Attachment B

Technology Acquisition and Deployment Policy (ITAM-0440)

COUNTY OF SANTA BARBARA
INFORMATION TECHNOLOGY ADMINISTRATIVE MANUAL

SUBJECT:	TECHNOLOGY ACQUISITION AND DEPLOYMENT POLICY	ITEM NUMBER:	ITAM-0440
OWNER:	DEPARTMENT OF GENERAL SERVICES	ADOPTION DATE:	
APPROVER(S):	COUNTY BOARD OF SUPERVISORS	REVIEW DATE:	
VERSION:	1.0	PAGE:	PAGE 1 OF 2

I. <u>Purpose</u>

To mitigate risk to the County's technology hardware, software, services, and data. To also ensure that acquisitions are compatible with the County's technology hardware, software, services, and data.

II. <u>Audience</u>

The audience for this policy is all County employees, contractors, and third parties.

III. <u>Scope</u>

This policy applies to anyone acquiring or deploying technology, including zero-cost acquisitions in the County.

IV. <u>Definitions</u>

See ITAM-0602, Glossary of Definitions

V. <u>Policy</u>

Acquiring and deploying any technology in the County must be reviewed by the Departmental Information Security Officer (DISO) prior to acquisition, regardless of cost, including zero-cost acquisitions. Additionally, acquisitions and deployments must meet County enterprise standards and policies.

Any purchases where the total is above $50,000 must have an additional signoff by the County CISO and Deputy CIO, unless otherwise required to be approved by EITC.

VI. Exceptions

If a Department is unable to meet the requirements of this policy, the department must consult with the CISO and provide sufficient justification for the request.

VII. Non-Compliance

Employees who fail to adhere to this policy may be subject to disciplinary action in accordance with civil service rules.

VIII. References and Sources

1. Applicable Rules, Laws, and Regulations

COUNTY OF SANTA BARBARA
INFORMATION TECHNOLOGY ADMINISTRATIVE MANUAL

SUBJECT:	TECHNOLOGY ACQUISITION AND DEPLOYMENT POLICY	ITEM NUMBER:	ITAM-0440
OWNER:	DEPARTMENT OF GENERAL SERVICES	ADOPTION DATE:	
APPROVER(S):	COUNTY BOARD OF SUPERVISORS	REVIEW DATE:	
VERSION:	1.0	PAGE:	PAGE 2 OF 2

2.   Related Policies

   i.   Systems and Services Acquisition Policy ITAM 0626

3.   Referenced Documents:

   i.   Technology Acquisition Guidelines

4.   Revision History:

VERSION	CHANGE	AUTHOR	DATE OF CHANGE
1.0	Initial Release	CISO/Policy Committee	02/17/2023