SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
GEOGRAPHIC INFORMATION SYSTEM POLICY AND STANDARDS

Purpose-

This policy is designed to ensure that best practices for the creation and maintenance of geospatial data for the use of Salt Lake County offices and departments to create a high-quality, well-documented Geographic Information System (GIS) that integrates across Salt Lake County data sources. This policy is created under the auspices of the GIS Steering Committee established by Chapter 2.46 of the Salt Lake County Code of Ordinances, 2001, and amended by Ordinance 1619A. The GIS Steering Committee will monitor and enforce compliance with this policy.

The purpose of this policy is to define the process by which GIS policy and standards are developed and approved. GIS policy and standards will be developed by the GIS Steering Committee in consultation with the existing IT governance process.

Reference-

The policy and standards set forth herein are provided in accordance Chapter 2.46 - Geographic Information Systems Steering Committee. Also referencing the following:

All Countywide Geographic Information Systems Policies in the 1013 series

All Countywide Information Technology Security Policies and Standards in the 1400 series

All Countywide Human Resource Policies

1.0   Scope

All Salt Lake County employees and contractors, consultants, volunteers, and others with a business association with Salt Lake County shall adhere to this policy insofar as they use GIS resources and systems owned or leased by Salt Lake County or contribute data to the county.

1. New GIS users will participate in an orientation and training explaining the county GIS policies and standards as directed by the GIS Steering Committee.
2. GIS users shall be familiar with the GIS Steering Committee ordinance Chapter 2.46, this policy, and standards under this policy.

2.0   Definitions

Geographic Information System(s) (GIS)
A computer-based system of hardware and software designed to capture, store, manage, edit, analyze, and visualize geographically referenced data and information.

GIS Standards
GIS standards are specific requirements that must be met by everyone. These may be internal requirements or those from an external standards body.

GIS Policy
GIS Technology policies outline specific organizational requirements or rules that must be followed, and specific actions that are not permitted, and include statements of consequences for violations.

3.0   Policy Statement

It is the policy of Salt Lake County to establish GIS policies and standards driven by changes in technology. Standards will be established, maintained, and published by the GIS Steering Committee. All standards will be reviewed by the governance processes allowing for discussion by GIS stakeholders. Contracts and Procurement will work with Information Technology to review purchases of information technology systems and resources relating to GIS to ensure adherence to this policy. All standards established under this policy will apply to all individuals who fall within the scope of this policy.
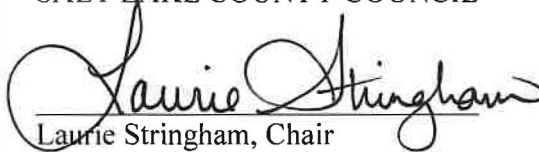
4.0   Exceptions

Any exceptions to this policy must be explicitly approved in writing by the GIS Steering Committee Chair or their designee.

5.0   Enforcement

Anyone found to have knowingly violated this standard shall be subject to disciplinary action, including but not limited to temporary loss of network connectivity, loss of Internet access, or complete and permanent termination of access to any Salt Lake County network and can lead to other disciplinary action, up to and including dismissal from County employment.

APPROVED and ADOPTED this ___ day of October, 2024.

SALT LAKE COUNTY COUNCIL

Laurie Stringham, Chair

ATTEST

Lannie Chapman, County Clerk

APPROVED AS TO FORM:

Ryan W. Lambert

Digitally signed by Ryan W. Lambert
Date: 2024.10.03 15:56:24 -06'00'

District Attorney's Office