All emails that are not classified by users will be deleted after 90 days.

In certain situations where a user is placed on hold status, the user will be notified and the user's electronic information will be placed in a "no deletion" category.

(Ord. No. 2009-0822, 5-5-2009; Ord. No. 2012-0754, 5-1-2012)

Sec. 74-1021. - Physical security.

County laptops or computers left unattended in the office environment must always be properly secured and safeguarded.

County computer network equipment not located in county data centers shall be maintained in a secured location. Computer network equipment located in storage rooms or closets, that allow public access, shall have locks on all doors.

(Ord. No. 2009-0822, 5-5-2009; Ord. No. 2012-0754, 5-1-2012)

Sec. 74-1022. - Enforcement; compliance and noncompliance.

County management personnel shall enforce that users comply with all county policies, guidelines, and procedures, and shall immediately report any violation to their respective county supervisor, pursuant to the chain of command, department head, CIO, elected officer, or public official.

Any violation of county policies, guidelines, procedures, rules, or applicable state or federal laws may result in disciplinary actions, including cancellation of users' computer system privileges, law enforcement investigations, termination, and civil and criminal penalties.

(Ord. No. 2009-0822, 5-5-2009; Ord. No. 2012-0754, 5-1-2012)

Sec. 74-1023. - Individual elected official's and public official's electronic information remains within that respective official's control, management, and preservation.

Notwithstanding anything elsewhere in this policy to the contrary, the following provisions will at all times govern information maintained by individual elected officials and public officials using county information technology resources:

- (1) Pursuant to the Texas Government Code, a governmental body or an elected official may determine a time for which information that is not currently in use will be preserved, subject to applicable rules and laws governing the destruction, and other disposition of state and local government records or public information, including information stored in a computer that serves county offices.

- (2) Elected officials authorized by statute shall have the sole control, management, and preservation of information received or possessed by such elected officials.
- (3) Neither the county commissioners court nor an office created by it to manage the county computer system may deprive elected officials of this statutory authority.
- (4) An elected official or a public official may adopt email or network access policies at variance with those set forth in this policy only after consultation with the office of information technology and confirmation by the office of information technology that such variances will not jeopardize the proper functioning of the county computer network and the security of that elected official or public official's data, information, and records.

Data, information, and records subject to the custody and control of an elected official or public official may not be viewed, copied, deleted, or modified in any manner, except by that elected official or public official, nor may the public official's or elected official's custody and control of such data, information, or records be interfered with in any manner, except with the express written consent of that elected official or public official, or as authorized by a validly issued subpoena, warrant, court order, or other legal process pursuant to applicable laws. This section shall not be intended to prevent incidental access to an elected official's data, information, or records by either the county information technology department, or any of its personnel, for the purpose of ensuring the proper functioning of the county computer system and the security of any elected official's data, information, or records.

(Ord. No. 2012-0754, 5-1-2012)

Sec. 74-1024. - Reserved.

Sec. 74-1025. - Criminal justice information systems access for persons who are not peace officers.

- (a) Dallas County has applied the rules contained with the CJIS security policy to access the TLETS (Texas Law Enforcement Telecommunications System) and associated systems which include the Texas Crime Information Center (TCIC), National Crime Information Center (NCIC), and the Texas Computerized Criminal History (CCH) file and others.
- (b) Dallas County in its sole discretion shall make a determination based upon Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) peace officer criminal history screening rules (Title 37, Texas Administrative Code, Chapter 217) to determine eligibility for systems access for all county IT staff, contractors and vendors.
- (c) Dallas County shall require all contractors and/or vendors entering into business with the county which will require access to systems processing, storing or transmitting Criminal Justice Information (CJI) to include the CJIS Security Addendum in accordance with the Federal Bureau of investigation CJIS Policy 5.1 Section 5.1.1.5 as part of any and all contracts with the county.

(Ord. No. 2013-0600, 4-2-2013)

APPENDIX A

Dallas County Computer User Access Policy Guidelines

This policy and its guidelines govern the use of computers and related communication devices operated by county users for connection to the county network. The purpose of these guidelines is to help maximize the effective use of the county computer system, and to permit the freedom of use consistent with federal and state laws, county policies and rules, and to maintain a productive and efficient working environment.

County users who have access, and use county computer systems, shall follow this policy and its guidelines, which highlights the policies and procedures in sections 74-1014 through 74-1023, concerning the use, security, and maintenance of the county computer system.

1. Users shall utilize and access the county computer system for the purpose of their job requirements.
2. Users shall not install any software, hardware, or applications for any purpose, on any county computer, network, or resource, without the approval of the county office of information technology.
3. Users shall not utilize the internet in any manner that shall interfere with users' job performance, responsibilities, or function.
4. Users shall not use the county computer system to send electronic information for any unauthorized, inappropriate, or malicious purpose.
5. Users shall not connect any other electronic computer or network device to the county computer system, except as approved by the office of information technology.
6. Users shall report any inappropriate activity or behavior or the misuse of the county computer system to users' supervisors, or to the office of information technology.
7. Users shall not share their passwords with anyone unless as approved by users' supervisors, or solely for the purpose of completing a necessary task in a Severity 1 situation.
8. If any user suspects that their computer or workstation may be infected by any malicious or unauthorized code, especially a virus, said user shall notify the county service desk immediately.
9. Users shall log off of their computers or workstations before leaving their offices each day.
10. Users shall not attempt to repair or reinstall any components, application, or software on the county computer system.
11. Users are responsible for storing or archiving electronic information and other important documents in case of computer or desktop failures.
12. County laptops or computers may be used by users off site to conduct county business. Users shall adopt reasonable security precautions to protect county laptops or computers, and county data, and shall promptly return to the county the county laptops or computers upon cessation of business demand for such off-site. When traveling by borrowed or hired vehicle, plane, or ship, users shall always carry county laptops or computers on their person, and shall not leave such laptops or computers in any trunk of any hired vehicle, nor shall users check-in any laptop or computer as baggage. When traveling in users' vehicles, users should place county laptops and computers in the trunks of their cars, or store out of sight, for safety and protection.
13. Each laptop or computer is assigned to an individual employee (the user), and should not be transferred to another employee or user, without first notifying the office of information technology.
14. Certain items, such as magnetic elements, plants, and water-based items, should not be placed on, or near the county computer system.
15. Except as provided in sections 74-1022.1 and 74-1023, users understand that all electronic information contained within the county computer system, including emails, is the property of the county via the control, management, and preservation of said information.
16. Users shall lock access to users' computers by utilizing a password protected screen saver each time users' computers or workstations are unattended.

(Ord. No. 2009-0822, 5-5-2009; Ord. No. 2012-0754, 5-1-2012)

Secs. 74-1026—74-1040. - Reserved.

DIVISION 18. - INFORMATION TECHNOLOGY INCIDENT RESPONSE PLAN

Sec. 74-1041. - Overview.

The Dallas County Computer Incident Response Plan is designed to provide a general guidance to county staff, both technical and managerial, to:

- Enable quick and efficient recovery in the event of security incidents which may threaten the integrity and/or confidentiality of ESI (Electronic Stored Information);
- Respond in a systematic manner to incidents and carry out all necessary steps to handle an incident;
- Prevent or minimize disruption of mission-critical services
- Minimize loss or theft of confidential data
- Identify and track user accounts and/or data for Discovery

The plan identifies and describes the roles and responsibilities and outlines steps to take upon discovery of or possibility of unauthorized access to confidential data.

(Ord. No. 2007-2525, 12-18-2007)

Sec. 74-1042. - Computer incident response team.

The incident response plan has been established to provide a quick, effective and orderly response to any threat to confidential data or Discovery request. The Computer Incident Response Team (CIRT) mission is to prevent a serious loss of information assets or public confidence by providing an immediate, effective and skillful response to any unexpected event involving computer information systems, networks or databases. The team is responsible for investigating suspected security incidents in a timely manner and reporting findings to management and the appropriate authorities as required and ensuring ESI is identified, preserved and collected in support of legal request.

(Ord. No. 2007-2525, 12-18-2007)

Sec. 74-1043. - Terminology [definitions].

IDS. Intrusion detection system.

Alert. Abbreviated from IDS alert. Refers to an alert generated by the IDS software signaling a network event believed to represent either anomalous or malicious traffic.

Event. Refers to any observable occurrence in a system and/or network. Examples of events include: the system boot sequence; a system crash; and packet flooding within a network.

Incident. Refers to an adverse event in an information system and/or network or the threat of the occurrence of such an event. An incident implies harm or the attempt to harm. Used, in the context of CIRT, interchangeably with "computer security incident." The notification of an incident can come from an alert or by human-generated message.

Authorized submitter. Designated Dallas County Human Resources, or legal representative with the authority to authorize requests for investigations.

Qualified party. An individual or individuals who by virtue of employment, contract, or other binding ways and means are designated or accepted as a legitimate source of claims and/or notification of alerts and/or incidents.

CIRT. Computer incident response team.

Investigation Refers to an event requiring assistance and/or coordination by CIRT in matters such as acceptable usage policy (AUP) violations, loss of equipment, or information to be gathered or contained in support of legal subpoenas, search warrants, court orders, etc., are considered investigations.

eDiscovery. Electronic discovery refers to discovery in litigation cases which deals with information in electronic form or ESI.

ESI. Electronically stored information is any data or information stored in an electronic format such as email, network files, databases, tape drives or voicemail.

(Ord. No. 2007-2525, 12-18-2007)

Sec. 74-1044. - Roles and responsibilities.

Position	Roles and Responsibilities
Information Technology Security Officer	<ul style="list-style-type: none"> • Initiate Incident Response Plan
	<ul style="list-style-type: none"> • Determine nature and scope of the incident or request
	<ul style="list-style-type: none"> • Escalate to executive management as appropriate
	<ul style="list-style-type: none"> • Contact other government departments or agencies as appropriate
	<ul style="list-style-type: none"> • Monitor and report progress of investigation
	<ul style="list-style-type: none"> • Ensure evidence gathering and preservation is appropriate
	<ul style="list-style-type: none"> • Provide guidance throughout the investigation on issues relating to privacy of customer and employee personal information
	<ul style="list-style-type: none"> • Assist in developing appropriate communication to impacted parties
	<ul style="list-style-type: none"> • Assist the need to change privacy policies, procedures and/or practices as a result of the breach
	<ul style="list-style-type: none"> • Prepare and provide a written summary of the incident and corrective action taken
Dallas County Service Desk	<ul style="list-style-type: none"> • Central point of contact for all computer incidents
	<ul style="list-style-type: none"> • Notify IT Security Officer to activate Incident Response Plan

	<ul style="list-style-type: none"> • Complete Incident Identification form (Attachment One) and attach to Service Desk ticket
Computer Incident Response Team	<ul style="list-style-type: none"> • Document the types of data or personal information that may have been breached
	<ul style="list-style-type: none"> • Coordinate investigation, as required, with all support and end user personnel
	<ul style="list-style-type: none"> • Collect all pertinent information regarding the incident
	<ul style="list-style-type: none"> • Complete Incident Response Forms, as appropriate, and attach to Service Desk ticket
	<ul style="list-style-type: none"> • Coordinate and collect data for legal investigations/request
Network Architecture	<ul style="list-style-type: none"> • Analyze network traffic for signs of external attack
	<ul style="list-style-type: none"> • Run tracing tool and event loggers
	<ul style="list-style-type: none"> • Look for signs of firewall breach
	<ul style="list-style-type: none"> • Contact external internet service provider for assistance as appropriate
	<ul style="list-style-type: none"> • Take necessary action to block traffic from suspected intruder
Operating Systems Architecture	<ul style="list-style-type: none"> • Ensure all service packs and patches are current on mission-critical computers
	<ul style="list-style-type: none"> • Ensure backups are in place for all critical systems
	<ul style="list-style-type: none"> • Examine system logs of critical systems for unusual activity
Business Applications	<ul style="list-style-type: none"> • Monitor business applications and services for signs of attack
	<ul style="list-style-type: none"> • Review audit logs of mission-critical servers for signs of suspicious activity
	<ul style="list-style-type: none"> • Contact CIRT with any information relating to a suspected breach

Internal Auditing	<ul style="list-style-type: none"> • Review systems to ensure compliance with information security policy and controls
	<ul style="list-style-type: none"> • Perform appropriate audit test work to ensure mission-critical systems are current with service packs and patches
	<ul style="list-style-type: none"> • Report any system control gaps to management for corrective action

(Ord. No. 2007-2525, 12-18-2007)

Sec. 74-1045. - Notification process.

Legal and HR request can only be made by authorized submitters. Request will be made directly to the information security officer.

Dallas County employees will report any suspected security related incidents via the Dallas County Service Desk number 214-653-7900. The service desk will engage the IT security officer. (Additional notification will be dependent on the severity level assigned)

(Ord. No. 2007-2525, 12-18-2007)

Sec. 74-1046. - Caller verification.

After the call has been completed and the required incident information has been captured, but prior to action taken in response to the incident, CIRT will verify the identity of the caller as a qualified party and/or the information provided to ensure the legitimacy of all claims and protect the confidentiality of the requestor.

(Ord. No. 2007-2525, 12-18-2007)

Sec. 74-1047. - Information verification.

Before any information can be used during an incident investigation, CIRT will verify the authenticity of the security claim and ensure that the information provided is correct. Information referred to CIRT that falls outside the scope of CIRT will be redirected to the appropriate Dallas County department.

Any and all information concerning the incident will be provided on a need to know basis only as designated by the Dallas County IT Security Team, district attorney or human resources. The incident information to be provided will be limited to only that necessary to respond to the incident and will be designated confidential. All recipients will be made aware of the prohibition on redistribution.

(Ord. No. 2007-2525, 12-18-2007)

Sec. 74-1048. - Validation/initial analysis and assessment.

CIRT will collect and review all of the information pertaining to the incident or investigation in order to understand and determine the impact, severity, and potential implications for Dallas County. Information available with regards to the incident must be vetted against the different severity levels.

(Ord. No. 2007-2525, 12-18-2007)

Sec. 74-1049. - Severity level definitions.

The table below provides severity level definitions and related actions:

Severity	Definition	Related Actions
1	<u>Major impact.</u> Significant impact to Dallas County; the problem is of major impact and highly visible to Dallas County and/or their business operations; there is no workaround that has been implemented available.	Requires escalation to the Dallas County CIO, appropriate executive management and/or other government agencies within 15 minutes of validation.
	<ul style="list-style-type: none"> •Breach of privacy information has been confirmed. 	
	<ul style="list-style-type: none"> •Validated IDS events and reported incidents may fall into this category depending upon impact and visibility. 	Conclusion report within five business days.
	<ul style="list-style-type: none"> •Impact to Dallas County operational ability 	
2	<u>High impact.</u> A large percent of Dallas County is affected; the problem is of high impact and highly visible to Dallas County and/or its business operations; a tried and proven workaround is available.	Requires escalation to the Dallas County CIO, appropriate executive management and/or other government agencies within 15 minutes of validation.
	<ul style="list-style-type: none"> •Breach of privacy information is probable, but not confirmed or denied. 	
	<ul style="list-style-type: none"> •Validated IDS events and reported incidents may fall into this category dependant upon impact and visibility. 	Conclusion report within five business days.
	<ul style="list-style-type: none"> •Validated virus outbreaks 	
	<ul style="list-style-type: none"> •Impact to Dallas County Operations 	

3	<p><u>Moderate impact.</u> A small percent of Dallas County is affected and/or the problem has limited visibility. The system may remain operational, however, in a degraded manner, and/or a tried and proven workaround is available.</p>	<p>May require escalation.</p> <p>Does not require a conclusion report.</p>
	<ul style="list-style-type: none"> •Breach of privacy information is possible, but unlikely and is not confirmed or is denied. 	
	<ul style="list-style-type: none"> •Reported incidents that have not been validated. 	
	<ul style="list-style-type: none"> •Reported incidents that have been validated as moderate. 	
	<ul style="list-style-type: none"> •Validated IDS alerts - once validated, the severity may be raised depending upon impact. 	
	<ul style="list-style-type: none"> •HR/Acceptable usage reports investigations. 	
	<ul style="list-style-type: none"> •Requests for non-incident related data discovery, forensic acquisition, and/or forensic investigations. 	
	<ul style="list-style-type: none"> •Legal related investigations. 	
4	<p>Dallas County can still achieve full functionality and normal performance, as long as the work around is followed.</p>	<p>Does not require escalation.</p> <p>Does not require a conclusion report.</p>
	<ul style="list-style-type: none"> •All IDS alerts initially are assigned a Severity 4. The severity level can be changed based on impact assessment and findings. If the severity is increased, the incident receives attention based on the new severity assignment. 	
	<ul style="list-style-type: none"> •IDS false positives. 	
5	<p>IDS alerts reported initially as Severity 4 and have been researched and identified as posing no threat to Dallas County are redirected to the IT operations team to provide further analysis as appropriate.</p>	<p>Does not require escalation.</p> <p>Does not require a conclusion report.</p>

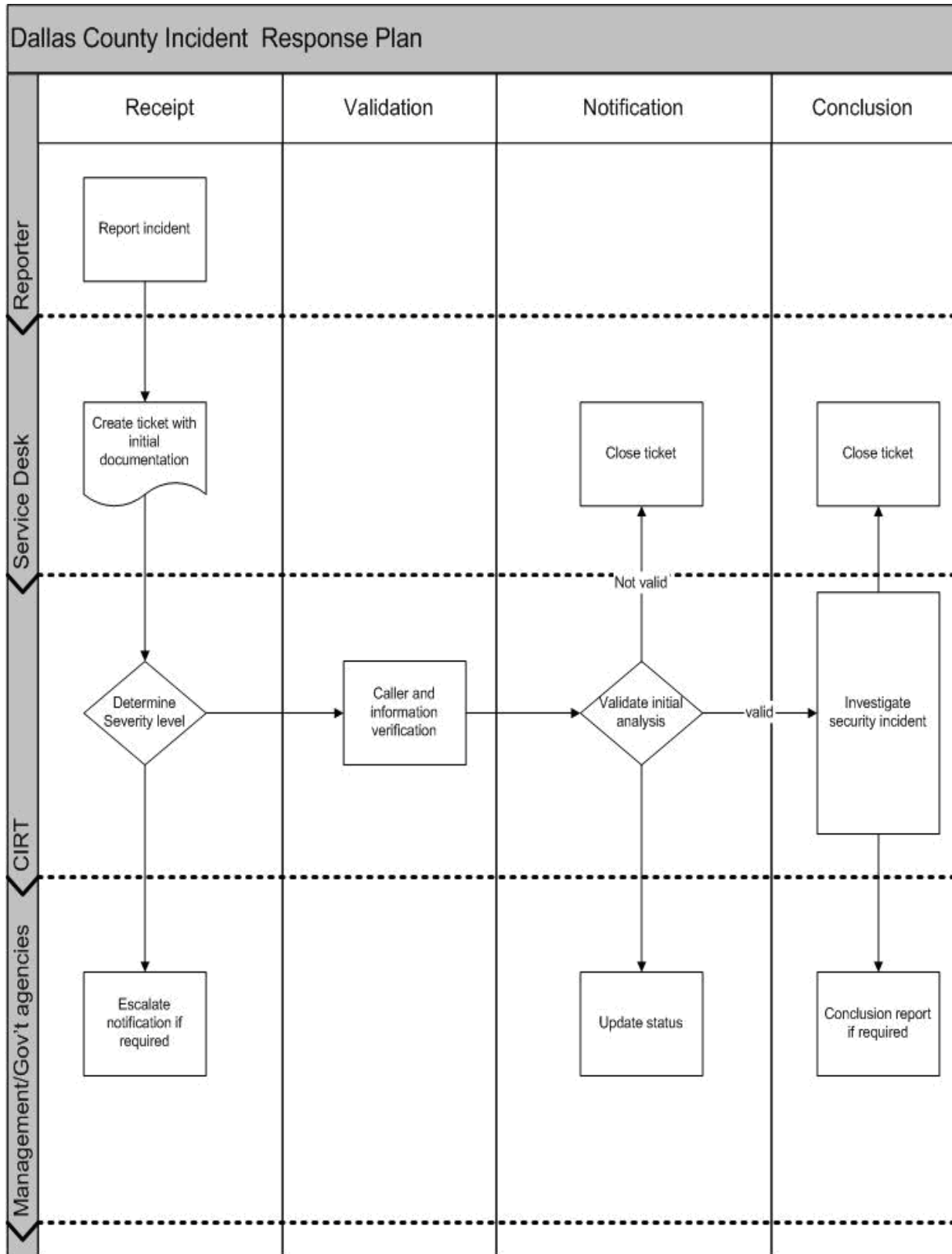
	No breach of privacy information possible.	
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(Ord. No. 2007-2525, 12-18-2007)

Dallas County Contact Information

Position	Name(s)	Phone Number	Email address
Chief Information Officer (CIO)	Robert Clines	214-653-7339	rclines@dallascounty.org
Information Technology Security Officer	Randy Guin	214-653-6547	rguin@dallascounty.org
Assistant Chief of Information Technology Operations	Rodney Christain	214-653-6341	rchristian@dallascounty.org
Assistant Chief of Information Technology Applications	Gwen Hurd	214-653-7809	ghurd@dallascounty.org
Assistant Chief of Information Technology Program Management	Melvin Randle	214-653-7570	mrandle@dallascounty.org
Information Technology Operations Manager	Wayne Henderson	214-653-6072	whenderson@dallascounty.org
Internal Audit	Brian Stevens	214-653-6472	bstevens@dallascounty.org

GENERIC INCIDENT FLOW CHART



Attachment One

Incident Identification

Date Updated: _____

General Information			
Incident Detector/Requestor Information:			
		Date and Time	
Name:	_____	Detected/Request:	_____
Title/Department:	_____		_____
		Location Incident	
Phone:	_____	Detected From:	_____
Email:	_____		_____
	_____		_____

Incident Summary				
		Severity level		
Type of Incident Detected:		1 2 3 4 5		
• Denial of Service	• Unauthorized Use	• Espionage	• Probe	• Hoax
• Malicious Code	• Unauthorized Access	• Other _____		
Incident Location:	_____			

Site:	_____	
-------	-------	--

Site Point Of Contact:	_____	_____
Phone:	_____	_____
Email:	_____	
Notification list:	_____	

Additional Information:	_____	

Attachment Two

Incident Survey

Date Updated: _____

Location(s)/List of affected systems/personnel: _____

Date and time incident handlers arrived at site: _____

Describe affected information system(s): _____

Is the affected system connected to a network? YES NO

Is the affected system connected to a modem? YES NO

Describe the physical security of the location of affected information systems (locks, security alarms, building access, etc.):

Attachment Three

Incident Containment

Date Updated: _____

Isolate Affected Systems:

IT Security Officer approved removal from network?	YES NO
If YES, date and time systems were removed:	_____
If NO, state reason: _____	

Backup Affected Systems:

Successful backup for all systems?	YES NO
Name of person(s) performing backup:	_____

Date and time backups started:	_____
Date and time backups complete:	_____

Attachment Four

Incident Eradication

Date Updated: _____

Name of person(s) performing forensics/corrective action on system(s):

Was the vulnerability identified: YES NO

Describe: _____

Secs. 74-1050—74-1070. - Reserved.

DIVISION 19. - INFORMATION TECHNOLOGY SOCIAL NETWORKING WEBSITE POLICY¹⁶

Sec. 74-1071. - Definitions.

A social networking website, such as My Space, Facebook, or Twitter, is defined as any website used to build an online community of people wishing to share information.

(Ord. No. 2010-0643, 4-13-2010)

Sec. 74-1072. - Purpose.

Social networking websites are becoming widely used methods of communications increasing information technology risks and noncompliance with records management rules. The purpose of this division is to provide general guidelines for the use of social websites for communication Dallas County matters.

(Ord. No. 2010-0643, 4-13-2010)

Sec. 74-1073. - Social website request.

- (a) A department head or an elected official may submit a request to use one or more social networking websites to the office of information technology.
- (b) Access to the social networking website from county computers will be limited to employees designated to support the site.

(Ord. No. 2010-0643, 4-13-2010)

Sec. 74-1074. - Guidelines and responsibilities.

- (a) The department head or elected official making the request will be the person responsible for all the information the department or office posted on such websites.
- (b) Any information or posts that qualify as other than transitory information shall be documented and maintained according to the Texas State Library and Archive Commission.
- (c) Each social website account must clearly indicate Dallas County and the county department or office using the account.
- (d) The initial page or "home page" must state:
"This site is used for informal transient mass communication and exchange of ideas by Dallas County. Any Public Information Act requests to Dallas County must be made via the County's place of business address, email, phone or fax numbers. For reliable information regarding Dallas County business, please to Dallas County's official website: www.dallascounty.org."
- (e) Links and/or instructions directing people to the correct location to conduct formal business with Dallas County must be posted. The link to www.dallascounty.org is required at a minimum.

¹⁶ **Editor's note—** Ord. No. 2010-0643, adopted April 13, 2010, set out provisions intended for use as Div. 18. Inasmuch as there were already provisions designated as such, these provisions have been included as Div. 19, §§ 74-1071—74-1076, at the editor's discretion.

(Ord. No. 2010-0643, 4-13-2010)

Sec. 74-1075. - Acceptable use of social websites.

The department's or office's social networking websites must be used only for posting materials on behalf of Dallas County and not for personal postings.

(Ord. No. 2010-0643, 4-13-2010)

Sec. 74-1076. - Procedure to request use of social websites.

The form [below] entitled "social network website request" is the form to be used in requesting and justifying the use and access of social websites. The completed form and any supplemental material should be directed to the office of information technology for briefing to the commissioners court.

Social Network Website Request

1) Office or Department:

2) Purpose or Reason:

3) Name of Websites (Facebook, MySpace, Twitter, etc):

4) Cost: _____ Fund _____

5) Implementation Date: _____

6) Employees' Requiring Access:

a. _____

b. _____

c. _____

d. _____

Request by:

Name _____

Title _____

Date _____

(Ord. No. 2010-0643, 4-13-2010)

Secs. 74-1077—74-1100. - Reserved.

DIVISION 20. - INFORMATION TECHNOLOGY CHANGE MANAGEMENT POLICY

Sec. 74-1101. - Introduction.

The information resources (IR) infrastructure at Dallas County (county) is expanding and continuously becoming more complex. There is more dependency upon the network; increased county hardware; upgraded and expanded administrative systems; and additional application programs. As the interdependency between the IR infrastructure grows, it is essential to have a strong change management process implemented by the county.

From time to time, each IR element requires an outage for planned upgrades, maintenance, or fine-tuning. Additionally, unplanned outages may occur that may result in upgrades, maintenance, or fine-tuning. Consequently, managing these changes is a critical part of providing a robust and valuable IR infrastructure.

(Ord. No. 2012-1542, 9-18-2012)

Sec. 74-1102. - Purpose.

The purpose of this county information technology (IT) change management policy is to achieve and facilitate IT changes in a rational and predictable manner so that county staff, personnel, and clients can plan accordingly. Changes require serious forethought, careful monitoring, follow-up evaluations and supplemental support to reduce and avoid negative impact to end-users and to increase the value of IR.

(Ord. No. 2012-1542, 9-18-2012)

Sec. 74-1103. - Audience.

The county change management policy applies to all individuals that install, operate, and/or maintain IR.

(Ord. No. 2012-1542, 9-18-2012)

Sec. 74-1104. - Definitions.

[The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

Change:

- (1) Any implementation of new functionality.
- (2) Any scheduled interruption of service.
- (3) Any repair of existing functionality.
- (4) Any removal of existing functionality.

Emergency change. Will result when an unauthorized immediate response to imminent critical system failure is needed to prevent widespread service disruption. Changes of this nature will be documented and presented post-event as part of the review process.

Scheduled change. Formal notification received, reviewed, and approved by the review process in advance of the change being made.

Unscheduled change. Formal notification not being received reviewed and approved by the formal review process in advance of any change. Unscheduled changes will only be acceptable in the event of a system failure or the discovery of any security vulnerability. Changes of this nature will be documented and presented post-event as part of the review process.

Change management. The process of controlling modifications to hardware, software, firmware, and documentation to ensure that IR are protected against improper changes before, during, and after system implementation.

Customer. Any county employee, business partner, or vendor approved to access or use county IR.

Production. Information resources used to deliver IT services to county end users for the purposes of conducting and facilitating day-to-day business.

(Ord. No. 2012-1542, 9-18-2012)

Sec. 74-1105. - Change management policy.

- (a) Every change to a county production IR such as operating systems, computing hardware, networks, and applications are subject to the change management policy and must follow the change management procedures.
- (b) A change management committee, appointed by the county IT leadership, will meet regularly to review any change requests and to further ensure that change reviews and communications are satisfactorily performed.
- (c) A formal change request must be submitted for any and all changes, whether scheduled or unscheduled.
- (d) All scheduled change requests must be submitted in accordance with the change management procedures to allow the change management committee time to review the request, determine and review potential adverse impacts, and to make a decision of either approving or delaying the request.
- (e) Any scheduled change request must receive formal change management committee approval before proceeding with the change.
- (f) The appointed leader of the change management committee may deny a scheduled or unscheduled change for reasons including, but not limited to, inadequate planning, inadequate back-out plans, considerations of the timing of the change that may negatively impact a key business process such as year-end accounting, or assessment of adequate resources readily available to facilitate the change.
- (g) Customer notification must be completed for each scheduled or unscheduled change following the steps contained in the change management procedures.
- (h) A change review must be completed for each change, whether scheduled or unscheduled, and whether successful or unsuccessful.
- (i) A change management log must be maintained for all changes. The log must include, but is not limited to, the following:
 - (1) Date of submission and date of change.
 - (2) Requestor and implementer contact information.
 - (3) Change description.

- (4) Indication of success or failure.
- (j) All changes to county information systems must comply with an IR change management process that meets the standards outlined above.

(Ord. No. 2012-1542, 9-18-2012)

Sec. 74-1106. - Disciplinary actions.

Violation of county policies, guidelines, procedures, and applicable state and federal laws may result in disciplinary actions, including the cancellation of the end-user's computer system privileges, the initiation of a law enforcement investigation, progressive discipline up to and including termination of employment and the imposition of civil and/or criminal penalties where adjudged.

(Ord. No. 2012-1542, 9-18-2012)

Secs. 74-1107—74-1120. - Reserved.

DIVISION 21. - INFORMATION TECHNOLOGY BACKUP AND DISASTER RECOVERY PLAN (DRP) POLICY

Sec. 74-1121. - Introduction.

Electronic backup of the county information technology systems is a county business requirement that enables the recovery of county data and applications in the instances including but not limited to natural disasters, information technology systems disk drive failures, espionage, or information technology systems operation errors.

(Ord. No. 2012-1740, 10-16-2012)

Sec. 74-1122. - Purpose.

The purpose of the county backup and disaster recovery plan (DRP) policy is to establish county rules and procedures for the backup and storage of county electronic information.

(Ord. No. 2012-1740, 10-16-2012)

Sec. 74-1123. - Audience.

The county backup and DRP policy applies to all individuals that are employed by the county and who are responsible for the installation and support of any information resources (IR) of the county.

(Ord. No. 2012-1740, 10-16-2012)

Sec. 74-1124. - Definitions.

[The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

Backup. Any electronic copy of files and applications made to avoid loss of data and to facilitate recovery in the event of any information technology system failure.

Data custodian. The person(s) within the county that has the custody and control of any or all of the following: (1) data, (2) electronic information, (3) software, and/or (4) hardware.

Electronic information. Data that is in a digitized format.

Hardware. Tangible objects that can be physically touched by a person, such as disks, monitors, keyboards, and computers and printers used to support the county IR infrastructure.

Information resources (IR). Data or information, and software and hardware that render data or electronic information available to users.

Office of information technology. Includes any county information technology personnel or any information technology personnel of any elected official or any public official of the county. Information technology systems: are defined as information resources (IR) systems.

Offsite storage. Data storage in a geographically different location from the Dallas County Data Center that does not share the same disaster threat event.

Software. A general term used to describe a collection, in whole or in part, of computer programs, procedures, and documentation that perform specific tasks on a computer system. Said term includes but is not limited to application software such as word processors, which perform productive tasks for users, and system software including but not limited to operating systems, which interface with hardware to provide the necessary services for application software and middleware.

User. Any individual, who connects, accesses, uses, or attempts to access or use the county computer system, whether by a direct connection, or by another network, computer, or other electronic resource(s).

Vendor. Any person or entity including but not limited to corporations, partnerships, and limited liability companies that provide goods and/or services in transactions with the county.

(Ord. No. 2012-1740, 10-16-2012)

Sec. 74-1125. - Backup procedures.

- (a) The frequency and extent of backups must be in accordance with the importance of the electronic information and/or data, and the acceptable risks as determined by the custodian of said electronic information and/or data.
- (b) County IR backups will not be used to satisfy records retention requirements. Backups are solely for data and system(s) recovery.
- (c) The county IR backup and DPR process for each system must be documented and will be periodically reviewed by the county's auditor office.
- (d) Any vendor(s) providing any offsite backup storage of electronic information and/or data for the county must be reviewed and approved by the county information technology department to handle the highest level of information stored or backed-up and said vendor(s) must secure the confidentiality of said electronic information and/or data.
- (e) Physical access controls implemented at any offsite backup storage location must meet or exceed the physical access controls of the location of the source systems.
- (f) Backups must be periodically tested by the office of information technology to ensure recoverability by the county.
- (g) Access and procedures between county and any offsite backup storage vendor(s) must be reviewed at least annually by the county's auditor office.
- (h) Backup tapes must have at a minimum the following identifying criteria that can be readily recognized by labels and/or a bar-coding system as follows:
 - (1) System name.

- (2) Creation date.
- (3) Dallas County contact information.

(Ord. No. 2012-1740, 10-16-2012)

Sec. 74-1126. - Disciplinary actions.

Violation of county policies, rules, guidelines, procedures, and applicable Texas state and federal laws may result in disciplinary actions, including but not limited to cancellation of the end-user(s) computer system privileges, the initiation of law enforcement investigation, progressive discipline up to and including termination of employment, and/or the imposition of civil and/or criminal penalties where adjudged.

(Ord. No. 2012-1740, 10-16-2012)

Secs. 74-1127—74-2000. - Reserved.

ARTICLE VI. - COUNTY FUNDED WEBSITES

Sec. 74-2001. - County official name display policy for the Dallas County funded websites.

- (a) *Purpose of policy.* [The purpose of the policy is] to establish Dallas County uniform rules for the display of an elected and county officials name on the publicly funded Dallas County website (dallascounty.org)
- (b) *Policy.*
 - (1) This policy applies to all Dallas County officials publishing information on websites supported by public funds.
 - (2) Display of an elected official and/or department head's name on a publicly funded website rules:
 - a. *Order.* Name will be displayed to the right or under the elected official's title.
 - b. *Size.*
 - 1. The font size of the elected official's name will not exceed the font size of their title.
 - 2. The font size of the title and name will be proportional to other text on the page. In cases of fonts over 24 points, then the title and name should not exceed 24 points.
 - c. *Color.*
 - 1. The color of the elected official's name will be the same as the color of their title.
 - 2. Color scheme should be in keeping with the general design and color scheme of the page (i.e., blue print, blue title and name).

Examples:

Commissioner, Precinct #1, John Smith

or

Commissioner, Precinct #1
John Smith

(Ord. No. 2005-2192, 11-8-2005)

Secs. 74-2002—74-2020. - Reserved.

ARTICLE VII. - PRESS CONFERENCES AND MEDIA INQUIRIES

Sec. 74-2021. - Department heads, employees and board and committee appointees media contacts policy.

- (a) The purpose of this policy is to establish guidelines regarding the holding of press conferences, responding to media inquiries and contacting the media. This policy applies to all department heads reporting directly to the commissioners court and their employees and board and committee members appointed directly by the commissioners court.
- (b) Prior to inviting members of the press to a press conference or agreeing to participate in a pre-scheduled televised, radio or other media-related interview, department heads and board and committee members shall notify the county administrator who will forward such information on to members of the commissioners court and other interested parties.
- (c) Employees of departments that report to the commissioners court shall not contact or respond to contact by media on matters of county business without the approval of their department head. The department shall immediately notify the county administrator of any approved media contact and the subject matter of the contact. The county administrator will forward such information on to members of the commissioners court and other interested parties.
- (d) Elected officials and departments that do not report to the commissioners court are requested to inform the county administrator of any media contact and/or participation that may be related to county business. The county administrator will share such information with the members of the commissioners court and other interested parties to help those involved be aware of events that impact the operation of the county.

(Ord. No. 2005-2368, 12-6-2005; Ord. No. 2007-1889, 9-25-2007)