

Board of County Commissioners
Leon County, Florida

Policy No. 95-12

Title: Computer Security
Date Adopted: October 10, 1995
Effective Date: October 10, 1995
Reference: N/A
Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that the following procedures relating to computer security shall be followed in order to protect the integrity of the data entrusted to the officers and employees of the government:

1. All personal computer users shall use the screen saver password function supplied with the Windows product, if that Windows product has been installed on their computer.
2. All CJIS, CourtView, Library, Finance Information System, GIS and County Wide Area Network users shall change passwords as circumstances require and upon an authorized request of their supervisor or the Management Information Services Division. Automatic notifications shall be provided to users each 90 days.
3. All passwords used shall conform to the following standards:
 - a. shall contain no less than six and no more than eight characters;
 - b. shall contain at least one non-alpha character or
 - c. shall contain at least one numeric digit (not in the first or last position);
 - d. shall contain no more than two letters, in sequence, of the user-name;
 - e. shall contain no more than two letters, in sequence, of the reversed user-name.
4. Passwords shall not be written down, communicated to others or shared among employees. MIS shall provide program managers with technical assistance for file access whenever appropriate and necessary.
5. Management Information Services shall not provide password reconstruction assistance without a request from a supervisor.
6. Electronic data, or applications, brought to the County from another location shall first be checked for computer virus infections.
7. All personal computers attached to the County Wide Area Network shall be properly logged off and turned off at the end of the business day.

Computer Security

10.02

Policy No. 95-12

Employees of the Board of County Commissioners who violate this policy shall be subject to discipline as allowed under the Human Resource policies of the Board. Employees of other agencies who violate this policy shall be reported to their agency supervisor and may lose their network privileges.