

COUNTY OF WABASH

STATE OF INDIANA

RESOLUTION NUMBER 1999-11

WHEREAS, in order to efficiently and effectively control and store the vast amount of government information available and necessary, computers have become an integral part of County Government procedures, and;


WHEREAS, in order to maximize user benefits, safety and control both present and future, a carefully conceived computer policy is absolutely necessary and essential.

NOW THEREFORE, the Commissioners of Wabash County, Indiana, by unanimous Resolution enact and implement the following Computer Policy attached hereto, incorporated herein by reference and marked "Exhibit A".

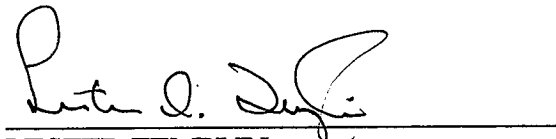
12-20-99
DATE


BRIAN HAUPERT, Chairperson

12-20-99
DATE


DARLE DAWES

12-20-99
DATE


LESTER TEMPLIN

Wabash County Government

Computer Policy

Introduction

Computers are defined as a stand-alone device with a self-contained input unit, generally a keyboard, and output devices, generally a CRT, VDU or monitor and a printer. It is capable of processing reasonably complex applications on its own. With necessary attachments, it may be used as a terminal to communicate with other computers via a network or a mainframe possessing compatible processing characteristics. This policy applies to all computers and related equipment owned and or leased by Wabash County.

It shall be the policy of Wabash County that each department head will be responsible for designated computers within their area or department.

These responsibilities include: Compliance with copyright and license agreements, documentation and back-up of software and data, application system controls, security, maintenance and personal use. Computers attached to a Local Area Network (LAN) will be the responsibility of the Network Administrator(s).

Computers have many uses; however, shall not be used for storage or generation of personal business, recreation, or improper network access. County owned or leased computers or software are to be used for Wabash County government business only, unless authorized by supervision.

Hardware/Software

A. Acquisition/Purchase

All requests for the purchase or acquisition of computer hardware or software, including any peripheral equipment such as, but not limited to, printers and attached storage devices, are to be submitted to the proper Purchasing Agent for approval.

B. Compatibility

Compatibility of computer hardware and software is a primary concern. It is desirable from a contingency planning viewpoint. Non-compatible hardware or software purchases will be discouraged.

C. Location

Because of its portability, computers are often prime targets for theft and misuse. The physical location and information or data processing will determine the degree of physical security necessary. Computers located in public access areas shall be controlled to the extent they are not accessible beyond the scope of their business.

Computers which have critical or sensitive data stored internally on hard drives are to have adequate physical controls to prevent unauthorized use. These controls can include the use of passwords, locking cabinets for storing the computer, key locks which control the ability to turn the computer on and off or cabling devices.

Care must be taken in the installation of security items that effect computer structure and operation.

D. Inventory

An inventory of all computer equipment is to be maintained as set-forth in the fixed assets system policy.

E. Maintenance and Repairs

Computers and related equipment are essential in the daily operation of county government. They are to be kept clean and in good working order. Any and all requests for service and or repairs are to be coordinated through department heads.

F. Copyright/License

Packaged software is usually licensed for use rather than purchased outright. This proprietary software is protected by copyright. The license agreement specifies how many users can access the software at any given time. Violation of the licensing agreement(s) expose the County to possible costly litigation. Adherence to license agreements of purchased software is mandatory. Wabash County prohibits any employee from using purchased software in any way contradictory to expressed or written license agreements in effect at the time of the software purchase.

G. Access Security

A common control found in application software is the use of passwords or codes to protect the software from unauthorized access. If software used to process sensitive or critical data has a password or code controls these are to be used to prevent unauthorized processing. For programs which do not process sensitive or critical data, but still allow for password control the use of passwords are encouraged.

It shall be the policy of Wabash County where passwords or codes are used, they will be changed or deleted upon the termination (voluntary or involuntary) of a user of the programs.

ALL PASSWORDS AND CODES WILL BE CHANGED EVERY THREE (3) MONTHS.

The changing of passwords will be monitored by the department heads to insure security.

BUSINESS CONTINUITY PLAN

Regarding Disasters Affecting Computers and related equipment.

- I. Declaring a Disaster
- II. Disaster Recovery Team and Contact List
- III. Recovery Responsibilities
- IV. Backup Processing
- V. Operation of the Office During the Interim Period
- VI. Training, Testing and Maintaining the Plan
- VII. Current Hardware Configuration and List of Software

I. Declaring a Disaster:

Partial Disaster-A disastrous event has occurred which rendered the computer inoperable for up to a week, but access to the office is not affected.

Complete Disaster-A disastrous event has occurred which has affected the office to the extent that the office will be inaccessible for an extended period of time or the computer must be replaced.

A partial disaster may be declared by the Commission Chair.

A complete disaster may be declared by the Commission Chair.

If a complete disaster is declared, a replacement computer will be placed in the basement of the Sheriff's Department, 79 West Main Street, Wabash, Indiana or another site selected by the Disaster Recovery Team. Information processing would occur there until the office is restored.

To obtain emergency funding for a replacement computer, contact will be made to the Wabash County Commissioner Chairperson, and Wabash County Council President.

The Atec computer system can be replaced by (vendor) in approximately two days.

The State computer system can be replaced by (vendor) in approximately two days.

The Assessor's computer system can be replaced by (vendor) in approximately two days.

II. Disaster Recovery Team and Contact List:

Once a disaster has been perceived, the following contacts must be made immediately:

Disaster Recovery Team:

1. Brian Hauptert 305 E. 7th St. N. Manchester, IN 219-982-8302
2. Darle Dawes 2199E St Rd 16 Urbana, IN 219-774-3351
3. Lester D. Templin 8636S 550W Wabash, IN 219-563-5156
4. Ted Little 900N N. Manchester, IN 219-982-8092
5. Carol Stefanatos 538 N. Miami St. Wabash, IN 219-563-1374
6. Joann Hetmansperger 1044 Pike St. Wabash, IN 219-563-5500
7. Kelly Schenkel 2283W 400N Wabash, IN 219-774-8101
8. Designated Employee(s) securing weekly and daily tape back-ups.

Vendor Contacts:

- | | Address | Phone # |
|-----------------------|---|---|
| 1. Atec/Manitron | | |
| 1. (State System) | | |
| | State Of Indiana
Child Support Bureau
Help Desk | 402 W. Washington
Room W360
Indianapolis, IN 46204-2739 1-800-876-4515 |
| 1. (Assessors System) | | |
| | Pro Val Corporation | 37 East High St.
P. O. Box 1768 937-324-2515
Springfield, Ohio 44501 1-800-535-4965 |

Mitting's Electronics 1305 N. Cass St.
Wabash, IN 46992 563-8774

Tee-Jay Enterprises
(Tom Polk) P. O. Box 366
LaFontaine, IN 46940 981-4354

III. Recovery Responsibilities:

<u>PERSON</u>	<u>Responsibilities</u>
County Commissioner Chair	Declare Disaster- Contact remaining Commissioners County Council President
County Auditor	Contact: County Clerk County Assessor Designated Employee(s) Retrieve Latest Complete Backup.
Team	Contact vendors for Hardware or Software Retrieve Latest Backup of Data. Work with Vendors Install new hardware Restore from backups

IV. Backup Processing

Each night the data is manually or automatically backed up. Each morning, the backup is checked for completeness. If the backup was performed successfully, the Auditor or designated employee takes the prior night's backup to the offsite location.

Every two (2) weeks a complete backup (data and software) is performed and is taken offsite to the safety deposit box.

V. Operation of the Office during the interim period.

The following list are critical applications ranked in the order they are to be brought up on replacement computers:

1. Atec/Manitron System
2. State System
3. Assessors System

In the event the applications cannot be restored in sufficient time to continue business operations, critical financial functions will continue as follows:

1. All money will be accepted and a had written receipt will be issued.
2. All documentation to be entered in computers will be placed in a temporary file.
3. (listed)
4. (listed)

Critical forms which are needed for business operations are as follows:

1. (listed)
2. (listed)
3. (listed)
4. (listed)

A one week supply of these forms are stored at 79 West Main Street, Wabash Indiana (lower level). These supplies will be updated and retrieved by the appropriate department head as they are needed.

Non-Critical Applications

Wabash County government has several non-critical computer systems. These systems are located in various offices and locations.

In the event of a complete disaster non-critical systems purchased, maintained, and operated by Wabash County will be brought on line, in designated locations, as needed. The Disaster Recovery Team and department head will work together in bringing the needed systems on-line.

VI. Training, Testing and Maintaining the Plan

Each member of the Disaster Recovery Team will have a copy of this document at their homes. Also a copy will be stored in the bank safety deposit box. Training will consist of review of this business continuity plan followed by a meeting discussing the plan.

The plan is to be tested in stages beginning with the Atec/Manitron system as follows:

- A. A restore will be done with the latest backup from the bank safety deposit box. The latest data backup will be added to the restored information.
- B. The contacts and phone numbers in the plan will be reviewed for correctness.
- C. Each department head will review the procedures to continue business functions using interim procedures and to temporarily maintain the records in a manual basis.

Each January and August, The County Commissioner Chair and County Auditor will review the plan to determine if it is up-to-date. Any additions or corrections will cause a new plan to be distributed to each member of the team.

VII. Current Hardware Configuration and list of Software

Hardware and Operating Systems (Critical)

Phone #

1. (list)
2. (list)
3. (list)
4. (list)

Software (Critical)

Phone #

Hardware (Non-Critical)

Phone #