

**Administrative Policy**  
**City GIS System Databases**  
9/28/2012



The GIS division has been created and is responsible for administering the City's comprehensive GIS system. A centralized GIS database has been established where pertinent and sometimes confidential City information can be created, maintained, collaborated and communicated to the organization and public.

Currently there are 2,170 databases, each linked together inside the existing GIS system that run "behind the scenes" to create the GIS base maps. Because of the complexity and security safeguards of the City GIS databases, the following practices must be followed in order for the GIS to be successful.

- GIS division staff, particularly new staff members, must display mastery of understanding regarding how each of the many objects and databases in GIS work together and which departments and systems this information and these various linked database effect.
- Only the staff working directly for or inside the City GIS division will be given the necessary edit permissions to access, manage and administer the City's centralized GIS system.
- City departments, divisions or staff outside of the City GIS division shall be provided read-only access to the City GIS database system upon request. Users must be on the City network system and under the City manager's authority. *Note: See below regarding data usage, extraction, etc.*
- GIS mapping and related data shall be made available and provided to all necessary City staff via customized GIS online map viewers located on the City of San Angelo Intranet site.
- The GIS division will be the single point of contact for ESRI license management for the City of San Angelo.
- GIS related software or hardware purchases should be communicated and coordinated to City IT department and the GIS division.
- GIS software installs should be communicated and coordinated to the City IT department and the GIS division.
- All GIS maps, workspaces, images, documents etc should be stored in a shared centralized location that is accessible to GIS servers, IT backup servers, mobile devices, online maps, etc. (not on personal desktops or other servers such as departmental servers). If a department chooses a non-shared location, then GIS staff should be provided necessary access.
- City GIS information can be authorized and loaded on City issued smart phones and other mobile devices by GIS division administrative staff. This use is not permitted on personal phones or devices.
- City GIS data and files are not to be loaded or transferred unauthorized on personal storage devices, personal or other computers, etc for existing, transferring, or vacating employees.
- Any information that is extracted, exported, reproduced or redistributed from the City's GIS system for use outside of the City IT network (personal or professional) needs to be referred and communicated to the GIS division for approval prior to any data or information being provided outside of the City IT network. Certain information stored in the GIS system is considered confidential and is only available to authorized City staff and should not be redistributed.
- Information stored and created on the City GIS system is the property of the City of San Angelo. U.S. copyright laws apply to the databases and information stored in and produced with the City GIS system.

This policy is in place to protect and ensure the accuracy, reliability and security of the City's investment in its comprehensive GIS database system. Failure to comply with this GIS policy may result in disciplinary action up to and including termination.

