

**Board of County Commissioners
Leon County, Florida**

Policy No. 96-6

Title: Modems
 Date Adopted: February 20, 1996
 Effective Date: February 21, 1996
 Reference: N/A
 Policy Superseded: N/A

It shall be the policy of the Board of Commissioners of Leon County, Florida that the following procedures relating to modems¹ shall be followed in order to protect the integrity of the data entrusted to the officers and employees of the government. For the purposes of this policy ISDN² connections (or other similar connections) shall be considered modem connections.

The Management Information Services Division (the division) is charged with providing to all agencies on the County network the most cost effective and secure access to resources on the network. That access may include modem access only when it is determined that this is the singular external access method available. Such modem access shall be of a type that provides maximum security. This may be, but is not limited to, a "call-back" system.

It shall be the division director's responsibility to determine if modem access shall or shall not be authorized. The director's determination shall be based solely and exclusively on the security threat to the network resources and the applicant's need for a modem connection to carry out agency responsibilities. An appeal of the director's decision may be made in writing to the Management Services Director within thirty (30) days of the adverse decision.

If the modem access is not authorized, and the department or division continues to require such access, the department or division shall construct a firewall³ that meets acceptable County standards for communications between LAN's and the County backbone network and then the modem may be authorized.

¹ A MODEM is an electronic device for converting between serial data from a computer and an audio signal suitable for transmission over telephone lines.

² Integrated Services Digital Network (ISDN) A set of communications standards allowing a single wire or optical fibre to carry voice, digital network services and video. ISDN is intended to eventually replace the plain old telephone system.

³ Firewall - A dedicated gateway machine with special security precautions on it, used to service outside network connections and dial-in lines.

Requests for modem authorization shall be made with the director of the division prior to use. Requests for authorization for modems already in use must be made with the division director within 30 days of the effective date of this policy. All such requests for authorization shall be made on the form that is attached to and is a part of this policy.

Any unauthorized modem connection attached to the County backbone network or to a LAN that is connected to the County backbone network shall be removed by the responsible party and a report of the unauthorized modem shall be made to the County Administrator and the appropriate elected official.