

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: INFORMATION SYSTEMS SERVICES DEPARTMENT (ISS)

SUBJECT: INFORMATION TECHNOLOGY SECURITY POLICIES

PPM#: CW-O-059

ISSUE DATE
December 18, 2023

EFFECTIVE DATE
December 18, 2023

PURPOSE:

The purpose of this PPM and the related IT Security Policies document is to establish a reasonable and practical foundation for the identification and mitigation of risks to the County’s shared information resources and data. The goal of these policies is to minimize opportunities where information resources will be destroyed, lost, improperly accessed, incorrectly modified, or not readily available for their intended purposes.

UPDATES:

Future updates to this PPM are the responsibility of the Chief Information Officer (CIO).

AUTHORITY:

- Florida Statutes, Chapters 119, 815, 839, 847, 849 and 934, as may be amended
- Palm Beach County Merit Rules, as may be amended
- Palm Beach County Code, Section 2-375 (Criminal History Record Checks), as may be amended

POLICY:

Applicability

Policies contained herein apply to all departments and agencies of the Board of County Commissioners. All departments and agencies of County government, including the Constitutional Offices, are encouraged to establish and memorialize compatible security programs and policies which conform with and supplement the requirements set forth in the IT Security Policies.

Current copy of security policy:

[Palm Beach County IT Security Policy](#)

Policy Exceptions

No department should adopt any policies that are in conflict with this PPM without taking further action as defined below:

Exceptions to any of the IT Security Policies must be requested in writing by the Department Director or Agency Head and submitted to the CIO. Rejected requests may be appealed to the County Administrator.

The requesting Department Director or Agency Head assumes full responsibility for all additional security risks and consequences resulting from approval of requested exemptions.

A list of approved exceptions and associated documentation will be maintained by the ISS CISO in a separate document so titled, with a copy of said document being maintained together with the IT Security Policies.

Consequences of Policy Violation

Employees violating this policy are subject to disciplinary action, including possible termination and or legal prosecution, as provided for in the Palm Beach County Merit Rules and laws of the State of Florida. Severity of the disciplinary action and/or legal action will depend upon the nature of the offense.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. PPM# CW-0-059, effective January 1, 1996
2. PPM# CW-0-059, effective January 15, 1999
3. PPM# CW-0-059, effective December 18, 2000
4. PPM# CW-O-059, effective July 3, 2014