

**AGENDA**  
**CRAIGHEAD COUNTY QUORUM COURT**  
**COMMITTEE MEETINGS**  
**MARCH 9, 2015**  
**7:00 P.M.**

**Assembly and Prayer**

**Roll Call**

- 1. Resolution regarding approval of a Remote Access Policy as presented by Computer Services.**

**Public Service Committee:**

- a. Discussion of any current business.**

**Finance and Administration Committee:**

- a. Review of Financial Reports and discussion of any other issue pertaining to the Finance Committee.**

**Roads and Transportation Committee Meeting:**

- a. County Road Superintendent Eugene Neff will update the committee concerning roads and bridges in the county.**

**A RESOLUTION APPROVING THE CRAIGHEAD COUNTY REMOTE ACCESS POLICY AS PRESENTED BY COMPUTER SERVICES**

WHEREAS, the Computer Services has identified a need for a policy that governs acceptable use for those employees or outside entities who may require remote access to Craighead County network resources; and

WHEREAS, this policy does not currently exist and is deemed necessary to safeguard network and internet infrastructure maintained by the Computer Services Department; and

WHEREAS, a policy has been drafted by Computer Services Personnel that meet the current needs of the department; and

Therefore be it resolved, by the Quorum Court of Craighead County, that the Remote Access Policy is approved and adopted for use.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Approved: \_\_\_\_\_

Ed Hill  
Craighead County Judge

Attest: \_\_\_\_\_

Kade Holliday  
Craighead County Clerk



## **Craighead County Remote Access Policy**

### **Purpose**

The purpose of this policy is to define standards, procedures, and restrictions for connecting to the Craighead County's internal network(s) from external hosts via remote access technology, and/or for utilizing the Internet for business purposes via third-party wireless Internet service providers (a.k.a. "hotspots"). Craighead County resources (i.e. corporate data, computer systems, networks, databases, etc.) must be protected from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, loss of revenue, and damage to our public image. Therefore, all remote access and mobile privileges for the Craighead County employees to enterprise resources – and for wireless Internet access via hotspots – must employ only company-approved methods.

### **Scope**

This policy applies to all Craighead County employees, including full-time staff, part-time staff, contractors, freelancers, and other agents who utilize company- or personally-owned computers to remotely access the organization's data and networks. Employment with the Craighead County does not automatically guarantee the granting of remote access privileges.

Any and all work performed for the County of Craighead on said computers by any and all employees, through a remote access connection of any kind, is covered by this policy. Work can include (but is not limited to) e-mail correspondence, Web browsing, utilizing intranet resources, and any other company application used over the Internet. Remote access is defined as any connection to Craighead County's network and/or other applications from off-site locations, such as the employee's home, a hotel room, airports, cafés, satellite office, wireless devices, etc.

### **Eligible Users**

All employees / vendors requiring the use of remote access for business purposes must go through an application process that clearly outlines why the access is required and what level of service the employee needs should his/her application be accepted. Application forms must be approved and signed by the employee's department head for submission to the IT department. Application forms may be obtained Craighead County office of Computer Services.

## Policy and Appropriate Use

It is the responsibility of any employee of Craighead County with remote access privileges to ensure that their remote access connection remains as secure as his or her network access within the office. It is imperative that any remote access connection used to conduct Craighead County business be utilized appropriately, responsibly, and ethically. Therefore, the following rules must be observed:

1. Employees will use secure remote access procedures. This will be enforced through public/private key encrypted strong passwords in accordance with Craighead County's password policy. Employees agree to never disclose their passwords to anyone, particularly to family members if business work is conducted from home.
2. All remote computer equipment and devices used for business interests, whether personal- or company-owned, must display reasonable physical security measures. Computers will have installed whatever antivirus software deemed necessary by Craighead County's IT department.
3. Employees, contractors, and temporary staff will make no modifications of any kind to the remote access connection without the express approval of Craighead County Computer Services. This includes, but is not limited to, split tunneling, dual homing, non-standard hardware or security configurations, etc.
4. In order to avoid confusing official company business with personal communications, employees, contractors, and temporary staff with remote access privileges must never use non-company e-mail accounts (e.g. Hotmail, Yahoo, etc.) to conduct Craighead County business.
5. No employee is to use Internet access through company networks via remote connection for the purpose of illegal transactions, harassment, competitor interests, or obscene behavior, in accordance with other existing employee policies.
6. If a personally- or company-owned computer or related equipment used for remote access is damaged, lost, or stolen, the authorized user will be responsible for notifying their manager and Craighead County's IT department immediately.
7. The remote access user also agrees to immediately report to their manager and the Craighead County's IT department any incident or suspected incidents of unauthorized access and/or disclosure of company resources, databases, networks, etc.

## Policy Non-Compliance

Failure to comply with the Remote Access Policy and Agreement may result in immediate suspension of remote access privileges, disciplinary action, up to, and including termination of employment.

## Employee Declaration

I, \_\_\_\_\_, have read and understand the above Remote Access Policy and Agreement, and consent to adhere to the rules outlined therein.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Vendor Signature Date

\_\_\_\_\_  
Manager Signature Date

\_\_\_\_\_  
IT Administrator Signature Date

## Remote Access Vendor

# Craighead County Computer Services

### REMOTE ACCESS REQUEST FORM

This form is a request for remote access to internal County of Craighead applications or systems for a vendor support staff member who needs this access to fulfill their professional responsibilities on behalf of the Craighead County. In order to obtain remote access, the staff member must complete this form, have it approved by their local management, and submit it to the application owner for approval. The information that Craighead County has on file for the remote access must be kept current. All access is subject to the Craighead County policies and procedures. Thank you.

Date

First Name

MI

Last Name

E-mail Address

Phone Number

Organization

I need access to:  Servers/Workstations (Please specify IP Address(es) or Server name(s))

Applications (Please specify Application name(s))

I need this access from our business location.

Our workstations run O/S: \_\_\_\_\_

Our connection will be through:  VPN  Dial-up  \_\_\_\_\_

We understand we are responsible for:  Current patches  Current anti-virus

Business firewall

I need this access on the road and elsewhere

Please specify the job duties that require you to have remote access to the listed applications/systems, how this access would support your work, and how your work would be impacted without it.

I verify that everything written here in is true to the best of my knowledge. I realize that remote access to Craighead County systems is monitored and is subject to Craighead County policies and procedures concerning professional use of computers and information systems. I understand that any acts against this policy will result in termination of the said user or business connectivity to Craighead County I.T. systems.

\_\_\_\_\_  
Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Director Signature

\_\_\_\_\_  
Date

**For Official Use Only**

Action taken:  Approved  Denied

UserID assigned:

Connection to:  Dial-In  VPN

# Remote Access Employee

## REMOTE ACCESS FOR CRAIGHEAD COUNTY EMPLOYEES

Remote access is available to Department Heads and Key Non-Exempt employees.

Key non-exempt employees who are allowed remote access must record any time spent working via remote access on the individual's time sheet. Time spent working via remote access must not exceed the employee's regularly scheduled work hours unless approved by the Department Head in advance of time worked.

Employees requesting remote access must follow this procedure and adhere to the Craighead County Remote Access Policy.

### Procedure:

- A request for remote access to network resources is initiated by the completion of this form.
- Employees must submit a completed form to their supervisor for approval and routing.
- The completed and signed form will be submitted to the IT Director for final approval.

### Please note the following important disclaimer:

Remote Access to Craighead County Networks is provided as a convenience and as a service for users to access network drives and core office applications. It is provided on an "as needed basis" to aid in the ability to perform essential job duties when it is necessary to be away from the office. Craighead County does not encourage users or mandate that users work from home or a location other than the office.

Request Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Reason for requesting remote access: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_

IT Approval: \_\_\_\_\_ Process Completion Date: \_\_\_\_\_