

DEPARTMENTAL STANDARD OPERATING PROCEDURE
Miami-Dade County Aviation Department
DSOP NO. 06-01
EFFECTIVE: November 7, 2006

SUBJECT: ACQUISITION, PROVISION, AND USE OF INFORMATION SYSTEMS AND TELECOMMUNICATIONS EQUIPMENT AND SERVICES (COMPUTING AND NETWORK RESOURCES).

PURPOSE: To establish uniform policy and procedures over all IT and network resources under the authority and control of the Miami-Dade Aviation Department (MDAD) Information Systems and Telecommunications Division (the IS&T Division) and the Technical Support Services Division (TSS).

I. AUTHORITY:

- A. Miami-Dade Aviation Department Operational Directive No. 99-03 (O.D.# 99-03) Aviation Department Written Directive System.
- B. Miami-Dade Aviation Department Departmental Standard Operating Procedure No. 00-01 (D.S.O.P # 00-01) Aviation Department Written Directive System.
- C. Miami-Dade County Information Technology Computer and Network Security Policies; Version 1; 12/5/05.
- D. Miami-Dade County Administrative Order 6-7, Access to and Use of Internet Services and Electronic Mail.
- E. Florida Statutes Chapter 815, Florida Computer Crimes Act.

II. DEFINITIONS:

- A. Airport operations – the airport system managed by MDAD: Miami International Airport (MIA), General Aviation Airports, and the Training and Transition Airport.
- B. Authorized User/Access – one that is specifically authorized to use (access) a particular IT and/or network resource by the Miami-Dade Aviation Department (MDAD) Information Systems and Telecommunications Division. The user has the responsibility to (1) use the resource only for the purpose specified, (2) comply with controls established and (3) prevent disclosure of confidential or sensitive information. The user is the single most effective control for providing adequate security.

- C. IT and Network Resources – all information systems and telecommunications equipment and services. Information Technology (IT) services include but are not limited to data processing, hardware, software, services, equipment, computers, networks, software applications, data files and records, and the like. Telecommunication services include but are not limited to radio, telephone services, equipment, and network. Technical Support Services (TSS) includes those related to the G.I.S. (Geospatial Information System) and data processing hardware, software, and equipment for the creation, display and distribution of geographical and architectural data.
- D. Department – the Miami-Dade Aviation Department (MDAD).
- E. Departmental – belonging to MDAD including but no limited to property under management and operating agreements as well as those under consulting or contractual arrangements.
- F. IT – Information Technology.
- G. MDAD – Miami-Dade Aviation Department.
- H. Network – a series of computers or devices interconnected to allow users to share information and resources.
- I. System – combination of hardware and software designed to perform a specific function.
- J. TSS – Technical Support Services.

III. POLICY

It is the policy of the Department that:

- A. Authorized users are responsible for protecting IT resources against accidental and unauthorized access, disclosure, modification, destruction as well as to assure the availability, integrity, authenticity and confidentiality of information.
- B. The MDAD IS&T Division has full authority and control over all Departmental IT and network resources except for those pertaining to G.I.S. which are under the authority and control of the TSS Division.
- C. The MDAD IS&T Division has responsibility for ordering, installing, maintaining, and managing all IT and network resources at all airport operations managed by MDAD except for programming pertaining to G.I.S. which is under the authority and control of the TSS Division.

IV. PROCEDURES:

- A. Information technology (hardware, software, and peripherals) shall not be solicited, implemented, or developed without the direct involvement and approval from the MDAD IS&T Division.

- B. For any project(s) that involve or are related to IT/Telecommunications services or related facilities to be provided by vendors, consultants, or other entity outside MDAD, project managers or others serving in the capacity of project manager shall:
 - 1. Coordinate with IS&T prior to the issue or revision of any RFP, RFI, Change Order or other related contract documentation. This includes not only hardware and software but any construction or modification of facilities such as telecom rooms, duct banks and cable runs.

 - 2. Ensure that IS&T is invited to any meetings involving IT technology.

- C. For any project(s) that involve or are related to G.I.S. to be provided by vendors, consultants, or other entity outside MDAD, project managers or others serving in the capacity of project manager shall:
 - 1. Coordinate with TSS for any additions, changes and/or revisions to existing systems/programs. This includes both hardware and software.

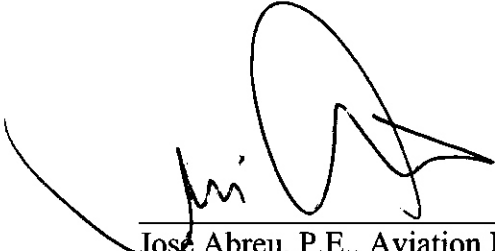
 - 2. Ensure that TSS is invited to any meetings involving G.I. S. technology.

- D. Applications (including databases) can not be developed, implemented or deployed by any third party or outside consultant (including vendors) or MDAD non-IS&T staff without the direct involvement and/or approval of the MDAD IS&T Division.

- E. All requests for IT and network (Information Systems and Telecommunications) equipment and/or services must be submitted to MDAD IS&T Division for review, approval, and action other than specified in B above.
1. IS&T Request Form – to request new (or upgrade) Workstations; Peripherals; ID's; and access for all available MDAD and County Systems. (Annex A).
 2. IS&T Telecommunications Request Form – to request telephone and network services. (Annex B).
 3. IS&T Applications and Programming Request Form – to request new systems development, enhancements & upgrades and new systems acquisitions. (Annex C).
- F. All requests for G.I. S./Drafting services must be submitted to the Technical Support Services Division for review, approval, and action 1 (Annex D).

REVOCATION: None

CROSS - REFERENCE: None



Jose Abreu, P.E., Aviation Director
Date: 11/7/06

ANNEXES:

- Annex A: IS&T Request Form
- Annex B: IS&T Telecommunications Request Form
- Annex C: IS&T Applications and Programming Request Form
- Annex D: GIS/Drafting Work Order Form