

## EL PASO COUNTY COMMISSIONERS COURT ORDER



### Cybersecurity Awareness Training Policy

**Adopted Date: 6/14/2021**

**Revised Date:**

- 1. Overview.** Cybersecurity Awareness Training is essential to reducing the risk of information compromise. The County of El Paso ("County") has adopted this Cybersecurity Awareness and Training Policy ("Policy") in compliance with Texas Information Resources Act, specifically including Texas Government Code Section 2054.5191 et seq.
- 2. Purpose.** This Policy establishes the minimum Cybersecurity Awareness Training requirements for County employees and other persons using the County Information Resource System.
- 3. Scope.** This Policy applies to all County employees, as well as elected and appointed officials, who have access to the County's Information Resource System and use a computer to perform at least 25% of their respective required duties. This Policy also applies to any individuals performing work in an official capacity with access to and using County information Resource systems or information assets. When multiple regulations, policies, or standards apply, the more stringent shall apply.
- 4. Policy.**
  - a. **Awareness and Training.** The County shall provide system users Cybersecurity Awareness Training before allowing access to any County information resource and thereafter on an annual basis. System users must successfully pass training requirements before being allowed access to the County Information Resource system. System users who, after completing training, fail to comply with the requirements of this Policy or training shall be required to take refresher or additional training to assure they comply with the Policy requirements.
  - b. **Role-Based Training.** El Paso County will require select information technology positions and users to take additional role-based training with additional regulatory requirements annually. Individuals assigned elevated privileges must successfully complete training before receiving those privileges.
  - c. **Cybersecurity Awareness Training shall be conducted annually for system users. The requirements of this section do not apply to system users who have been:**
    - i. granted military leave;
    - ii. granted leave under the federal Family and Medical Leave Act of 1993 (29 U.S.C. Section 2601 et seq.);
    - iii. granted leave related to a sickness or disability covered by workers' compensation benefits if that employee no longer has access to the County's information systems;
    - iv. granted any other type of extended leave or authorization to work from an alternative work site if that employee no longer has access to the County's information systems; or
    - v. denied access to the County's computer systems by the County Administrator.

- d. System users who qualify for the conditions of subsection (c) above shall meet all training requirements within a reasonable time after termination of the qualifying event.
- e. System users not compliant with this Policy, including training requirements, shall have access to County information systems suspended or restricted to only allow access to the subject training. The restriction or suspension shall remain in effect until the County Chief Information Security Officer (CISO) or the CISO's designee has determined individual compliance has been met.
- f. The County CISO shall:
  - i. Ensure the training curriculum is certified by the State;
  - ii. report the results to the State Department of Information Resources; and
  - iii. conduct periodic audits to ensure compliance.
- g. Training Records. El Paso County will document and retain cybersecurity training completion records for five (5) years.

**5. Policy Compliance.**

- a. Compliance Measurement. The CISO will verify compliance with this Policy annually, including but not limited to business tool reports, internal and external audits and report the results to the State Department of Information Resources.
- b. Exceptions. The County CISO, in partnership with the County Chief Information Officer, must approve any exception to the Policy.
- c. Noncompliance. An employee found to have violated this Policy will be subject to disciplinary action, up to and including termination of employment.

**6. Definitions and Terms.**

- a. County Information Resources means County information technology procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information in an electronic or mechanical means.
- b. County's Information Resource System means the Information Resources system owned or operated by the County.
- c. For purposes of this Policy, a "system user" is a person or entity using County information resources in an official capacity. This includes and is not limited to all County employees, as well as elected and appointed officials, who have access to the County's Information Resource System and use a computer to perform at least 25% of their respective required duties.

**7. Revision Control.**

Version	Published	Author	Description
1.0	06/14/2021	Rod Blunt	Approved by Commissioner's Court