



Town of Nags Head

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Board of Commissioners Policy

IT Support Policy for Commissioners

(Adoption Date: April 2, 2003)

(Updated: June 4, 2003)

(Updated: December 3, 2025)

This policy has been developed to ensure and to facilitate the ability of the Town of Nags Head Board of Commissioners to have access to the electronic information necessary to perform their duties and to define the Information Technology (IT) support process offered to elected officials.

Any Board member that needs assistance from the IT Division may request support by notifying the Deputy Town Manager of his or her support need. Upon this notification, the Deputy Town Manager will coordinate resolution to this request.

If a Commissioner contacts IT support personnel directly, IT will determine the problem and offer support in person, over the phone, or by email.

The Deputy Town Manager will proactively and promptly communicate any updates to the Board. The Deputy Town Manager will keep the Town Manager informed of any relevant IT issues.