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**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Information Technology

**SUBMITTAL DATE:**  
January 24, 2008

**SUBJECT:** Approval of County Technology Standards and Guidelines

**RECOMMENDED MOTION:** That the Board of Supervisors approve and adopt the attached County Technology Standards and Guidelines as required by Board Policy A-38 and H-11.

**BACKGROUND:** In accordance with Board Policy A-38 and H-11, the Executive Technology Committee (ETC) and Departmental Technology Standards Committee (DTSC) were formed to establish County technology standards and guidelines that will be adhered to by all County departments. The DTSC is a forum to debate technology issues, collaboratively research technologies and recommend solutions and standards to the ETC. The ETC is comprised of technology leadership having common issues and interests to implement a shared vision for technical resources and information. The ETC acts as a mutual voice on technology issues, directions, strategies, and policy recommendations. Technology research recommendations are prioritized by the ETC and delegated to the DTSC for review and recommendations.

During calendar year 2007, the following Technology Standards and Guidelines were recommended and adopted by the ETC and DTSC.

Departmental Concurrence

Matthew W. Frymire  
Chief Information Officer

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	N/A

<b>SOURCE OF FUNDS:</b> N/A	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE  
  
BY:   
Elizabeth J. Olson  
**County Executive Office Signature**

Policy  Policy   
Consent  Consent   
Dept's Recomm.: Per Exec. Ofc.:

BACKGROUND: (Continued)

**Standard**

**Security Access Card & Standards  
Recommendation - Part I, Access and  
Identification Card**

**Description**

On October 11, 2007 the ETC approved the DTSC recommendation to accommodate the various types of current readers and systems as well as future implementations. Incorporating the services of one card manufacturer and/or distributor will keep security details confidential and assist with designation and distribution of facility codes throughout all departments. A standard security and identification card template is now available to allow for the most common employment types within the County (regular, temporary, contractor, etc.). The standard design image is available to departments to incorporate into their badge systems. All county departments shall follow the master template design for employee security access and identification cards.

**Firewall Standards Recommendation**

A strong network firewall is required to maintain confidentiality of sensitive data. It must also protect the integrity of the network ensuring its availability to all authorized users. Based on the functional requirements for network firewalls as defined by the DTSC Firewall Sub-committee, the following hardware and software vendors were recommended as County Standards.

**Hardware firewalls:**

- FortiNet Inc.
- Juniper Networks
- SonicWALL
- Cisco Systems

**Software firewalls:**

- CheckPoint
- Microsoft ISA

**Hard Drive Devices / Electronic Media  
Disposal Recommendation**

Darik's Boot-N-Nuke (DBAN), a free product designed specifically for wiping electronic data was recommend as a standard to safely and reliably render any information stored on electronic media (i.e., Hard Drives, Floppy Discs CD Discs, DVD DISCS, and USB storage devices) making it unreadable if such devices are passed to another department or authority within the County.

A complete listing of the County's Technology Standards/Guidelines can be found on the County's Intranet page at: <http://intranet.co.riverside.ca.us/tech/standard.asp>