

Information Technology Policy and Procedure Manual

November 2021

- All previous IT policies have been superseded and combined into a manual.
- This policy also pertains to Third party personnel, contractors, vendors, temporary employees, etc.
- All requests for New Hires, Terminations, Job Changes are to be entered by the Department and approved by the Human Resource Department.
- Approvals for Employee Access, HR Forms, Cell phones and Stipends are completed in BossDesk
- UserID's and passwords are unique for each user and are not to be shared
- Multi-Factor Authentication will be utilized for all PC, email and application access
- A System Logon Banner will be added to each PC stating that by logging onto this Computer and the City of Delray Beach network, I have read, understand and will comply with the City of Delray Beach Information Technology Policy and Procedure Manual.
- All Users will follow the Security Education Training and Awareness Policy by completing the semi-annual KnowBe4 training
- City IT Service Desk is staffed Monday-Friday, 8:00AM – 5:00PM
- Policy violations can result in Suspension of usage privileges, Verbal or written reprimands, disciplinary action or termination