

CITY OF SULTAN
SULTAN WASHINGTON

RESOLUTION 21-02

A RESOLUTION OF THE CITY OF SULTAN ADOPTING AN IT POLICY

WHEREAS, the City of Sultan utilizes technology in its day to day operations of serving the community, and

WHEREAS, the use of this technology is to be used for City business, and

WHEREAS, the State Auditor encourage the adoption of written IT policy, and

WHEREAS, this policy is designed to be a document that each staff member will utilize as a framework for their day to day use of the City's technology, and

WHEREAS, this policy is a living document that we will review each year as new technology and systems evolve, and

WHEREAS, the policy was adopted on September 24th, 2020 under Resolution 20-20; and

WHEREAS, after adoption it was noted that the section regarding passwords was out of date with current industry standards.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sultan that the document entitled "IT Policy" is hereby amended as follows:

Passwords, their complexity and how often they should be changed and who has access to them

The City utilizes Office 365. It is a web-based platform for the suite of Microsoft Office products. Since employees can access their email and files remotely, it is critical that they protect their passwords. These passwords should be protected by the employee and changed every 90-days. These passwords are not stored by any employee and there will not be a database of passwords saved by any employee.

Employees must observe the following rules and guidelines to protect City systems and the confidentiality of information on City systems:

- *Passwords are an important aspect of computer/data security. All City employees, interns, temporary employees, volunteers, as well as contractors and vendors with access to City systems, are responsible for selecting strong passwords. Do not use the same City password for other non-City access; keep City passwords different from personal passwords.*
- *Passwords are to be treated as sensitive, confidential information. Strong passwords must be eight or more characters long, and contain three of the four following categories:*
 - *Uppercase characters A-Z*
 - *Lowercase characters a-z*
 - *Digits 0-9*
 - *Special characters (!, \$, #, %, etc.)*

- *Invasion of the City's mail system by viruses is a daily risk. Users must remain aware of all policies and procedures that are published to assist in the prevention of virus attacks or improper entry into the data systems. Attempting to disable any security or monitoring tools without City approval is not allowed.*
- *Electronic mail is a City asset and is subject to review or monitoring at any time without notice by designated IT personnel.*
- *IT Consultant will provide support for installation of City standard software in connection with City-owned devices. Support for hardware will be coordinated with the hardware vendor.*

The City has two administrators who have access to the system. They are the City Clerk and the City Administrator. The City does have an IT consultant that works with employees on a wide range of software and hardware needs. The IT consultant does not have access to the employee's passwords, yet he can assist the employee with resetting their password.

PASSED AND ADOPTED this 14TH day of January 2021.



Russell Wiita, Mayor

ATTEST:



Tami Pevey, City Clerk