LARAMIE COUNTY GOVERNMENT

TITLE	APPROVAL DATE
Server Room Policy	12/20/2016
SECTION	**REVISION DATE**
Computer Systems	N/A

Server Room Access

The Server Room Access Policy establishes rules and procedures for accessing Laramie County's Information Technology's server room in compliance with Federal Bureau of investigation Criminal Justice Information Service (CJIS) security policy 5.3. Laramie County Information Technology server room is a Controlled access area due to the existence of FBI/CJIS information within its secure area. Only personnel requiring constant or regular access to this area have card access to it. All requests for access to the information technology server room must be approved by the I.T. Director or the Asst. Director.

Two types of server room access — card and visitor — are permitted. Card access is restricted to Laramie County staff that require regular access to the server room to perform their job who have taken CJIS security awareness training and/or are on the approved access list. A List of approved Laramie County personnel will be posted in the server room on the back of the room door. Visitor access is restricted to non-IT departmental staff, vendors, or service personnel listed on the approved IT server room sign-in access list as directed by CJIS Policy 5.9.1.2. Procedures regarding access requests, viewing, or touring the IT server room are provided below.

Procedures

- Card Access: Individuals with card access to the server room are responsible for ensuring the area remains secure upon entering or exiting. Non I.T. Laramie County personnel on the approved access list may enter the server room with Badge access but are required to sign-in using the server room sign-in sheet located on the back of the server room door. Laramie County employees with Card Access that have taken the CJIS security awareness training are not required to sign in. Individuals without server room card access must follow one of the appropriate procedures below.
    - Authorized sign-in access: Individuals on the IT server room sign-in access list may have monitored access to the server room area. These individuals can enter the server room area with supervision. For each access, they are required to record the following in the server room area log book: date, name, company or department, reason for entry, in time, and out time.

    - Access requests: Anyone without card or visitor access must request escorted access prior to being permitted to enter the server room area. I.T. staff will contact the Director or Asst. Director of I.T. for access authorization every time access is requested. If the access request is approved, the visitor must follow the visitor sign-in access procedure and will be escorted at all times by an IT staff member with card access while in the server room.

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- o Viewing or server room tours: Requests for viewing and or tours of the server room must be approved by the Director or Asst. Director of I.T.

Enforcement

Individuals requiring access to the server room, shall abide by the rules of this policy. Violations of this policy will not be tolerated and criminal action could be taken per CJIS policy 4.2.5.2