

## **BIT-1.03 - IT Administrative Rules - [Printable Version](#)**

### **IT ADMINISTRATIVE RULES**

*Administrative Rule Adopted by Council*

ARC-BIT-1.03

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#### ***Section 1 - Introduction***

The CIO, pursuant to the authority first set forth above, is responsible for establishing binding City technology policies and standards as well as procedures or guidelines.

Rule - A binding policy embracing the overall goals, and determining organizational decisions and actions. Each administrative rule answers the question “What shall be done in providing IT services to the City of Portland?”

Standard - Binding measurable criteria for compliance with policies and procedures

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#### ***Section 2 - Administrative Rule***

The process for establishment shall, to the extent practical, solicit the collective input, technical knowledge and business process expertise of City bureaus. However, in situations of fiscal or security emergencies - as determined by City Council - rules, preferred technology standards, procedures or guidelines may be established by the City of Portland Chief Administrative Officer (CAO) without seeking such input prior to publication.

Bureaus or individuals may make recommendations for new administrative rules by following the process outlined in the Administrative Rule Development section of this document.

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#### ***Section 3 - Responsibility***

These administrative rules will be reviewed annually by the CIO (or designee) and may be updated as necessary.

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### ***HISTORY***

Ordinance No. 177048

Passed by Council November 6, 2002. Effective November 6, 2002.