WEBER COUNTY SHERIFF'S OFFICE	POLICY AND PROCEDURES
SUBJECT: Verification of Passwords, Access Codes, Access Violations	CHAPTER/SECTION NO.: 54.6
EFFECTIVE DATE:10/7/03	REVIEW DATE:
AMENDS/SUPERSEDES: See attached sheet	APPROVED: ***See Master File*** **Sheriff**
STANDARD NUMBER: 82.1.6	

54.6 Policy

54.6.1   In order to maintain the integrity of the computerized records system, passwords and access codes are under the overall management of the Weber County Information Technology Department(IT).

A.   Weber County Password Policy specifies: general password restrictions and specifications; password construction guidelines; password protection standards; application development and authentication standards; passphrases for key authorization; and enforcement.

B.   The Sheriff's Office Central Services Section Manager:

1.   regulates password access to Sheriff's Office members.

2.   periodically provides updated information to County IT personnel regarding those persons who require access or are no longer cleared for access to computerized records information.

3.   conducts an annual audit of Office password and access codes; and authorized users.

C. For information regarding other computer usage policies, refer to: Weber County Personnel Policies and Procedures Chapter 6, Computer Usage, Section 3, Information Technology Acceptable Use Policy.