

ADMINISTRATIVE ORDER
OF THE
JEFFERSON COUNTY COMMISSION

04- 3

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish a uniform policy and procedure for the protection of the County's information and technology resources.

I. POLICY

The policies in the attached Jefferson County Information Technology Security Policy are hereby adopted as if fully set out herein.

II. PROCEDURES

The procedures in the attached Jefferson County Information Technology Security Policy are hereby adopted as if fully set out herein.

III. DISCIPLINARY ACTION

Employees who fail to comply with the Jefferson County Information Technology Security Policy are subject to disciplinary action which may include termination of employment for a first offense.

ORDERED at the Jefferson County Courthouse this 9th day of November, 2004.



LARRY P. LANGFORD, President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 11-9-04
MINUTE BOOK: 146
PAGE(S): 361-379