



July 27, 2021

ADMINISTRATIVE POLICY **Office of Executive Management**

Use of Equipment and Technology in Board Chambers

The Prince William County Board Chambers, located inside the McCoart Administration Building, serves as the meeting space for the Board of County Supervisors and additional public bodies, including the Planning Commission, the Racial and Social Justice Commission, the Board of Zoning Appeals, and the Board of Equalization. The Chambers is also used for other select events that are supported by the County government. As such, the use of the County equipment and technology within the room are limited to County staff, who follow standard protocols in the preparation and use of the Chambers and equipment for events managed by the County. In accordance with the County's Cyber Security and IT Risk Management Policy, No: 28-DOIT-033-1, public use of the equipment and technology is not permitted to protect the operational integrity of the equipment and minimize the organization's exposure to risks.

With the increase of information technology ransomware, malware, and other harmful viruses, foreign devices or links provided by the public (including but not limited to, jump drives, USB drives, and CD/DVDs) are not allowed to be connected to County computers. Cyberattacks can occur easily and unintentionally using such devices. Members of the public who wish to share pictures or documents with the Board or other public bodies during meetings or events, may bring hard copies of such images, which can be displayed in Chambers using the overhead projector. Additionally, members of the public who wish to present digital content may register to participate remotely via Zoom, if applicable, which will allow the user to share their screen. A member of the public using Zoom does not have direct contact with the County's network and cannot cause harm to the County's data or operating systems.

Questions regarding the general use of technology in Board Chambers can be directed to the Clerk to the Board at ClerktoBOCS@pwcgov.org.