



# Cochise County Board of Supervisors

*Public Programs...Personal Service*  
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**Policy Title:** Awareness and Training

**Policy Number:** 1802

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**Effective:** June 1, 2019

**Supersedes:**

**Last Reviewed/Updated:**

**Scope/Coverage:** All Information Technology (IT) Resources owned or operated by Cochise County

**Policy Contact:** IT Department

**Source Document Reference:** Policy reflects standards of the National Vulnerability Database (NVD). Content contains hyperlinks to NVD sources. The NVD is a product of the NIST Computer Security Division, Information Technology Laboratory and is sponsored by the Department of Homeland Security's National Cyber Security Division.

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## **I. Security Awareness Training (AT-2)**

Cochise County provides basic security awareness training to all Cochise County information system users as part of initial training for new users. An annual refresher training is required for all employees, along with supplemental training when necessary. Individuals will have 30 calendar days to complete the training each year and will have their accounts disabled if they do not complete the training within the 30 days. The IT department may enable their account with limited access to complete the training upon request from their department director or elected official.

## **II. Role-Based Security Training (AT-3)**

Cochise County requires personnel with administrator rights to complete advanced security training before authorizing access to administrator accounts.

## **III. Security Training Records (AT-4)**

Cochise County will document, monitor and track individual information system security training activities.