

# SIERRA COUNTY

**Jeremy Miller**

Chief Technology Officer

Information Systems Department

P.O. Box 255 Downieville, California 95936

(530) 289-2890



## Temporary Network Access to Non-County Employees Responsibilities and Policy Information:

*NOTE: By signing Vendor End-User Security Affidavit, you are agreeing to abide by the following regulations.*

- 1) You are required to notify Sierra County Information Systems (SCIS) within 2 working days when an employee (Vendor End-User) leaves employment or no longer requires access to Sierra County systems.
- 2) All Vendor activities are subject to monitoring, and Vendor personnel have no expectation of privacy. Sierra County reserves the right to review, audit, and/or monitor Vendor or County supplied equipment whether it be software or hardware.
- 3) Vendor personnel may access and use only accounts as authorized by one or more of the following: Chief Technology Officer (CTO), and/or the Sierra County HIPAA Privacy Officer and to which account access has been granted by the system owner(s). *NOTE: Separate access request or permissions forms may be required depending on the system(s) being accessed.*
- 4) Vendor personnel may access only those resources/system(s) for which they are specifically authorized.
- 5) Vendor personnel are not permitted to allow another person to log-on to any computer utilizing their account, nor are they permitted to utilize someone else's account to log-on to a computer.
- 6) Vendor personnel may execute only applications that pertain to their specific contract work.
- 7) Vendor personnel must not install or use any type of encryption device or software on any Sierra County hardware, which has not been approved in writing in advance by the CTO.
- 8) Vendor personnel are personally responsible for safeguarding their account and log-on information and agree to adhere to the following:
- 9) Vendor personnel may not leave their workstation/laptops/PDA (etc.) logged onto the network while away from their area. Vendor personnel may elect to lock the workstation rather than logging off when leaving for very short time periods. Prior approval in writing from the CTO is required before any software may be loaded onto County computers or systems.
- 10) Vendor personnel must promptly report log-on problems or any other computer errors to the Information Systems Department by phone **530-289-2803** or email **isdepartment@sierracounty.ca.gov**.
- 11) Vendor personnel must promptly notify the SCIS Department if they have any reason to suspect a breach of security or potential breach of security.
- 12) Vendor personnel must promptly report anything that they deem to be a security loophole or weakness in the computer network to the SCIS Department.
- 13) Vendor personnel may not attach any device to the Sierra County network without written approval in advance from the CTO.

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14) Vendor personnel may not remove any computer hardware, data or software from a Sierra County building for any reason, without prior written approval from the CTO.

15) Vendor personnel must not delete, disable, or bypass any authorized encryption device, or anti-virus or other software program, installed on Sierra County hardware.

16) Vendor personnel may not use Sierra County information technology to send or receive threatening, obscene, abusive, sexually explicit language or pictures.

17) Vendor personnel may not copy any data and/or software from any Sierra County resource for personal use or business use without obtaining clearance from SCIS.

18) Vendor personnel are prohibited from intercepting or monitoring network traffic by any means, including the use of network sniffers, unless authorized in writing in advance by the CTO.

19) Vendor personnel must not attach any network or phone cables to any Sierra County device without written approval from the CTO.

20) Vendor personnel may not utilize Sierra County computer systems or networks for any of the following reasons:

a) Game playing

b) Internet surfing not required for their work activity

c) Non-related work activity

d) Any illegal activity

e) Downloading of files from non-County resources. If files are needed for your work, contact Sierra County Information Systems personnel before downloading to obtain clearance from the CTO and to ensure acceptable virus scanning procedures are implemented.

21) Vendor personnel may not give out any Sierra County computer information to anyone. Exception: other Vendor personnel needing the information to complete authorized tasks and who have signed this form in their name. Information includes but is not limited to: IP addresses, security configurations, etc.

22) Vendor personnel may not remove, modify, erase, destroy or delete any computer software without the written approval in advance of the CTO.

23) Vendor personnel must not attempt to obtain or distribute Sierra County system or user passwords.

24) Vendor personnel must not attempt to obtain or distribute door passcodes/passkeys to secured rooms at any Sierra County facility for which they are not authorized.

25) All equipment issued to Vendor personnel will be returned in good condition to Sierra County upon termination of the Sierra County/Vendor Personnel relationship, at the end of a project, or any time at the request of SCIS personnel.

26) Vendor personnel are prohibited from causing Sierra County to break copyright laws.

27) Any Vendor who violates any of these policies may be subject to disciplinary action, including total removal from the Sierra County project as well as being subject to California or Federal civil and criminal liability.

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## Vendor End-User Security Affidavit

*NOTICE: This form must be completed and returned to Sierra County Information Systems (SCIS) by the sponsoring Department before access to any County owned computing or communications systems can be granted. Be advised: **generic logins are only allowed by special review and sign-off of the CTO or designee.***

Instructions for the Vendor End-User (non-county personnel):

- 1) Read this form in its entirety and all other applicable policies related to your specific job function before signing this affidavit.
- 2) Read and then legibly fill-in Section A below as per these instructions.
- 3) Return this form to the "sponsoring" Department Head or authorized department representative. They will counter-sign and forward to SCIS for review and action.

Instructions for the sponsoring Department Head or authorized department representative:

- 1) Verify the Vendor Company Information and Vendor End-User Information.
- 2) Legibly fill-in and sign section B.
- 3) Return these forms for review by the CTO and processing.

### **Section A) Vendor Information:**

#### AUTHORIZATION FOR RELEASE OF INFORMATION BY ELECTRONIC COMMUNICATIONS SERVICE PROVIDER AND WAIVER OF LIABILITY

By signing below, I verify that I have read, understand, and agree to abide by all current and future Sierra County Information Systems policies, HIPAA and privacy regulations, and Personnel Code section(s) as related to Sierra County computing, software, and communications systems, and that I am of legal age to enter into this agreement and that I am authorized by my company to do so.

Furthermore, I understand and acknowledge that the County of Sierra ("County") provides me with access to Electronic Communications Resources to facilitate the performance of County work. I may use these resources for incidental personal purposes provided that such use does not burden the County with incremental costs or interferes with the County's operations and my employment or other obligations to the County. However, the County's Electronic Communications Resources are the property of the County and are not confidential. I have no expectation of privacy when using the County's Electronic Communications Resources and acknowledge that the County has the right to retrieve and make proper and lawful use of all electronic communications and data contained in and transmitted through the County's network and through outside providers of wireless or electronic communications services.

Accordingly, I hereby authorize any Electronic Communications Service to release to the County any information the County may request relating to electronic communications and/or any other form of instant

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or delayed messaging sent and/or received by me on any Electronic Communications Resource maintained by the County that delivers or receives electronic communications including, but not limited to, cellular telephones, pagers, personal digital assistants, smartphones, Blackberry devices, computers/laptops, telecommunications devices, video and audio equipment, voicemail, wireless networks, and data systems. "Electronic Communication Service" means any service which provides to users thereof the ability to send or receive wire or electronic communications.

I hereby release, discharge, and hold harmless the County and the person, firm, company, corporation or other third party to whom this Authorization is directed, including their agents, representatives, and employees, from any and all liability of every nature and kind arising out of their providing the information, records and other matters authorized above pursuant to this Authorization.

A photocopy of this Authorization and Release shall be accepted with the same validity as the original.

COMPANY NAME: \_\_\_\_\_

END-USER NAME (PRINT): \_\_\_\_\_

END-USER SIGNATURE: \_\_\_\_\_  
Last First M.I.

Full Name Date

Vendor: Check here if this is a new Vendor End-User account.

Vendor: Check here if this is a request to modify an existing account.

**Section B) Sponsoring Department Head Information and Signed Authorization:**

Sponsoring Department: \_\_\_\_\_

Signed authorization of sponsoring Department Head or authorized department representative:

PRINT: \_\_\_\_\_  
Last First M.I.

SIGN: \_\_\_\_\_  
Signature Date

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## Vendor Account Configuration Form

### INSTRUCTIONS:

This form is to be filled out by both the Vendor and the sponsoring Department Head or authorized sponsoring department representative. As this is a multi-use form, please fill out all relevant sections completely as partial forms will delay requested actions and may be returned to requester for clarification.

Lead Time: There is an average 10-work day turn-around for new Vendor End-User accounts (i.e. adding End-User accounts to an existing Vendor company account). Adding a new Vendor company may take longer depending on the desired type of connectivity. **If a VPN is required, complete the Sierra County Virtual PrivateNetwork Use Agreement.**

First Time Vendor Company Applications: The application process for a company (i.e. Gathering company information) is done one time, if this is the case then check the “[ ] Vendor: Check here is this is a new Vendor End-User account” in the Vendor End-User Security Affidavit form. This process requires you to describe how your company will be connecting to the County network. At this time, you will also be setting up your first End-User account, so include all the relevant Vendor End-User information.

After the Vendor Company account is configured and on record you may request additional accounts - with sponsoring department head approval.

*REMEMBER: Use one form per action requested. Forms that combine a delete and add requests on a single form will be refused and returned for re-submittal on separate forms.*

*SECURITY NOTICE: For security reasons, a correctly filled-in Vendor End User Security Affidavit must be on file in Information Systems before any changes to existing accounts will take place.*

### Sub-Sections:

- A) Tell SCIS how to handle this request
- B) Supply general Vendor Company and End-User information
- C) Access configuration specification
- D) Delete/Disable End-User account
- E) This Section for SCIS internal use only

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## Tell Information Systems How to Handle This Request:

REQUESTED ACTION DATE: \_\_\_\_\_ REQUESTED ACTION END-DATE (if known): \_\_\_\_\_

Instructions: Please check ONLY ONE applicable action (ADD, DELETE/SUSPEND, MODIFY) then fill-in the listed sections accordingly.

Company information related actions (fill in specified sub-sections):

- ADD new Vendor company information and 1st End-User account (B1, B2, B3, B4, C)
  - Check this box if requesting a GENERIC login. NOTE - Generic logins are limited to 3 concurrent logins per company. For a GENERIC login fill in the above sections with primarycontact information.
  
- MODIFY an existing Vendor company information (B1, B2)End-User account related actions (fill in sections):
  - ADD a new Vendor End-User account (B1, B3, B4, C)
  - DELETE an existing Vendor End-User account (B1, B3, D)
  - MODIFY an existing Vendor End-User account (B1, B3, B4)

### B) Supply general Vendor Company and End-User information:

#### B1) Vendor COMPANY Address Information:

Vendor Company Name	
Street Address	
City/State/Zip	

#### B2) Vendor COMPANY Contact Information:

Main Phone	
Main Email	
Main Tech Phone	
Main Tech Email	
Primary Contact Name	
Primary Contact Phone	
Primary Contact Email	
InfoSec Contact Name	
InfoSec Contact Phone	
InfoSec Contact Email	

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### B3) Vendor primary END-USER Account Information:

Physical Location	
Last Name	
First Name	
Job Title	
Office Phone	
Office Email	
Cell Phone	
New Last Name	

### B4) HOME (remote office) Vendor END-USER Contact Information (if applicable from B3):

Phone	
Address	
Phone	
Email	
Cell Phone	

### C) Access configuration specification:

INSTRUCTIONS: Fill out and check all that apply.

Please model account configuration like existing Vendor End-User: \_\_\_\_\_  
Existing End-User's Full Name

REQUIRED: Tell SCIS why you are applying for access. Describe projects if applicable:

Other Special Needs/Requirements:

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## D) DISABLE/SUSPEND Vendor (i.e. all Vendor End-Users) or Vendor End-User account:

Instructions: A disable End-User or suspend request may come from an established Vendor company representative or a sponsoring department head. In most cases, the sponsoring department head must fill-in D2 below before SCIS will take action.

- DISABLE: Vendor End-User account
- DISABLE: Disable all associated Vendor End-User accounts
- SUSPEND: Vendor End-User account
- SUSPEND: Suspend all associated Vendor End-User accounts

REASON FOR REQUEST:

## D1) Requesting party information:

Full Name (First/MI/Last)	
Position	
Phone	
Email	
Reason For Request:	

## D2) Sponsoring department verification:

Authorized Requester	
Requester Phone Ext.	
Department	
Budget Billing Code	

## D3) Affected Account:

Account Name:	
If suspend: How long?	

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## Sierra County Virtual Private Network Use Agreement

User Name: \_\_\_\_\_ Department: \_\_\_\_\_

As a remote access user, I agree that I shall only access the county computer network using a county-owned device. As a user of the county computer network, I hereby agree to and understand the following:

1. Any work or research completed using a county-owned and county monitored computer shall follow the rules of the Information Technology Policy, as written/amended and adopted January 2020 Resolution 2020-011.
2. I shall not accrue any overtime, comp time or flex hours unless specifically approved by my Department Head beforehand.
3. Any county business I undertake utilizing a VPN shall be done under approval of my Department Head.
4. In accessing the county computer network via VPN, that I am to abide by all applicable privacy and confidentiality laws and policies the County and my office are bound by.
5. I understand that I will have confidential and/or proprietary data outside of Sierra County premises. By doing so I shall hold all confidential and/or proprietary data in a confidential manner and not allow any family members or any other person access to the data or the county-owned device I have been issued. It is my responsibility to ensure no other person may access county owned devices and data at all times.
6. All remote access to the county network is a privilege and is subject to revocation at any time for any reason.

By signing this agreement, I acknowledge that I have read and understand Sierra County Information Technology Policy, Resolution 2020-011 and agree to the rules set forth in the county policy as well as this agreement.

User Name: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by:**

Department Head Name: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IS Manager Name: \_\_\_\_\_

IS Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IS Department Use Only:**

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Rev: 200209

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**Instructions: SCIS personnel will fill-in these sections as applicable.**

1) QC Review Table:

System Administrator Review	Active Date	Admin. Initials	Identification
CTO/Designee Generic Login Authorization			<input type="checkbox"/> Request Accepted <input type="checkbox"/> Request Denied (See 2 below)
AD			Login:
Microsoft 365/E-Mail			Login:
Update Spreadsheet			<input type="checkbox"/> Check Off Completed
Other			
Other			
Other			
SCIS CTO Review			<input type="checkbox"/> Accepted as submitted <input type="checkbox"/> Accepted with Modifications (*1) <input type="checkbox"/> Rejected on Grounds (*2)
SC HIPAA Privacy Officer Review if applicable			<input type="checkbox"/> Accepted as submitted <input type="checkbox"/> Accepted with Modifications (*1) <input type="checkbox"/> Rejected on Grounds (*2)

2) SCIS CTO and/or SC HIPAA Privacy Officer Review Notes:

(\*1) Accepted with Modifications:

Comments:

Vendor/Vendor End-User Notified on: \_\_\_\_\_

(\*2) Rejected on Grounds: \_\_\_\_\_

Comments:

Vendor/Vendor End-User Notified on: \_\_\_\_\_