



Williamson County Information Technology

Technology Assigned Asset Policy

Sensitivity: General

Criticality: Medium

Primary Type: Policy

Summary

Purpose

This Policy supports the County's goals for secure, efficient, and compliant use of Assigned Technology Assets. Authorized employees and volunteers may be issued Assigned Technology Assets to conduct County business. This Policy describes user eligibility for asset assignments, deployment of tracked assets, and return of assets.

Scope

This policy applies to all elected and appointed officials, employees, volunteers, and interns with assigned or loaned County portable technology assets. All Assigned Technology Assets must be inventoried, tracked, and safeguarded throughout their lifecycle in accordance with asset management best practices, CJIS Security Policy, and Texas Local Government Code 262.011.

Definitions

Assigned Technology Asset(s)

Includes portable electronics owned by the County and assigned to an individual to use in the performance of their job. Assets with a fixed location (printers, desktop computers, desk phones, etc.), webcams, and external hard drives are NOT assigned to an individual and are outside the scope of this policy. Portable Assigned Technology Assets include, but are not limited to:

- Laptop computers
- Tablets
- Cellular phones
- Cameras
- Radios
- Drones
- Hardware authentication devices

Department

Unless specifically noted otherwise, the use of the word "Department" or related forms includes both Commissioners Court departments and all other elected offices that utilize the Williamson County technology infrastructure.

Multi-Factor Authentication

A combination of more than one authentication method, such as token and password (or personal identification number [PIN] or token and biometric device).

Loaned Technology Asset(s)

Portable electronics owned by the County and temporarily issued to an individual for short-term use, training, or special projects. Loaned assets are subject to the same security, care, and return requirements as Assigned Technology Assets, however they may not be tracked in ServiceNow.

Negligence

Failure to exercise the level of care that a reasonable prudent person would exercise under similar circumstances.

Policy

The Williamson County Technology Assigned Asset Policy.

Williamson County Data

Electronic data in the form of documents, database records, emails, instant messages, text (SMS) messages, contacts, calendar entries, application data, and other electronic communications that is generated, maintained, transmitted, and otherwise used by an assigned asset holder in their assigned duties with Williamson County.

Roles and Responsibilities

- All individuals, including volunteers and interns seeking or already possessing Loaned or Assigned Technology Assets are required to adhere to this Policy and any associated procedures.
- Public Officials and Department Heads should inform their employees, volunteers, and interns of this Policy and ensure that each is aware of this content.
- Managers are responsible for ensuring the correct Assigned Technology Assets are listed for each Assigned Technology Asset holder and any incorrect information removed or corrected.

Policy

A. Asset Assignment and Tracking

1. Technology Assets shall be assigned to individuals, not generically to departments
 - a. Assigned Technology Assets shall be assigned or removed as soon as possible as they are issued, changed, or revoked.
 - b. Unissued Assigned Technology Assets should be assigned to the individual in charge of the safekeeping of that Technology Asset (or the department head as appropriate) until reassigned.
2. Eligibility Criteria
 - a. Only authorized personnel with valid business needs are eligible to be assigned an Assigned Technology Asset as defined herein.
 - (1) Eligibility depends on the user's role and approval from their Department head and designated ServiceNow administrative manager.
3. Requests for asset assignment shall be made by the Department's ServiceNow administrative manager.
4. All Assigned Technology Assets shall be tracked by serial number or Dell Service Tag in ServiceNow. Loaned Technology Assets shall be managed by the issuing Department and are not required to be tracked in ServiceNow.

B. Asset Holder Responsibilities

1. Asset holders and their Department management shall periodically ensure accurate and current asset assignment
 - a. Recommended cadence is annually, prior to May 31.
 - b. Notify department / hiring manager if Assigned Technology Assets need to be updated.
2. Acceptable Use Policy
 - a. Assigned Technology Assets are subject to the terms of the County [Acceptable Use Policy](#).
 - b. Asset holders shall comply with all applicable guidelines and policies regarding appropriate use, device security and data protection.
3. Asset and Data Security
 - a. Asset holders are responsible for:
 - (1) the physical security of Assigned Technology Assets, including reasonable precautions to guard against loss or theft – not leaving devices unsecured (e.g., in unlocked vehicles);
 - (2) the appropriate use of the Assigned Technology Assets;
 - (3) ensuring data is viewed, stored, or transmitted in the appropriate and secure locations on the Assigned Technology Asset;
 - (4) allowing required security updates, patches, and configuration changes; and
 - (5) immediately reporting a damaged, lost, or stolen Assigned Technology Asset to ITS.
 - b. Protective Accessories
 - (1) Assigned Technology Assets may include protective cases or covers intended to reduce the risk of damage.
 - (2) Asset holders are expected to keep these accessories in place during normal use.
 - (3) Removal of protective cases without a valid operational reason may increase the risk of damage and could be considered a failure to exercise reasonable care.
 - c. Devices with Removable Storage:
 - (1) are not intended to be the permanent storage medium for Williamson County Data which needs to be retained;
 - (2) should have Williamson County Data offloaded to their Department's appropriate enterprise storage location for such data; and
 - (3) users must ensure that sensitive or confidential Williamson County Data is not stored on removable media unless explicitly authorized and encrypted to governing standards.
4. Charges for Loss or Damage
 - a. Asset holder shall be financially responsible for cost to replace Assigned Technology Assets lost or damaged due to negligence.
 - b. Asset holder will not be charged for normal wear or damage occurring in the routine course of use.
 - c. Replacement costs are located in the Technology Assigned Asset Standard

C. Ownership and Periodic Inventory

1. Williamson County retains ownership of Assigned and Loaned Technology Assets.
2. Asset holders are considered custodians of Assigned Technology Assets.
3. ITS recommends annual validation that asset holders are still in possession of Assigned Technology Assets.

4. Asset holders are not entitled to stipends or reimbursement for use of personal equipment in lieu of County-assigned assets (*e.g., those who receive a County-managed cell phone cannot also receive a stipend for use of personal cell phone*).
5. Department ServiceNow administrative managers have access to lists of Assigned Technology Assets assigned to the Department's users.

D. Asset Return, Reassignment, and Retirement

1. Assigned or Loaned Technology Assets and associated accessories shall be returned upon:
 - a. at the request of the Department;
 - b. termination of employment or volunteer status;
 - c. transfer to another Department;
 - d. transition to another job that no longer requires the Assigned Technology Asset; and
 - e. replacement of the Assigned Technology Asset.
2. Returned assets will be evaluated for reassignment or retirement of the asset in accordance with the County Warehouse Asset Transfer Rules and LGC 262.011.

Corresponding Procedures

Williamson County ITS shall establish and administer Technology Assigned Asset Procedures consistent with this Policy, which describe the process by which assignment and tracking of Assigned Technology Assets will be managed. These Procedures shall be accessible on the County's policy management system and shall be reviewed and revised periodically by ITS to reflect changes in technology and best practices. Reviews will be conducted every two years and any revisions to the Procedures shall become effective thirty (30) days after posting to the policy management system.

Exceptions

Exceptions must be documented via the Policy Exception Process and approved by manager level or above in ITS.

Violations

Technology hardware not in compliance with this Policy may have Williamson County Data removed or access to County resources otherwise restricted. Failure to comply with this Policy may result in administrative action, including revocation of Assigned Technology Assets.

Related Statutes, Policies, and Authorities

FBI Criminal Justice Information Services (CJIS) Security Policy
Texas Local Government Code 262.011 (i)
County Technology Assigned Asset Standard
County-Owned Mobile Device Policy
County Budget Policy
County Acceptable Use Policy

Administrative Revisions and Periodic Review

This Policy may be revised by the Responsible Office or Department (see Administrative Notes) as necessary to add, delete, and modify procedural or administrative elements, as well as typographical corrections, without reapproval from the Commissioners Court. All material changes to Policy scope, responsibilities, roles, intent, or other substantive changes must be formally approved by the Commissioners Court. Any type of changes to this Policy must be posted to the

County's Policy Management System and notes must be added to the Revision History section of this Policy.

Contact Office

Except as otherwise stated herein, the contact for questions or clarifications pertaining to this policy may be directed to a user's Department leadership. Department leadership may contact the ITS Service Desk for appropriate routing. ITS Service Desk hours are 0600 – 1900 on County working days.

Employee Portal: [ServiceNow](#)
Email: servicedesk@wilcotx.gov
Phone: 512-943-1456

Administrative Notes

Policy Class: Resource Management
Policy Family: Technology Resource Management
Policy: Technology Assigned Asset Policy
Standard:
Control Reference(s): LGC 262.011

Responsible: Chief Information Officer
ccountable: Chief Information Officer
Consulted: IT Applications, Budget Office, Auditor's Office, County Manager
Informed:

Revision History

Version	Date	Description
0.3	01/12/2026	Incorporate feedback from reviewing departments: Reference to LGC 262.011, CJIS Reference to Protective Accessories § B.3. Users shall allow for security updates. § B.3 Reasonable precaution includes to protect against loss/theft Expand Scope to include loaned assets, with definition added Added recommended cadence for verification of assignment § B.1.a
0.2	12/9/2025	Post-Internal IT review draft – H.R., Legal, Auditor
0.1	11/20/2025	Draft ready for ITS internal review