

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 18: Confidentiality and Security	Effective Date: 5/9/19
	Section 8: Office Inspections	Version: 1.0 Revision Date: 5/8/19

BACKGROUND

N/A

POLICY

Every two (2) years the Child Support Bureau (CSB) Security Team conducts an internal security inspection of each Title IV-D Prosecutor office and Clerk of Courts office. The purpose of the inspection is twofold:

1. To ensure that adequate safeguards and security measures are being maintained; and
2. To certify that employees and contractors of each office understand security policies and procedures.

REFERENCES

N/A

PROCEDURE

The five (5) topics of the inspection are:

1. Record keeping;
2. Secure storage;
3. Limited access;
4. Disposal; and
5. Computer security.

The Security Team Inspector uses the Internal Security Inspection Checklist to guide the inspection. All inspection reports are to be retained by both the CSB Security Team and the county office to which the inspection applies for a minimum of five (5) years.

FORMS AND TOOLS

[Internal Security Inspection Checklist](#)

FREQUENTLY ASKED QUESTIONS

N/A

RELATED INFORMATION

N/A