

Buffalo County Resolution

Drafted By:

Lee Engfer

Presented Month/Year:

June 2023

Involved Committees:

Human Resources

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # 23-06-04

A RESOLUTION TO CREATE PERSONNEL POLICY 404 – VIRTUAL PRIVATE NETWORK (VPN) POLICY

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the contracted IT partner, Itechra, has recommended updating technology related policies to bring them up to date; and,

WHEREAS, the Human Resource Committee has recommended creating Policy 404 – Virtual Private Network (VPN) Policy to make a formal policy on how to request VPN access and how to use VPN access; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby creates Policy 404 – Virtual Private Network (VPN) Policy of the Buffalo County Handbook effective June 26th, 2023, to make these updates.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 26th day of June, 2023.

ATTEST:



County Clerk




County Board Chairperson


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Respectfully Submitted:

Human Resources Committee:



Steven Nelson



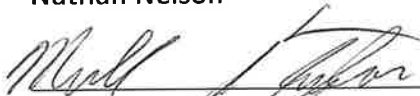
Carol McDonough



Mary Anne McMillan Urell

Excused

Nathan Nelson



Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

None

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Exhibit A

POLICY 404 – VIRTUAL PRIVATE NETWORK (VPN) POLICY

Purpose: The Virtual Private Network (VPN) Policy is to provide guidelines for the appropriate use and management of VPN connections. The policy aims to ensure the security, integrity, and availability of Buffalo County information and systems while enabling authorized remote access.

Scope: This policy applies to all employees, contractors, and temporary staff who use, access, or interact with Buffalo County's VPN services.

Requesting VPN Access: Employees must complete a VPN Agreement form. The request is subject to approval by the employee's supervisor and the Buffalo County Administrative Coordinator. If approved, Buffalo County IT will install the access to the VPN on the device.

Access to the VPN services is granted on a case-by-case basis and is restricted to those that hold positions that require the need for this due to field work or telework.

VPN Use:

- Buffalo County's VPN services are provided for official County business purposes only.
- Users must not use VPN services for personal, non-work-related purposes or commercial gain.
- Only Buffalo County owned devices are allowed to connect via VPN.

Security:

- Users are responsible for maintaining the security and confidentiality of their assigned VPN user IDs and passwords. Sharing credentials with others is strictly prohibited.
- Users must immediately report any security incidents, breaches, or suspected vulnerabilities related to the VPN services to the Buffalo County IT Department and Buffalo County Administrative Coordinator.
- Users must ensure that their remote devices meet the County's minimum-security requirements including up-to-date antivirus software, security patches, and firewalls, before connecting to the VPN.

Data Protection and Privacy:

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- Users must comply with Buffalo County's data protection policies and guidelines when accessing or transmitting sensitive or confidential information via the VPN services.
- Users should have no expectation of privacy regarding the use of Buffalo County's VPN services. The County reserves the right to monitor, access, and review VPN usage, with or without notice, to ensure compliance with this policy and applicable laws.

VPN Etiquette:

- Users may connect to VPN upon the start of their work shift and must disconnect from the VPN upon completion of their work shift.
- Users must disconnect from the VPN services when not in use to optimize available bandwidth and resources for other users.
- Users must not use the VPN services to engage in activities that may consume excessive bandwidth, such as streaming video or downloading large files, unless necessary for official County business purposes.

Policy Violations: Violations of this policy may result in disciplinary action, up to and including termination of employment or contract, as well as legal penalties, where applicable. The County reserves the right to revoke access to VPN services at any time, with or without notice.

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Exhibit B:

VPN Agreement

User Name	
Job Title	
Department	
Supervisor Name	

The following constitutes an agreement on the terms and conditions between Buffalo County and the user named above.

Access to the VPN services is granted on a case-by-case basis and is restricted to those that hold positions that require the need for this due to field work or telework.

Reason for VPN Request:

- Telework (will need to have an approved Telework Agreement)
- Field Work

County Owned Device/s that Need VPN:

- Laptop
- Tablet/iPad
- Other: _____

Policy Guidelines

VPN Use

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Data Protection and Privacy

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VPN Etiquette

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- Users must also disconnect from the VPN services when not in use to optimize available bandwidth and resources for other users.

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- Users must not use the VPN services to engage in activities that may consume excessive bandwidth, such as streaming video or downloading large files, unless necessary for official County business purposes.

Policy Violations

Violations of the VPN policy may result in disciplinary action, up to and including termination of employment or contract, as well as legal penalties, where applicable. The County reserves the right to revoke access to VPN services at any time, with or without notice.

Termination

This Agreement may be terminated or suspended at any time by either Buffalo County or the employee which will result in the VPN access being revoked.

Agreement

This VPN Agreement shall be maintained by the Buffalo County Administrative Coordinator. A copy of this Agreement and any addendums or amendments shall be provided to the employee.

Employee: By signing, the user states they have read, understood, and agree to the terms and conditions of this Agreement.

Supervisor: By signing this statement, the supervisor approves this VPN Agreement.

Administrative Coordinator: By signing this statement, the Administrative Coordinator approves this VPN Agreement.

User Signature		Date Signed	
Supervisor Signature		Date Signed	
Administrative Coordinator Signature		Date Signed	