

## **Missoula County Technology Acquisition Policy**

### **Purpose**

This policy establishes guidelines for the County's acquisition of technology.

### **Scope**

This policy is applicable to all County departments and entities. Departments may develop their own policies for the acquisition of technological supports for their departments as long the standards established in this policy are met.

### **Limitations**

Departments using technology required or provided by an oversight or affiliate agency or operated without the direct support of the Technology Department are not subject to the provisions of this policy.

### **Administration**

The Missoula County Director of Technology is responsible for administering, interpreting, and applying the terms of this policy. Department heads are responsible for the implementation of the policy within their departments and ensuring employee compliance.

### **Policy**

Technology in the form of hardware, software, or a combination of the two, is used to provide essential systems of service delivery to the public and to assist employees in performing their job functions. The Information Technology Department (IT) is responsible for the maintaining the County's network, providing support for systems used in departmental operations, and protecting the County from associated cyber risks.

With the continual proliferation of technological solutions available in the marketplace, it may be tempting to acquire a new product to enhance a department's operations. However, without early collaboration with IT, such purchases may prove to be incompatible with County platforms, beyond the ability of the IT Department personnel to provide cost effective support, or compromise the security of the County network. Therefore, before a department purchases any new technology, including telephone equipment, to be installed on the County network or as a standalone system or package which will consume County network resources, prior approval of the IT Department must be obtained. This will provide an opportunity to evaluate the ongoing costs to the County and associated cyber risks before any financial outlay is made.