

2014-2015 DRUG COURT GRANT RESOLUTION

WHEREAS, The County of Bowie finds it in the best interest of the citizens of Bowie County that the Drug Court Grant be operated for years 2014-2015.

WHEREAS, Bowie County agrees that in the event of loss or misuse of the Criminal Justice Division funds, Bowie County assures that the funds will be returned to the Criminal Justice Division in full.

WHEREAS, Bowie County designates James Carlow, County Judge as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that Bowie County approves submission of the Grant application for Drug Court to the Office of the Governor, Criminal Justice Division.

GRANT APPLICATION NUMBER: 1869809

APPROVED THIS 12TH DAY OF JANUARY , 2015.

James Carlow, County Judge Date

Kelly Blackburn, Pct 3 Date

Sammy Stone, Pct 1 Date

Mike Carter, Pct 4 Date

Tom Whitten, Pct 2 Date

Tina Petty, County Clerk Date

2014-2015 CSCD Specialized DV Caseload

WHEREAS, The County of Bowie finds it in the best interest of the citizens of Bowie County that the CSCD Specialized DV Caseload be operated for years 2014-2015.

WHEREAS, Bowie County agrees that in the event of loss or misuse of the Criminal Justice Division funds, Bowie County assures that the funds will be returned to the Criminal Justice Division in full.

WHEREAS, Bowie County designates James Carlow, County Judge as the grantee’s authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that Bowie County approves submission of the Grant application for CSCD Specialized DV Caseload Office of the Governor, Criminal Justice Division.

GRANT APPLICATION NUMBER: 2816601

APPROVED THIS 12TH DAY OF JANUARY, 2015.

James Carlow, County Judge Date

Kelly Blackburn, Pct 3 Date

Sammy Stone, Pct 1 Date

Mike Carter, Pct 4 Date

Tom Whitten, Pct 2 Date

Tina Petty, County Clerk Date

FULL EXEMPTION RACIAL PROFILING REPORT

Agency Name: BOWIE CO. CONST. PCT. 2
Reporting Date: 01/02/2015
TCOLE Agency Number: 037102
Chief Administrator: GEORGE HUGGINS
Agency Contact Information: Phone: 903-277-0735
Mailing Address:
BOWIE CO. CONST. PCT. 2
710 James Bowie
NewBoston, Tx 75570

Article 2.132 CCP Law Enforcement Policy on Racial Profiling

(a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make traffic stops in the routine performance of the officers' official duties.

I certify it is not the policy of this agency to make traffic stops in the routine performance of the officers' official duties.

Executed by: GEORGE HUGGINS

Chief Administrator

BOWIE CO. CONST. PCT. 2

Date: 01/02/2015

Submitted electronically to the



The Texas Commission on Law Enforcement

Constable George Huggins, Jr
Bowie County, Precinct 2

3rd and 4th Quarter

| MONTH | J.P. | | | | | | | C.C. | | | DIST/COURT | | | | WARR | | ARR | | OTHER | | | | | | | | | |
|-----------|----------|----------|----------|----------|------|-------------|----------|----------|------|----------|------------|------|------|----------|------|-------|-------|--------|--------------|---------------|---------|-------|---------|------------|---------------|------------------|------------|---------|
| 2014 | ATTEMPTS | EVICTION | W.O.POSS | CITATION | WRIT | BAILIFF HRS | SUBPOENA | CITATION | WRIT | SUBPOENA | CITATION | WRIT | A.G. | SUBPOENA | J.P. | OTHER | MISD. | FELONY | PROT ORD/TRO | AGENCY ASSIST | TRUANCY | CALLS | TICKETS | CIVIL STBY | traffic stops | Night time patro | TOTAL FEES | MILEAGE |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JANUARY | 14 | | 3 | 1 | | 3 | | | | | 2 | | | | | | | | | 3 | 4 | 1 | | | 1 | 20 | \$360 | 640 |
| FEBRUARY | 15 | 6 | 1 | 3 | | 0 | 1 | | | | | | | | | | | | | 4 | | 2 | | | 1 | 30 | \$715 | 1110 |
| MARCH | 32 | 7 | 3 | 4 | 1 | 6 | | | | | 4 | | | | | | | | | 2 | 3 | 1 | | | | 8 | \$1,000 | 345 |
| APRIL | 28 | 8 | 1 | 7 | | 2 | | | | | 3 | | | | | | | | | 2 | 3 | 1 | | | 1 | 14 | \$1,060 | 955 |
| MAY | 12 | 4 | 1 | 2 | | 4 | 1 | | | | 1 | | | | | | | | | 2 | 0 | 2 | | | 2 | 19 | \$520 | 668 |
| JUNE | 14 | 2 | 1 | 6 | | 0 | 1 | | | | 2 | | | | | | | | | 1 | 0 | 0 | | | 0 | 13 | \$640 | 330 |
| JULY | 18 | 4 | | 6 | | 1 | 1 | | | | | | | | | | | | | 2 | | 4 | | | 1 | 14 | \$660.00 | 620 |
| AUGUST | 13 | 3 | 1 | 5 | | 2 | | | | | | | 2 | | | | | | | 3 | | 3 | | | 0 | 7 | \$520 | 445 |
| SEPTEMBER | 18 | 2 | 1 | 5 | | 4 | 1 | | | | 3 | | | | | | | | | 5 | | 2 | | | 1 | 12 | \$740.00 | 765 |
| OCTOBER | 31 | 4 | | 2 | | 4 | 5 | | | | 1 | | 1 | | | | | | | 2 | 9 | 1 | | | 0 | 13 | \$540.00 | 833 |
| NOVEMBER | 36 | 2 | 1 | 5 | | 3 | 2 | | | | | | 2 | | | | | | | 2 | 9 | 2 | | | 0 | 9 | \$460.00 | 555 |
| DECEMBER | 42 | 1 | 1 | 13 | | 0 | | | | | | | 2 | | | | | | | 6 | 0 | 2 | | | 0 | 23 | \$940.00 | 1222 |
| TOTALS | 273 | 43 | 14 | 59 | 1 | 29 | 1 | 11 | | | 16 | | 7 | | | | | | | 34 | 28 | 21 | | | 7 | 181 | \$8,155 | 8,488 |

RESOLUTION

A RESOLUTION OF THE COMMISSIONERS COURT OF BOWIE COUNTY, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE COMMUNITY DEVELOPMENT FUND; AND AUTHORIZING THE COUNTY JUDGE TO ACT AS THE COUNTY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE COUNTY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the Commissioners Court of Bowie County, Texas desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to- moderate income; and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interests of Bowie County to apply for funding under the Texas Community Development Block Grant Program;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF BOWIE COUNTY, TEXAS:

1. That a Texas Community Development Block Grant Program application for the Community Development Fund is hereby authorized to be filed on behalf of the County with the Texas Department of Agriculture.
2. That the County's application be placed in competition for funding under the Community Development Fund.
3. That the application be for \$275,000.00 of grant funds to provide water service improvements in the Oak Grove Water Supply Corporation's service area.
4. That the Commissioners Court directs and designates the County Judge as the County's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the County's participation in the Texas Community Development Block Grant Program.
5. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.
6. That it further be stated that the Oak Grove Water Supply Corporation is committing \$13,750.00 from its General Fund as a cash contribution toward the construction activities of this water service improvements project.

Passed and approved this 12th day of January, 2015.

James Carlow, County Judge
Bowie County, Texas

Tina Petty, County Clerk
Bowie County, Texas

County of Bowie

This AGREEMENT is made between COUNTY OF BOWIE, TEXAS, hereinafter referred to as the COUNTY, acting through its Commissioners Court, and the Oak Grove Water Supply Corporation, hereinafter referred to as the SERVICE PROVIDER, acting through its Board of Directors. The term of this Agreement shall be from the start date of the TxCDBG contract to the end date of the TxCDBG contract. Either party may terminate this Agreement with thirty (30) days written notice to the other party. Pursuant to the Interlace Cooperation Act, Texas, Chapter 791, and V.A.T.S. Article -1, Section 2.010, the COUNTY agrees to provide grant funds budgeted for the construction of public water improvements from a County 2015/2016 Texas Community Development Block Grant Program Contract if awarded by the Texas Department of Agriculture, hereinafter referred to as the GRANT.

The SERVICE PROVIDER is authorized to bid and contract for the construction of public water improvements. The COUNTY will utilize GRANT funds if awarded, on behalf of the SERVICE PROVIDER as represented in the TxCDBG application. The SERVICE PROVIDER will be solely responsible for the continued maintenance and operation of the proposed public water improvements. The SERVICE PROVIDER agrees to offer public water service to the households connected to the improvements under its typical and standard service terms.

The parties further agree that the GRANT funds are provided by the COUNTY without warranty of any kind to the SERVICE PROVIDER or any third party, and the SERVICE PROVIDER hereby agrees, to the extent allowable by law, to defend, hold harmless, and indemnify the COUNTY, its officers, agents, and employees for any claims for injury or death of any person or any property damage arising out of the COUNTY'S performance of its obligations under this Agreement.

Nothing herein shall be construed to create any rights in third parties.

SIGNED and ENTERED this ____ day of _____, 2015.

COUNTY OF BOWIE, TEXAS

OAK GROVE WATER SUPPLY CORPORATION
(SERVICE PROVIDER)

BY

BY:

COUNTY JUDGE

PRESIDENT

ATTEST:

ATTEST:

COURT CLERK

BOARD SECRETARY

**RESOLUTION
NOMINATING AND VOTING ON MEMBER OF BOARD OF DIRECTORS
OF
RIVERBEND WATER RESOURCES DISTRICT**

The County of Bowie, by majority vote of its governing body, nominates, ratifies the nomination and casts its vote for _____ to serve on the Board of Directors of Riverbend Water Resources District pursuant to applicable law (See Special District Local Laws Code Section 9601.051 (b)(4) & (b-2).

This resolution shall be in effect immediately from and after its passage.

Pass and approved this _____ day of _____, 2015

James M. Carlow, Bowie County Judge

Attest:

Tina Petty, Bowie County Clerk

(Seal)

BOWIE COUNTY, TEXAS TECHNOLOGY POLICY**EMPLOYEE RESPONSIBILITIES****January 10, 2015****COMPUTER/PC USE AND SCOPE**

1. This policy applies to all internet access, electronic communications, software and computer equipment attached to or used on the Bowie County network system (including equipment owned by outside agencies and individuals) and applies to all Bowie County owned software and hardware regardless of location or connectivity; it applies to all individuals using the Bowie County network system whether or not they are employees of Bowie County. The intent of this policy is to permit maximum freedom of use consistent with federal and state law, Bowie County policy, and a productive working environment.

2. Use of Bowie County computers and communication devices must comply with Texas law and Bowie County policies. Therefore, Bowie County computers and communication devices may not be used for commercial, profit-making or political purposes, or to disseminate unsolicited information regarding religious or political beliefs. With the rapidly changing nature of electronic media developing among users of external on-line services and the Internet, this policy cannot provide guidelines for every possible situation. Instead, it expresses the County's philosophy and sets forth general principles for the use of Internet service and e-mail by all County departments.

3. Employees are responsible for complying with this policy. In order to ensure that employees are aware of the provisions of this policy, they will be required to acknowledge acceptance of same before being allowed access to Bowie County's electronic communications equipment other than telephonic. Elected officials and department heads are responsible for taking disciplinary action against employees in violation of this policy.

COMPUTER/PC SECURITY

4. Each department and each user must maintain a high level of physical security for each machine entrusted to the care of that department and that individual to prevent unauthorized access to the Bowie County network. When an employee has logged onto the network, the level of access to the network available to that employee is available to anyone using that computer. Thus, anyone sitting at the computer (visitors, reporters, contractors, janitors, jail inmates or trustees) will be able to view, change, and enter the same data that the employee logged onto the system is allowed to view, change or enter. Not only does this compromise the integrity of the data on the Bowie County network, in some cases it is illegal to disclose the information on the network without a court order or permission from a specific person. Therefore, all employees should take the following steps:

5. At the end of the day or shift, logout and turn off power to your equipment. If the equipment is being used for remote access, you must logout, turn off power to the equipment, and then turn power back on to the equipment (but not log in), before leaving for the day.
6. Allowing others to use your password is a serious breach of security. Do not divulge your password to anyone. If *any* person requests your password for any reason whatsoever, please report this immediately to your elected official or department head. He/she should report this to Bowie County Network Services (BCNS). BCNS should never have the need to know your password; should the occasion ever arise, secured procedures will be established by the BCNS Director. Do not select a password that anyone who knows you could easily discern. Select one with a combination of letters and numbers that you can remember.
7. The sharing of computer data by using Windows file-sharing techniques is prohibited. Other more secure techniques, such as e-mail attachments, can be used to accomplish the same task.
8. Non-employees are expressly forbidden from using any terminal (except the public access terminals) without proper authorization. Should an elected official or department head have a need for a non-employee to access data other than through the public access terminals, he/she may request authorization through BCNS.
9. If you must write down a password or user-ID, always maintain physical control over the document (keep it in wallet or purse). Do not:
 1. Identify the password as being a password.
 2. Record it in a document or file.
 3. Include the login name on the same piece of paper.
 4. Attach the password to a pc/terminal, keyboard, or desk.
 5. Write it down exactly as it is entered.
 6. Give the password to anyone over the telephone (including tech support).
 7. Send the password to anyone by e-mail.
10. If you have remote access to your computer from home or an outside agency has access, the dial in communication software must never be configured in such a way as to make the connection providing the password in the process. The attachment process **must require the manual entry** of the password. We have no way to control the individuals who may have physical access to a users' computer, whether at home or in a service center or otherwise.
11. Computers attached to the Bowie County network authorized to be controlled remotely from home or another location must be configured to be waiting for a connection, but not logged into the network. In this way all security that is in place at work is also in place remotely, in addition to the dial-in security. Any computer

attached to the Bowie County network used for remote access must be configured to dial-back the remote computer.

PROHIBITIONS

12. Do not:

A. Attempt to read or "hack" into other systems or other persons' log-ins, or "crack" passwords, or breach computer or network security measures.

B. Seek others' passwords or exchange passwords.

C. Develop programs designed to harass other users or infiltrate a computer or computer network or to damage or alter hardware or software.

D. Use your computer or network services in a manner that is likely to cause network congestion or significantly hamper the ability of others to access and use the services or equipment.

E. Intentionally seek access to or copy information, files, or data, which is confidential under federal, state, or local law, unless specifically authorized to do so once the legal conditions for release are satisfied.

F. Attach private equipment and/or use private services for the express purpose of circumventing this policy.

G. Participate in the development, propagation or forwarding of computer viruses.

H. Allow or provide access for unauthorized personnel to use the County's network system including Internet service and e-mail.

APPLICABLE LAWS

13. Federal Copyright Law: Many intellectual works are copyrighted. The owner of a copyright holds the exclusive right to reproduce and distribute the work. Most computer programs and manuals are copyrighted, and care must be taken to comply with copyright laws.

14. State and Federal Trade Secret Laws: Many intellectual works are protected under trade secret laws. Owners consider some programs and many manuals trade secrets, and there are civil and criminal penalties associated with disclosing this information to anyone not authorized to use the material. Unless authorized in writing by the owner of the trade secret, you should not disclose any material that contains trade secret declarations to anyone outside County government.

15. Software License Agreements: Most computer software is licensed to a specific user or a group of specific users, and the license agreement is very specific as to the rights that the user has to operate the program and make additional copies of the

program. There are civil and criminal penalties associated with breaking a license agreement.

COMPUTER SOFTWARE

16. Bowie County provides computers to its employees with software pre-installed. The County encourages employees to use this technology to enhance their efficiency and effectiveness in providing services to the citizens of Bowie County. Since the County uses a fully integrated network system, any change to a single computer can affect the rest of the Bowie County network; because of this and due to our limited resources, the following procedures are mandatory.

A. Unless provided by a state or federal agency, Bowie County must own a software license for all software used on County-owned equipment unless prior authorization has been obtained from BCNS.

B. Outside agencies with equipment attached to the Bowie County network must provide proof of licensing for any software used with that equipment. Excepted is state or federally required software where the particular state or federal agency holds the license.

C. All software on any computer attached to the Bowie County network or any other computer owned by Bowie County must be installed/uninstalled, configured and/or updated by BCNS or individual departmental representatives approved by BCNS. This includes games, desktop themes, screen savers, etc., utilities not originally installed.

D. All Bowie County computer software shall be approved by BCNS and ordered by the Purchasing Department. Outside agencies must have BCNS approval for software that is to be used on equipment attached to the Bowie County network before it is obtained. Excepted is state or federally provided hardware and software.

E. Purchase of software specific to a department, specialty software, or software to meet personal preferences must be funded by the department but approved by BCNS and ordered by the Purchasing Department. Excepted is state or federally provided software. Training for such specialty software shall be the responsibility of each department.

F. Departments will fund purchases of additional computer software licenses due to departmental growth.

INTERNET SERVICE/E-MAIL

17. Internet service and e-mail are provided to selected Bowie County employees (based on need), contractors, vendors and other persons or firms designated by

authorized County officials for conducting Bowie County business. Every elected official, department head, and employee has the responsibility of maintaining and enhancing the County's public image and to use County e-mail and the Internet in a productive manner.

18. Bowie County realizes that e-mail can be an efficient means of communication, similar to the telephone. Therefore, the County will allow for the use of e-mail for personal communications. However, this practice should be limited and should not interfere with your work responsibilities. To ensure that all employees are responsible, the following e-mail and Internet policy are established. Any improper use of the Internet or e-mail is not acceptable and will not be permitted.

19. Employees on the County's Internet service and e-mail may not transmit copyrighted materials. All users obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy for reference purposes only.

20. Users of the County Internet service and e-mail should conduct themselves in a professional manner. Access to the County Internet service and e-mail is a privilege, not a right, which may be revoked for inappropriate conduct. It is the responsibility of every user to report any known misuse of the Internet or e-mail to his immediate supervisor.

EMAIL OPERATIONS & BACKUP

20a. Read, unread, and sent mailbox messages will be retained automatically by the e-mail system for not more than 30 days. Deleted items will be deleted automatically one (1) day after deletion from the mailbox. Manually deleted "Deleted Items" are not retained in any way. Routine backups are made of the e-mail system and are maintained for seven (7) days. However, backups of the e-mail system are created and maintained for the recovery of the system only. Backups are not intended as permanent record retention storage.

OWNERSHIP

21. All messages or files created, sent, retrieved or downloaded over the County's e-mail/Internet system are the property of the County. With the exception of information made confidential by State statute, the County reserves the right to access and monitor all messages and files on the County's e-mail/Internet system. Do not assume electronic communications are private and do not transmit highly confidential data using this medium without appropriate protection. All electronic and telephonic communications systems and all information transmitted by, received from, or stored in these systems are the property of Bowie County. County employees and other users of the County's electronic and telephonic communications systems have no expectation of privacy or any personal privacy right in

connection with the use of these systems, or with the transmission, receipt, or storage of information in these systems.

MONITORING

22. Elected officials and department heads have the authority to request BCNS to inspect the contents of any equipment, files, calendars, or electronic mail of their subordinates in the normal course of their managerial responsibilities. Reasons for review include, but are not limited to, system hardware or software problems, general system failure, regular system maintenance, a lawsuit against Bowie County, suspicion of a crime or violation of policy, review of employee work, a need to perform work, or to provide a service. The County attorney or designee must be present.

RETENTION OF ELECTRONIC RECORDS

22a. All e-mail documents and accounts are subject to Public Records Law unless otherwise exempt. Users shall comply with public retention laws and rules.

RELEASE OF ELECTRONIC RECORDS

23. Release of electronic records pursuant to a request for public information is governed by Chapter 552, Texas Government Code. A request for public information must be in writing. Should you have a question about a particular request received in your department, contact the County Attorney's Office as soon as possible.

24. All communications sent electronically by employees via Bowie County's Internet service and e-mail must comply with this and other County policies and may not disclose any confidential or proprietary County information.

ACCEPTABLE USES OF INTERNET AND E-MAIL

25. The following is a non-exhaustive list of acceptable uses of the Internet and e-mail:

- A. Communication and information exchange directly related to the duties or responsibilities of the user's department.
- B. Communication for professional development, to obtain continuing education or training, or to discuss issues related to the user's public duties or responsibilities.
- C. Announcement of new departmental regulations, procedures, policies, rules, services, programs, or activities.
- D. At the elected official/department head's discretion, employees are permitted to use the Internet service and e-mail for incidental personal matters.

26. The following is a non-exhaustive list of unacceptable uses of the Internet and e-mail:

A. Software Downloads:

1. No software or Internet utilities may be downloaded or installed on systems described above without the express approval of BCNS. Such software and utilities can and have changed fundamental system configurations rendering the equipment inoperable for other County users.
2. Unless specifically authorized by the elected official/department head and BCNS, downloading or streaming of MP# and other music files, video files, TV or radio programs, browser enhancements such as plug-ins that must be downloaded to view a document, is prohibited.

B. County Internet service and e-mail must not be used for knowingly transmitting, retrieving, or storing any communications that contain:

1. Discriminatory or harassing language.
2. Obscene, pornographic or X-rated material.
3. Defamatory, abusive, threatening, profane or offensive language.
4. "Chain" letters and other non-business-oriented mass e-mails.
5. Derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference.
6. Racial and/or sexual slurs or jokes.
7. Any material which is illegal or against County policy.

C. Identity Masking: No e-mail or other electronic communication may be sent which:

1. Attempts to hide the identity of the sender or represents the sender as someone
2. Adopts the identity of another person.
3. Uses another person's password.
4. Misrepresents the user's affiliation with Bowie County

D. Business Use: Except as specifically authorized above, all use of Bowie County's Internet service and e-mail must be for the benefit of Bowie County and must not be used:

1. For any personal profit.
2. For purposes not directly or indirectly related to the job duties or responsibilities of the user before, after, or during normal business hours.
3. For any non-County commercial or promotional purpose, including personal messages offering to buy or sell goods or services.
4. To sell or distribute Bowie county information, software, or services for personal gain or profit.
5. In such a way that causes Bowie County to be charged a fee by another person or entity.

E. Restricted Information: Bowie County's Internet service and e-mail must not be used:

1. To copy, retrieve, or forward copyrighted material (such as software, databases, documents, articles, graphics, and downloaded data) unless the individual has the right to copy or distribute such material.
2. To communicate any material regarding confidential information from a person's personnel file, medical record, or information regarding a person's health condition, financial status, or a person's home address, telephone number, or social security number, unless expressly authorized to do so utilizing appropriate protection.

F. Internet Access Through "Dial-up" Instead of Network Access: Use of personal Internet service providers (such as AOL) using telephone dial-up or other telephone access to the Internet is prohibited. Written requests for a waiver must be submitted to BCNS.

WEB SITE

27. The Bowie County web site and associated home pages have been established at the direction of Bowie County Commissioners Court to improve the quality, productivity, and general cost effectiveness of the County's workforce, as well as greatly enhance communications between the public and Bowie County. The quality of the layout, timeliness of information contained in the site, categories of information on the home pages, and subsequent web pages will be at the elected official/department head's discretion. The Bowie County home page will link County departments and other web pages and sites to provide readily available information to all users. All proposed home pages and associated web pages will be professional in appearance and will contain current and accurate information, while emphasizing information that is important to the citizens of Bowie County.

28. The elected official/department head and BCNS are the approving authorities for all official Bowie County web pages including design, layout, and content.

29. Access to official County data (databases, images, documents, etc.) must be through the responsible Bowie County elected official or department head that maintains the data and BCNS.

VIOLATION OF POLICY

30. Violation of this policy can lead to internal disciplinary action, up to and including termination of employment. In addition, criminal or civil administrative penalties may be imposed. Security violations will be reported to your elected

official or department head and may result in your password and access to the network being revoked.

31. In the event that Bowie County incurs a cost due to employee negligence or misuse, the employee will be responsible for reimbursement of that cost.

32. There are a number of state and federal laws regarding computer crimes. Certain violations may result in a person being charged with a criminal offense, ranging from a Class A misdemeanor to a first-degree felony.