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| **Title** | **Employee IT Security Certification** |
| **Type** | Standard |
| **Category** | Security |
| **Status** |  |
| **Approved** |  |
| **Revised** | 06/19/18 |
| **Scope** | Applies to the New Employee Orientation and annual cyber security refresher training. |
| **Standard** | 1. The Cyber Security exam will cover the following topics: City of Albuquerque security policies, network security, data backups, phishing awareness, malware prevention, and incident response.
2. Employees will watch a video followed by a multiple choice quiz.
3. Employees are encouraged to take notes during the video and may refer to these notes during the quiz.
4. New Employees will complete the cyber security training video during New Employee Orientation (NEO) and will be certified for one year. Refresher certification will begin annually within 60 days of the beginning of the fiscal year.
5. Employees who already have access credentials as of the date of implementation of the certification standard shall complete the certification process within one year of said implementation date, then annually within 60 days of the beginning of the fiscal year.
6. An employee who fails to complete initial certification or subsequent annual renewal within the specified time period shall have their credentials to access City information technology assets revoked by the Director of DTI (or successor) or designee, in accordance with the City's Access Revocation Policy, until such time as the employee successfully completes the certification or renewal process.
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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. |