



# Taylor County

## Board of County Commissioners'

### Policy Manual

Policy #:	Title:	Effective Date:
<b>2010-09</b>	<b>Administrative Access Policy</b>	<b>07/06/10</b>

### PURPOSE

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This policy ensures protection for all Taylor County Board of County Commissioners (TCBCC) networks by limiting privileged account access to only Department of Technology & Information Systems (DTIS) approved staff or contractors. Anyone wishing to receive elevated privileges must submit a written request using the Administrative Access Request Form.

### REFERENCE

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Not Applicable

### POLICY

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To promote a secure and efficient operating environment for all TCBCC staff and to ensure continuance of service to the general public only DTIS approved staff will be issued Administrative privileges to computers, servers, or any other network devices. For all software installs or hardware installations county staff will use the proper DTIS approved channels for requesting any work to be done. Any software being considered for purchase should be submitted to DTIS along with vendor contact information allowing sufficient enough time so DTIS can evaluate the software before purchase. This is to ensure that all software will integrate with the existing TCBCC security configuration.

#### **Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action.

## RESPONSIBLE DEPARTMENT

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Department of Technology and Information Systems

## SUNSET DATE

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**Sunset Date:** 03/01/2020

Revision Date: 10/01/2015