

Cook County Government – Bureau of Technology



Remote Access Policy

Purpose

This Remote Access Policy outlines Cook County's policy on the proper conduct and responsibilities of users who are granted VPN or Remote Access to protect the resources and security of the County's Wide Area Network (WAN).

Scope

This policy applies to all Cook County units of government.

Policy 1

The user agrees to avoid engaging in any behavior that may be deemed inappropriate by generally accepted Information Technology standards. Users agree to confine their activities to Cook County business and specifically those for which the Remote Access request was made.

Policy 2

The user understands that the Cook County Network Control Center (NCC) reserves the right to issue logins and passwords that are appropriate to maintain security and the NCC also reserves the right to change any logins and passwords as needed. Users will be notified as soon as possible of any changes.

Policy 3

The NCC reserves the right to shutdown Remote Access, if necessary, to maintain security. Attempts will be made to notify users before a shutdown is made. However, a shutdown may occur without notification if the situation calls for immediate action.

Policy 4

Logins and passwords are issued on a one login/password to one user basis. The WAN Security Policy strictly forbids distributing a login/password combination to multiple users. Distributing logins/passwords in such a manner constitutes a serious breach of network security for Cook County and will result in cancellation of a remote access account as well as possible other disciplinary action.

Policy 5

Logins/passwords must be renewed on an annual basis. Expirations will occur on December 31 of each year unless a request is made in writing to the NCC for renewal.

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Policy 6

When County or County contract personnel no longer require Remote Access (i.e. change in job function, no longer employed by the County) the Department IT official (or representative) is responsible for contacting the NCC with notification that the users' login/password must be shutdown. Leaving logins/passwords active once an employee no longer requires it creates a serious breach of network security and constitutes a violation of County policy.

Policy 7

The NCC will pro-actively contact users or their managers prior to the year-end to remind them of this obligation.

Policy Acknowledgement

Please sign below as acknowledgement that you have read and agree to Cook County's Remote Access Policy.

VPN Account holder (Type Name and Sign)

Date

VPN Account holder email address (Please Type)

Account holder phone number

Cook County Assessor

List Requesting Agency: Assessor, BOR, CCC, County Clerk, FPDCC, OCJ, OUP, ROD, SAO, Sheriff, Treasurer

New

New VPN or renewal

Specify Operating System and Antivirus type and Version

IP Address And Host Name Of The Machine (For County Owned Laptop)

Nathan Bernacchi

Cook County Assessor

Authorizing Cook County Department Official
(Please Type)

Name of County Agency/Department
(Please Type)



Signature of Authorizing Cook County Department Official

Reason/Purpose for Remote Access:

Please FAX signed form and return ORIGINAL signed form to the following:

Network Control Center

118 n Clark, Suite 700, Chicago, IL 60602, FAX: (312) 603-9610