

# Board of County Commissioners Leon County, Florida

## Policy No. 23-1

Title: Cybersecurity Policy

Date Adopted: December 12, 2023

Effective Date: December 12, 2023

Reference: N/A

Policy Superseded: Policy No. 95-12 “Computer Security” adopted October 10, 1995

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 95-12, “Computer Security” adopted on October 10, 1995, is hereby amended and superseded, and Policy No. 23-1, entitled “Cybersecurity Policy”, is hereby adopted in its place, to wit:

**Portions or all of this policy are confidential and exempt from public records.** As such, it is only for authorized users of the Leon County network. It shall not be made public and not shared except through secure mediums with authorized personnel.

The following procedures relating to cybersecurity shall be followed in order to protect the integrity of the data entrusted to the officers and employees of the government.

### **1. Definitions:**

1. “**Agency**” refers to the specific organization reporting to an elected or appointed official(s) such as Leon County Government, Sheriff, Supervisor of Elections, Medical Examiner, Property Appraiser, Tax Collector, Court Administration, Public Defender, State Attorney, Guardian Ad Litem, and Clerk of Courts.
2. “**Agency IT**” refers to the IT office that supports the specific Agency. In some cases, Leon County IT provides the IT support for an Agency. The Agency IT is the point of contact for all accounts for the Agency supported.
3. “**Clerk Network**” refers to the Clerk of Court network that is solely supported by Clerk IT staff.
4. “**FDLE**” Florida Department of Law Enforcement
5. “**IT**” Information Technology.
6. “**NIST**” National Institute for Standards and Technology is a non-regulatory federal agency housed within the United States Department of Commerce. NIST is charged with providing a prioritized, flexible, repeatable, performance-based, and cost-effective framework that helps owners and operators of critical infrastructure identify, assess, and manage cyber risk.

7. “**Network**” refers to the Leon County network unless otherwise indicated, along with the servers and equipment housed there. It is supported solely by Leon County IT, and approved contractors and vendors.
8. “**Personally-Owned Device**” includes cell phones, tablets or any other computing device that is owned and maintained by the user, not the Agency.
9. “**Privileged Accounts**” are user accounts, typically in IT, that have a higher level of access or knowledge of IT software, services, or architecture such as system administrators, analysts, developers, etc.
10. “**Secure areas**” are areas that require a badge or other specialized permissions for physical access.

**PER FLORIDA STATUTES 119.0725, THIS PORTION OF THE POLICY IS  
CONFIDENTIAL AND EXEMPT FROM PUBLIC RECORDS.**

**Authorized users may access the full policy using a valid user ID and password using the following link on the Leon County Intranet.**

**[Policy No. 23-1](#)**

**18. Confidentiality**

1. Per F.S. 119.0725, cybersecurity-related information is exempt from public record and is required to be confidential.

Portions or all of this policy are confidential and exempt from public records. As such, it is only for authorized users of the Leon County network. It shall not be made public and not shared except through secure mediums with authorized personnel.