

**EQUIPMENT & SYSTEM ACCESS CONTROLS****OPS.041**

|               |  |                   |                               |
|---------------|--|-------------------|-------------------------------|
| Approved By:  | <b>Chief Operations Officer</b>                              | Adopted Date:     | <b>09/21/01</b>               |
| Distribution: | <b>Administration, Site Administrators, Facilities, I.T.</b> | Revision Date(s): | <b>04/04, 03/06, 12/15/12</b> |

**PURPOSE:**

The purpose of this policy is to ensure the security of ODCHC equipment, facilities and information systems.

**POLICY:**

- Expected equipment and system access privileges are based on ODCHC job descriptions. Assignment of privileges in excess of the job description requires authorization from the Security Officer.
- All individual equipment assignments and system access privileges will be documented in writing.
- Any individual receiving any item of ODCHC equipment or access privileges to ODCHC facilities or systems will sign a statement (ODCHC Form #509) acknowledging receipt of such equipment or system access privileges.
- Completed forms are routed to the issuing department
- Equipment assignments and system access privileges will be routinely monitored to ensure that no unauthorized individual has access.
- For contractors granted equipment or system access privileges, final payment will be contingent upon return of equipment, keys or other system access.

Assignment of Equipment or System Access:

- Various ODCHC departments are responsible for managing equipment and system access, as follows:
  - IT Department: Computers, Laptops, iPads, SmartPhones, digital dictation devices, and access to ODCHC networks and email
  - Facilities Department: Cell Phones, SmartPhones, Pagers, Wireless Broadband Cards, Keys, Key Cards, Door and Alarm Codes
  - For ODCHC databases, there is a designated Manager for each database (see *MIS.003 for assignment of database managers*)
- The individual responsible for assigning equipment or system access privileges completes an ODCHC form 509, Equipment & System Access Record.
- Completed forms are routed to the employee's Site Administrator and a copy is routed to the department head issuing the equipment for filing. In the event that the original record is mailed to the employee for signature, a copy should be routed as above.

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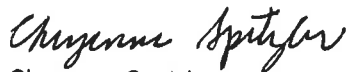
Return of Equipment or Revocation of System Access:For Employees:

1. Upon notice of separation of employee, Human Resources updates the employee management software database, and an email is automatically sent to the responsible parties identified above.
2. Upon receipt of notice of separation, the responsible parties will recover equipment and/or modify system access, and send this information/equipment to appropriate department.

For Contractors:

1. Upon notice of completion or termination of contract, the Site Administrator is responsible for ensuring that all equipment is returned and that system access privileges are removed.
2. The Facilities Manager will document the status of all equipment and system access. Once all items are complete, she/he will notify Accounts Payable to release final payment, if necessary.

Approved:

Cheyenne Spetzler  
Chief Operations OfficerAttachment:

ODCHC Form #509 Equipment &amp; System Access Record