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| **Title** | **Employee IT Security Certification** |
| **Type** | Policy |
| **Category** | Security |
| **Status** |  |
| **Approved** |  |
| **Revised** | 06/19/2018 |
| **Scope** | Applies to all City employees who possess or apply for credentials (e.g., User ID and password) to access City information technology assets.  |
| **Policy** | 1. All City employees who are issued credentials to access City information technology assets shall complete an annual information technology security certification process.
2. The Department of Technology and Innovation (DTI) shall develop the testing methods and subject areas for certification.
3. The subject areas, requirements, and enforcement shall be published in a Standard.
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| **Rationale** | Ensures that every employee who uses City information technology assets is regularly informed of expectations concerning the safe and secure use of those assets. |