



Information Services Division STANDARD OPERATING PROCEDURES (SOP)

6.1 SECURITY: USER ACCOUNTS

6.1.1 User Account Security Requirements

- A. **PURPOSE:** The City of Bothell has developed the below strategy ensure that user accounts are created to meet Security Standards.
- B. **REFERENCES:** Information Security Administrative Order 2.4.1.
- C. **SECURITY REQUIREMENTS:**
- 1) The following procedures are followed before providing a new user with network, server, software, or physical access, and it is confirmed that the appropriate security related forms have been completed:
 - a. Employees – Full time, part time, or limited term
 - i. Human Resources collects and stores Security Administrative Order 2.4.1 Employee Acknowledgement forms.
 - ii. Confirmation must be received from Human Resources prior to account setup.
 - iii. Information Services determines if a confidentiality agreement is required and advises HR. HR will store the confidentiality agreement.
 - iv. Information Services collects and stores a remote access agreement if required.
 - v. Information Services staff will ensure all forms are appropriately collected and stored before creating any access accounts.
 - b. Volunteers, Interns, Contractors, Vendors or other Outside Parties.
 - i. Immediate supervisor or requesting department collects and stores Security Administrative Order 2.4.1 Employee Acknowledgement forms.
 - ii. Confirmation must be received from requesting department prior to account setup. Information services may request an electronic copy.
 - iii. Information Services determines if a confidentiality agreement is required and department. Additional approval for such access is required and must be sufficiently justified. Non-city staff are not permitted to handle sensitive data.
 - iv. Information Services staff will ensure all forms are appropriately collected and stored before creating any accounts.
 - v. Information Services ensures all forms are appropriately collected and stored before creating any access accounts.