

Pinellas County eGIS Policies and Standards



Obtaining Access and Technical Support:

- Access may be granted to the eGIS database, ArcGIS Online and/or specific GIS web based applications.
- Requests for access, or for general technical support, can be made to Pinellas County Business Technology Services at (727) 453-HELP, or supportctr@pinellascounty.org.

Passwords and Security:

- Password strength and security shall adhere to the following requirements:
 - Minimum length of 8 characters (or otherwise the maximum allowed by the system)
 - Must contain both letters and numbers, along with symbols if the system permits
 - Must not be re-used unless at least 12 months has passed since the password was last used
 - Must not be “cyclical” or repeating such as “Jan123”, “Feb123”, etc
 - Must not be stored in readable form in any electronic or paper format where unauthorized persons might discover them
- Passwords shall be changed once every 90 days.
- Accounts for users that no longer require access to the system or that no longer are employed by their organization shall be removed from all systems in a timely manner by notification to Pinellas County Business Technology Services at the contact information listed above.
- A user’s account ID and password must be associated to 1 individual and may not be shared with anyone else.

Importing Data Into the eGIS Database:

- End users may request that data be imported into the eGIS database as new data layers. These data layers can then be accessed directly (i.e. ArcGIS Desktop) and/or through ArcGIS Online.
- These requests will be fulfilled subject to both Pinellas County resource availability and prioritization by the eGIS Working Group.
- For all new data layers, a data steward will be identified who will be responsible for authorizing view and edit access rights, coordinating data maintenance and certifying the data quality level.

Importing Data Into ArcGIS Online:

- End users may import data into ArcGIS Online to create data layers that are stored in the cloud.
- Pinellas County obtained a finite number of annual credits for use of ArcGIS Online and data imports result in expenditure of these credits due to the resulting geocoding of data points and storage of data.
- To ensure efficient usage of ArcGIS Online credits, data that exists as layers in the eGIS database may not be imported redundantly into the Pinellas County ArcGIS Online account.
 - For example, the county GIS system contains a large parcel dataset (property information). This dataset, and other like/available county datasets, shall not be imported into ArcGIS Online by individual end users. This data will instead be made available in ArcGIS Online by the county through a web services interface to the eGIS database.
- Data that exists as layers in the eGIS database must be accessed through feature services published from the eGIS database to ArcGIS Online. If a feature service does not exist in ArcGIS Online for any particular existing eGIS dataset, a request can be made to Pinellas County to publish the data.

Sharing Data through ArcGIS Online:

- End users will maintain control of confidential data by only sharing it with authorized individuals.
- End users will understand the results of sharing any data to an individual, the entire organization or to the public and will only do so in a manner that protects data confidentiality and data integrity. This includes the functions of:
 - sharing a map or data with “Everyone (public)”
 - sharing a map or data with the “Pinellas County eGIS” organization
 - sharing a map or data with an ArcGIS Online group that provides access to an individual, the public or to the entire Pinellas County eGIS organization
 - Requesting/providing data edit rights to an individual through ArcGIS Online or ArcGIS Desktop

eGIS Development Methodology:

- Web based software applications or other software solutions may be deployed by the county on behalf of a Licensed User or Eligible Agency.
- Requests for web based applications, or other new capabilities, will be subject to the prioritization and project management processes managed by the eGIS Working Group, under the direction of the eGIS Steering Committee. The eGIS Working Group Operating Guidelines are located here:
 - <http://pinellas.collaborationhost.net/eGIS/workinggroup/Shared%20Documents/Enterprise%20GIS%20Working%20Group%20Operating%20Guidelines%20v1.pdf>