

City of Richmond

Administrative Manual

SUBJECT: Systems Access and Removal

SECTION: Information Technology

POLICY NUMBER: AP 653

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To provide a uniform procedure for use by all City departments in requesting systems access and access removal to the Prime/Personal Computer/Local Area Network.

To provide a uniform procedure for use by all City departments in requesting access and access removal to telephone systems; i.e., voice mail.

II. Policy

All requests for computer systems access and removal and telephone systems access and removal shall conform to a standard procedure by using the Access Control Worksheet AP 653-1.

Each user is responsible for systems security. Each user shall safeguard their user name and password. In the event of any breach of systems security, employees shall notify their supervisor immediately. Supervisors and/or employees shall notify Information Technology immediately. Information Technology may remove access of any employee.

III. Procedure

- A. Complete the Systems Access Worksheet AP 653-1 and send the completed form to the Information Technology Department.
- B. An Information Technology Specialist is assigned to complete the systems access service requested. A unique User Name is assigned for systems access requests. Security passwords are assigned and updated by Information Technology for Prime access and are User self assigned and updated for PC/LAN access and telephone systems access. Users are notified by telephone when the systems access services requested are completed.
- C. The Information Technology Specialist forwards a duplicate copy of the System

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Access Worksheet for each request to the designated application manager in each department responsible for software applications and for further assignment of function and action capabilities allowed. This action enables separation of job duties where necessary in accountable processes.

- D. Access to special programs and/or systems require department directors to submit additional authorization forms to Information Technology. Contact the Network and Systems Division of Information Technology for further assistance.
- E. Departments will utilize the System Access Worksheet AP 653-1 to request access removal of an employee. It is critical that notification be immediate to avoid compromise of the City's computer and telephone systems.
- F. Employees will be given systems access if authorized by the Department Director. The Department Director shall annually review the systems access list of users to ensure that designated employees continue to demonstrate a need for access. Each January, the Information Technology Department shall provide the Department Directors a Systems Access Inventory (AP 653-2) to update, sign, and return to the Information Technology Department.