

**ORDINANCE**

**NO. 22-052**

An Ordinance approving *Clarification of Governing Accounts, Logins, And Access* as Addendum 3 and *Cybersecurity Training Governance* as Addendum 4 to the Acceptable and Supportable Use of Technology Policy Number 210-1000-004.

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THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY ORDAINS:

SECTION 1.

*Clarification Of Governing Accounts, Logins, And Access* attached hereto as Exhibit A is hereby adopted and will be executed by the City Manager as Addendum 3 to the Acceptable and Supportable Use of Technology Policy Number 210-1000-004.

SECTION 2.

*Cybersecurity Training Governance* attached hereto as Exhibit B is hereby adopted and will be executed by the City Manager as Addendum 4 to the Acceptable and Supportable Use of Technology Policy Number 210-1000-004.

SECTION 3.

These revised policies will become effective upon signature by the City Manager.

SECTION 4.

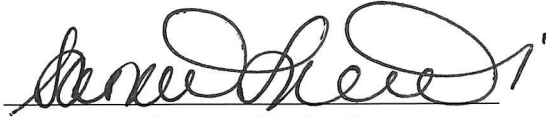
All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

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Introduced at a regular meeting of the Council of Columbus, Georgia held on the 11<sup>th</sup> day of October, 2022; introduced a second time at a regular meeting of said Council held on the 25<sup>th</sup> day of October, 2022 and adopted at said meeting by the affirmative vote of nine members of said Council.

Councilor Allen	voting <u>  </u> YES <u>  </u>
Councilor Barnes	voting <u>  </u> YES <u>  </u>
Councilor Crabb	voting <u>  </u> YES <u>  </u>

Councilor Davis	voting	<u>ABSENT</u>
Councilor Garrett	voting	<u>YES</u>
Councilor House	voting	<u>YES</u>
Councilor Huff	voting	<u>YES</u>
Councilor Tucker	voting	<u>YES</u>
Councilor Thomas	voting	<u>YES</u>
Councilor Woodson	voting	<u>YES</u>

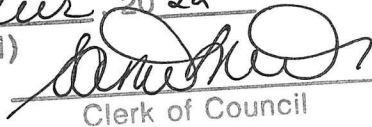


**Sandra T. Davis**  
Clerk of Council

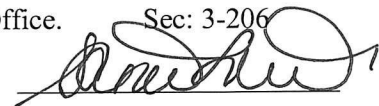


**B. H. "Skip" Henderson, III**  
Mayor

This ordinance submitted to the Mayor for his signature, this the 26<sup>th</sup> day of October, 20 22  
Sec: 3-202 (1)

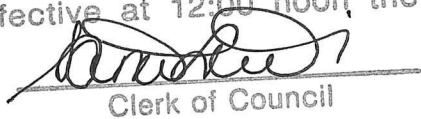
  
Clerk of Council

This is to certify that the caption of this ordinance was published in the Columbus Ledger on the 28<sup>th</sup> day of October, 20 22. The full text is available for public inspection in the Clerk of Council's Office. Sec: 3-206



Clerk of Council

This ordinance received, signed by the Mayor at 12:00 P.M. on the 26<sup>th</sup> day of October 20 22, and became law at said time received and became effective at 12:00 noon, the following day.  
Sec: 3-202 (2)

  
Clerk of Council

# **Addendum to Acceptable and Supportable Use of Technology**

**POLICY NUMBER:**

**ADDENDUM NUMBER: 3**

**ADDENDUM TITLE: CLARIFICATION OF GOVERNING ACCOUNTS, LOGINS, AND ACCESS**

**EFFECTIVE DATE:**

**REVISION DATE:**

**APPROVED BY:**

**Ordinance No.**

**Dated the day of 2022.**

**An addendum, which shall be included as part of the original policy, to Policy No. 210-1000-004, Acceptable and Supportable Use of Technology.**

## **STATEMENT OF ADDENDUM**

The Columbus Consolidated Government (CCG) establishes policies regarding the acceptable and supportable use of technology. This addendum intends to provide explicit clarification regarding governing accounts, logins, and access.

## **SCOPE**

This addendum applies to all technologies and technology-related devices which are applicable to this policy number 210-1000-004 and titled Acceptable and Supportable Use of Technology. This includes, but is not limited to, all computers, laptops, cell phones, mobile hotspots, printers, or other technology devices purchased by Columbus Consolidated Government. This addendum outlines the governance of accounts, logins, and access.

## **GOVERNING ACCOUNTS, LOGINS, AND ACCESS**

- 1) It is the sole responsibility of the Director of the Department of Information Technology to provide access and access controls to computers, computer systems, networks, technology systems, and technology devices.
- 2) It is the responsibility of the user to engage in at least one additional step beyond the normal single login process to access certain resources. The resources that require at least one additional step beyond the normal single login process will be determined by the Department of Information Technology. This practice includes Multifactor Authentication.
- 3) It is the responsibility of the user to ensure the security of their login information, including usernames, passwords, passphrases, PINS, operator I.D.s, Multifactor Authentication, or any other login type or related information.
- 4) Users are prohibited from sharing usernames, passwords, passphrases, P.I.N.s, operator I.D.s, Multifactor Authentication, or any other login type or related information with another person.
- 5) Users are prohibited from using another person(s) login information, including, but not limited to, their username, password, passphrase, P.I.N., operator I.D., Multifactor Authentication, or any other login -type or related information.
- 6) It is a violation of Georgia law to share passwords with another user.
- 7) Personnel with G.C.I.C. (Georgia Crime Information Center) access must not leave their device logged into the system unattended for any length of time. Personnel without authorized access to the G.C.I.C. System must not access the system in any way at any time for any reason.
- 8) Users must log off or "Lock" their device when it is unmonitored.
- 9) Users are responsible for ensuring that their devices are not left unattended and/or logged in. Security of a user's workspace is the responsibility of the user, their supervisor(s), and building security.
- 10) The Director of the Department of Information Technology reserves the right to revoke, invalidate, or remove a user's usernames, passwords, passphrases, P.I.N.s, operator I.D.s, or any other login-type or related information, access or permissions at any time for any reason to protect system integrity.

# **Addendum to Acceptable and Supportable Use of Technology**

**POLICY NUMBER:**

**ADDENDUM NUMBER: 4**

**ADDENDUM TITLE: Cybersecurity Training Governance**

**EFFECTIVE DATE:**

**REVISION DATE:**

**APPROVED BY:**

**Ordinance No.**

Dated the      day of            2022.

An addendum, which shall be included as part of the original policy, to Policy No. 210-1000-004, Acceptable and Supportable Use of Technology.

## **STATEMENT OF ADDENDUM**

The Columbus Consolidated Government (CCG) establishes policies regarding the acceptable and supportable use of technology. This addendum intends to ensure cybersecurity awareness and training controls to protect information systems and ensure information availability, confidentiality, and integrity of data.

## **SCOPE**

This addendum applies to all technologies and technology-related devices and users, which are applicable to this policy number 210-1000-004 and titled Acceptable and Supportable Use of Technology. This includes, but is not limited to, all computers, laptops, cell phones, mobile hotspots, printers, or other technology devices purchased by Columbus Consolidated Government. This addendum outlines cyber security training for the Columbus Consolidated Government.

## **Cybersecurity Training Governance**

1. All Columbus Consolidated Government users will be required to complete the approved cybersecurity training within 30 calendar days of being granted access to Columbus Consolidated Government resources.
2. CCG users will be trained on various cyber security initiatives, including but not limited to phishing attacks, social engineering, etc.
3. CCG users will be required to complete periodic refresher cybersecurity training within 30 calendar days of it being made available.
4. CCG will conduct periodic simulated phishing campaigns and/or other cybersecurity simulations; in the event a CCG user fails the simulation, the user will be required to complete remedial cybersecurity training within 30 calendar days of it being made available.
5. CCG users found in violation of this addendum may be subject to loss of network access and disciplinary action up to and including termination.