LCIS Memorandum: VPN Account Policy
Date: August 9, 2013

LCIS has technology enabled to provide certain County personnel and certain outside vendors with remote access to resources within the LCIS managed network. The remote access resource is authorized on a case-by-case basis. The sole criterion for authorization is demonstrated 'business need' to support servers or processes that provides critical functionality for County Agencies.

Following are VPN Account use policy standards.

1. Access is limited to only the servers the agency and their vendor(s) have direct responsibility to maintain.

2. A Group Account and Individual names and passwords are assigned. For example, an agency's vendor has several people who may support the agency's application server. The vendor is assigned one Group Account with a Group Name (typically the vendor's company name) and Group password that is common to all vendor support personnel. Each individual on the vendor staff receives a unique User Name and User Password. Group name/passwords and User name/passwords are assigned in confidence and LCIS expectation is no access names and passwords are shared. When an account is determined as compromised the account is immediately disabled.

3. County Agency personnel are assigned their own Group Name/password (typically the agency name) and individual name/password for VPN access. Group name/passwords and User name/passwords are assigned in confidence and LCIS expectation is no access names and passwords are shared. When an account is determined as compromised the account is immediately disabled.

4. Accounts are always active with all access activity logged and regularly reviewed.

Agency/Vendor VPN Registration Account Form

Agency/Company Name _____

Individual Name(s)
1. _____ Phone # _____

2. _____ Phone # _____

3. _____ Phone # _____

4. _____ Phone # _____

Address _____

_____

_____

Phone # _____

Application Supported _____

Server Name _____

Server IP Address _____

Normal Business Hours _____

_____
Print Director Name

_____
Director Signature   Date