

PHYSICAL PROTECTION POLICY #2016-001

CITY OF WOODLAND

Purpose

The purpose of this policy is to provide guidance for agency personnel, support personnel, and private contractors/vendors for the physical, logical and electronic protection of Criminal Justice Information (CJI). All physical, logical and electronic access must be properly documented, authorized and controlled on devices that store, process or transmit unencrypted CJI. This Physical Protection Policy focuses on the appropriate access control methods needed to protect the full lifecycle of CJI from insider and outsider threats.

Physically Secure Location

A physically secure location is a facility or an area, room or group of rooms within a facility with both the physical and personnel security controls sufficient to protect the CJI and associated information systems. The Woodland Police Department building is a physically secure location for the purposes of this policy. The perimeter of the physically secure location shall be separated from non-secure locations by physical controls (locked doors, coded entrances, etc.). Security perimeters shall be defined, controlled and secured.

All visitors shall:

1. Check in before entering a physically secure location by completing the visitor access log.
2. Be accompanied by a Woodland Police Department employee at all times.
3. Follow City of Woodland policy for unescorted access:
 - a. Non-criminal Justice Agency (NCJA) personnel who require unescorted access to restricted areas will be required to establish a Management Control Agreement with the Woodland Police Department. In order to enter into such agreement, the NCJA personnel will be required to undergo a complete background check to include fingerprinting.
 - b. Private contractors/vendors who require unescorted access to restricted areas will be required to establish a Security Addendum with the Woodland Police Department. Each private contractor will be required to undergo a complete background check to include fingerprinting.
 - c. An escort is defined as an authorized employee who is physically present with the visitor at all times. The use of cameras or other electronic means used to monitor a physically secure location does not constitute an escort.
4. Not be allowed to view screen information
5. Not be allowed to sponsor another visitor
6. Not enter into a secure area with electronic devices (including cameras and cell phones) unless approved by authorized Woodland Police Department personnel

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Authorized Physical Access

Only authorized personnel will have non-escorted access to secure locations. The City of Woodland Police Department will maintain and keep current a list of authorized personnel. All physical access into secure areas will be authorized by the Chief of Police or his/her designee before access is granted.

All personnel with physical and logical access must:

1. Meet the minimum personnel screening requirements prior to access. This includes verification of identity and state of residency, and national fingerprint-based record checks, which shall be completed within 30 days of assignment for all personnel who have direct access and direct responsibility to configure and maintain computer systems and networks.
2. Complete Security Awareness Training within six months of being granted duties that require access and every two years thereafter.
3. Be aware of who is in the secure area, taking appropriate action to protect all confidential and sensitive data
4. Ensure perimeter doors are kept securely locked at all times
5. Ensure data centers are physically and logically secure

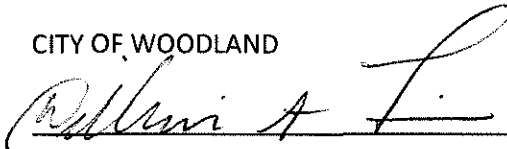
Penalties

Violation of any of the requirements in this policy by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

Additional reference: CJIS Security Policy. (CJIS Security Policy can be found at this link: <https://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center>)


ADOPTED this 16th day of February, 2016.

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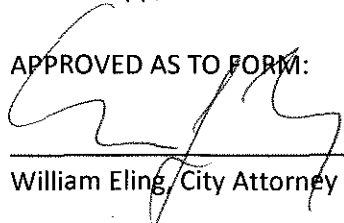
William A. Finn, Mayor

ATTEST:



Mari E. Ripp, Clerk-Treasurer

APPROVED AS TO FORM:



William Eling, City Attorney