

Section Name: Information Security
Section Number: 800
Policy Number: 806

Effective Date: September 3, 2019

Subject: Risk Assessment

Overview: This policy establishes processes to find vulnerabilities; identify, reduce and prevent undesirable incidents or outcomes; and to review past incidents and implement changes to prevent or reduce future incidents.

Purpose: To empower the Monroe County IT Department to perform periodic information security risk assessments (RAs) for the purpose of determining areas of vulnerability, and to initiate appropriate remediation.

Scope: Risk assessments may be conducted (with or without prior notice) on any court, office or department that is part of the Monroe County information technology network. RAs may be conducted by Monroe County IT Staff or by third parties who have executed a confidentiality agreement appropriate to the sensitivity of the data involved. RAs may be conducted on any information system, to include applications, servers, and networks, and any process or procedure by which these systems are administered and/or maintained.

Statement of Policy:

The execution, development and implementation of remediation programs is the joint responsibility of the Monroe County IT Department and the court, department or office that is responsible for the system area being assessed. Employees are expected to cooperate fully with any RA being conducted on systems for which they are held accountable. Employees are further expected to work with the Monroe County IT Department in the development of the remediation plan.

Policy Compliance:

- A. Responsibility -All Elected Officials/Judges/Department Heads, or their designee(s), are responsible for implementing the policies and procedures and ensuring staff compliance in their respective areas.
- B. Compliance measurement - The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits.
- C. Exceptions – Any exceptions to the policy must be approved by the IT Department and Department Head or Elected Official for whom the employee works.
- D. Non-Compliance – An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or contract.

Definitions: None

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 3, 2019.