



Travis County Technology & Security Policies

Password Management Policy

Policy #: TC-ITS-200
Version #: 1.3

Approved By: Paul Hopingardner, County Executive, Technology & Operations
Effective Date: May 30, 2015

Accountability & Responsibility

This policy is governed by the accountability and responsibility section found [here](#).

Purpose

The purpose is to implement procedures for creating, changing, and safeguarding passwords and to verify that the person or entity seeking access to sensitive information is the one claimed.

Policy

Travis County will implement procedures and training to ensure that all members of the workforce, including privileged users and IT administrators, create secure, complex passwords, modify those passwords on a periodic and regular schedule, and safeguard their passwords appropriately. Travis County will also evaluate authentication mechanisms to verify that a client, system, or process is who they claim to be.

Procedure(s)

1. If a password is suspected to have been compromised (or if anyone requests or demands a password), it shall be treated as a security incident and reported to the ITS Service Desk and department or office management team. Additionally, contact the HIPAA Privacy and Security Officers or CJIS LASO, depending on the type of information breached.
2. The "Remember Password" feature of applications such as Internet Explorer, Google Chrome, or operating systems such as Windows must not be used.
3. Passwords must not be written down and stored anywhere in a workforce member's office.
4. Passwords must not be stored on any computer system (including smartphones or similar devices) without suitable encryption.

Policy Revision

Version	Purpose/Changes	Editor	Date
1.0	Travis County Information Technology Services Information Security Policies Creation	Randy Lott	05/30/2015
1.1	Merged Person or Entity Authentication (316) into this policy.	ITS Policy Committee	09/28/2016
1.2	Updated name of CIO	Randy Lott	12/18/2017
1.3	Updated policy number from 117 to 200 and updated approver's title.	Joyce Miller	11/20/2019