Subject:	**PINAL COUNTY GEOGRAPHIC INFORMATION SYSTEMS**
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PURPOSE: The purpose of this policy is to outline the requirements for accessing and distributing Pinal County GIS data and Maps. The policy outlines employee responsibilities for the proper, secure, and lawful use of the Pinal County Geographic Information System (GIS) data and related applications.

APPLICATION: This policy applies to all Pinal County employees and employees of the Superior Courts, including temporary employees, contractors, and third parties that are granted access to the County GIS Data, Maps, and Applications.

GIS DATA DISCLAIMER: Pinal County acquires, develops, maintains and uses GIS data in support of its internal business functions and the public services it provides. The data may not be suitable of other purposes or uses. All GIS data sets are provided "as is" with no warranty. It is the user's responsibility to verify any information derived from the data before making any decisions or taking any actions based on the information.

DEFINITIONS:

1. **Geographic Information System (GIS) -** is a collection of people, hardware, and software used to analyze data tied to a spatial location.

2. **Dataset –** (sometimes referred to as a Layer) a group of points, lines, or polygons (features) represented for a particular purpose. These features generally have attribute associated with them.

3. **Enterprise Geodatabase –** Also known as an Multiuser Geodatabase. These are managed in an RDBMS server by ArcSDE. Multiuser geodatabases can be very large and support multiple concurrent editors. Pinal County uses the Enterprise Geodatabase to maintain and deliver commonly used datasets throughout the organization (i.e. Parcels).

4. **GIS User –** County employees who require use of data from the County Enterprise Geodatabase via intranet and/or internet applications for the daily execution of assigned duties.

5. **GIS Power User –** County employees who require direct read only connection to the County Enterprise Geodatabase and/or dedicated GIS network drive(s) in the execution of assigned duties. This requires a higher level of software licensing and training than that of a GIS User. Typically these users are not GIS staff but possess the software and training necessary to consume but not edit data within the Enterprise Geodatabse.

6. **GIS Power Editor** – County employees who require direct connection to the County Enterprise GIS data in the execution of assigned duties. Power Editors require a higher level of licensing and significantly more training in the proper security and editing techniques within the Enterprise Geodatabase than that of the GIS User or GIS Power User. Typically these users are GIS staff that possess the software and training necessary to perform all edit functions within the Enterprise Geodatabase.

7. **GIS Data -** is information that is geospatial in nature and is stored in a variety of locations including but not limited to the Pinal County Enterprise Geodatabase, dedicated GIS network drive(s), Departmental network drives, Personal network drives, Local drives, Compact Disc (CD), Digital Video Disc (DVD).

8. **Hardcopy –** is a printout or copy of GIS data displayed on a computer of from another media.

9. **Intellectual Property -** is rights and products of the mind or intellect, arising under any law, including, but not limited to, Trade Secrets, Trademarks, Trade Dress, Copyrights, and Unfair Competition. This includes any body of work developed by an employee working on County business.

10. **Maps –** for the purpose of this policy, any digital or hardcopy document created for presentation internally or externally using GIS data.

11. **Network Drive** – Any server or workstation acting as a server that is assessable via the County network.

12. **Public Record and "other matters"** include:

    a. A record that is made by a public official in the pursuance of a duty, the immediate purpose of which is to disseminate information to the public, or to serve as a memorial of official transactions for public reference.
    b. A record that is required by law to be kept or necessary to be kept in discharge of a duty imposed by law to serve as a memorial and evidence of something written, said, or done.
    c. A written record of transactions of a public officer in his/her office, which is a convenient and appropriate method of discharging his/her duties, and is kept by the employee as such, whether required by express provisions of law or not.
    d. Few records in the possession or control of a public officer or body generally will not be "Public Records." Exceptions are: work-in-progress, i.e., a work that is not yet finished, or information that is used solely as a memory aide, i.e., post-it notes.

POLICY:

ACCESS

1. Access to the GIS data and applications within the Enterprise Geodatabase and dedicated network drive(s) may be granted to any employee that requires such access to perform duties of his/her position.

2. The level of access will be determined by the GIS Manager and the employees appointed authority. Certain levels of access require specialized software and training. These requirements must bet met before access is granted.

3. There are three levels of access to the Enterprise Geodatabase and dedicated network drive(s):

    1. GIS User
    2. GIS Power User
    3. GIS Power Editor

GIS Power User and GIS Power Editor access levels generally require specialized software necessary to perform more complex functions in the GIS environment. Upon request to the GIS Manager, GIS Staff may provide an introductory level of training to users that covers basic functionality and connectivity. It is the respective departments responsibility to secure any advanced training beyond the introductory level provided that would enable the user to adequately use the software to perform the desired functions.

4. An IT System Security Administration Form, Employee Policy Acknowledgment Form, and the applicable orientation and/or training must be completed before any level of access is granted.

5. Employees are responsible for protecting the access that has been entrusted to them. This includes but is not limited to logins, passwords, and intranet/internet/FTP site addresses (URL's).

6. Employees have no right of privacy, nor any expectation of any right to privacy, when accessing the Pinal County GIS data by use of County equipment. The County reserves the express right to monitor, in any way, the activities of the employee while accessing the GIS data. Violation of County policy regarding GIS data use may result in disciplinary action up to and including dismissal.

7. Access to any Non-County internet based mapping application (i.e. Google Earth, Yahoo Maps) must be requested through the GIS Manger by the requestors appointed authority. If it is determined that access to the requested Non-County mapping application is required to perform a County related function that cannot be done with existing County GIS applications access may be granted. Access to the Non-County application may be terminated if the same or better functionality is developed in the County GIS applications.

8. The GIS Manager may seek additional approvals from Department Directors or County Management on an individual or group basis on any request for access to GIS data determined to be sensitive or not approved for distribution.

GIS DATA DISTRIBUTION

1. All GIS data and/or maps within the Enterprise Geodatabase, or any other County network or local drive(s) is the intellectual property of Pinal County and is not the private property of any employee.

2. All GIS data and/or maps within the Enterprise Geodatabase, or any other County network or local drive(s) are considered Public Records, unless it falls into an exemption as determined by Pinal County policy, State Statute and/or law.

3. Distribution of raw GIS data and/or maps from the Enterprise Geodatabase or dedicated GIS network drive(s) may only be preformed by GIS Power Editors or designated GIS Power users. All users that possess the level of access required to export and distribute raw GIS data and maps will be provided the necessary training and resource materials to ensure data not approved for distribution is not included in deliverables.

4. Departmental GIS Power Users are responsible for the distribution any GIS data and/or maps stored outside the Enterprise Geodatabase or dedicated GIS network drive. Distribution shall be approved by the distributors appointed authority in accordance with Departmental and County policies and procedures.

5. Distribution to any Non-County entity must not contain data that is considered sensitive or not available for distribution by County policy, State Statute, or law.

6. Any request for raw GIS data from the Enterprise Geodatabase and/or dedicated GIS network drive(s) by the general public, firms, consultants, and Non-government agencies not part of an existing County contract, agreement, or legitimate County project are to be directed to the GIS Manager. These requests require the completion of a GIS Data and Map Request Form and payment of applicable fees before delivery.

7. The internet may be used as a means of distributing GIS data and maps to the general public through interactive viewers. Any data determined to be sensitive or data not approved for distribution will not be made available on a public internet site. Appropriate disclaimers shall be applied to all public facing applications.

8. Pinal County GIS staff maintains intranet GIS applications to aid in day to day customer service and other internal functions. These applications may have the capability to create map products that can be printed and/or emailed. It is the users responsibility to ensure sensitive data or data not approved for distribution is not included on any map product printed from these applications. Users which have been granted a level of access which could contain sensitive data or data not approved for distribution will be provided the necessary training and resource materials to ensure sensitive data is not included on any public deliverable.

9. An Intergovernmental Agreement (IGA) shall be established with government agencies wishing to receive regular updates of Pinal County GIS Data. The GIS Manager is responsible for establishing these agreements which give designated staff from the requesting government agency access to the County GIS Data via an FTP (File Transfer Protocol) connection.

10. Prohibited use of Pinal County GIS Data and applications include, but are not limited to:

    a. By law, publicly held confidential data and information cannot be accessed or distributed. This type of data must be identified and removed from any distributed or reproduced data. Examples of confidential data include infrastructure facilities such as water distribution systems.

    b. Distribution of any GIS data and information provided by outside organizations which copyright or place other usage and distribution restrictions on their information.

    c. Any activity that violates established County or department policy.

AUTHORITY AND RESPONSIBILITY:

1. Employees are responsible for:
    a. Understanding and adhering to this Policy.
    b. Using common sense and good judgment in the use of GIS data as determined by this County Policy the GIS Manager and the Chief Information Officer.
    c. Advising Management of breaches of this policy.
    d. Maintaining reasonable precautions to safeguard the GIS data and their access information from unauthorized entry, use, or distribution.

2. GIS Personnel are responsible for:
    a. Understanding this policy and related policies and documents.
    b. Developing, organizing, and maintaining GIS data and maps within the Enterprise Geodatabase or dedicated GIS network location.
    c. Use appropriate hardware, software, and procedures in developing, maintaining, and distributing GIS data and maps.
    d. Support the County with day-to-day business.

3. Management is responsible for:
   a. Understanding this policy and related policies and documents.
   b. Advising their employees about this policy and the appropriate use of GIS data and maps.
   c. Monitor and audit use of the GIS data and applications within the department.
   d. Notifying the GIS Manager and the Chief Information Officer when circumstances warrant monitoring of an employee's activity in the use of the County GIS data and/or applications.
   e. Establishing retention schedules in accordance with application statutes, County and organizational policies.

4. The Human Resources is responsible for:
   a. Understanding this policy and related policies and documents.
   b. Confirming that reported circumstances warrant monitoring.
   c. Obtaining authorization form the County Manager before monitoring specific activity.
   d. Contacting the GIS Manager and Director of Information Technology to effect the monitoring.
   e. Reporting violations of this policy to the employee's Appointing Authority for further investigation and disciplinary action as appropriate.
   f. Facilitating the use of external resources including civil or criminal investigators, as appropriate.

PROCEDURES:

1. The Human Resources Department will:
   a. Direct all employees to a copy of this Policy during new employee orientation.
   b. Provide all employees a copy of the Pinal County Information Technology: System Security Administration Form.
   c. Ensure the employees acknowledge and sign a Pinal County Employee Policy Acknowledgment form.

2. Employees that require access to Pinal County GIS data and applications must;
   a. Complete the IT System Security Administration Form.
   b. Sign the Employee Policy Acknowledgment Form.
   c. Schedule and complete the necessary orientation and/or training for the level of access being requested.

3. Upon request for access the GIS Manager or his/her designee shall;

   a. Ensure the appropriate forms and approvals are received.
   b. If approved arrange the necessary introductory level orientation or training. If not approved notify the requestor(s) and his/her appointed authority.
   c. Schedule and perform the necessary introductory level orientation or training.
   d. Request appropriate access through designated IT staff.

4. Upon request for GIS Data and/or Maps the GIS Manager or his/her designee shall;

   a. Determine the nature of the request.
   b. If required ensure the necessary request forms are completed and fees are collected.
   c. Export and/or compile the data requested.
   d. Deliver the data as specified on the GIS Data and Map Request Form.

5. If a violation of this policy occurs or is suspected, the appointed authority or designee should:
    a. Document the circumstances.
    b. Contact the GIS Manager and Chief Information Officer.
    c. Confirm with the Human Resources Director that monitoring of access and usage is appropriate.
    d. Monitor the employee's GIS data access and usage in a manner consistent with the circumstances of the policy violation.
    e. Initiate disciplinary action, as appropriate under the circumstances.

FORMS:

1. Pinal County Employee Policy Acknowledgment.

2. Pinal County Information Technology: System Security Administration Form.

3. GIS Data and Map Request Form