



## Information Services Division STANDARD OPERATING PROCEDURES (SOP)

### 6.9 SECURITY: USER RESPONSIBILITIES

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#### 6.9.2 Site Visitors (formerly 8.2)

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- A. **PURPOSE:** The City of Bothell has developed the below strategy to ensure activities of visitors are monitored and documented in order to maintain the integrity of the City's network and data.
- B. **REFERENCES:** Information Security Administrative Order.
- C. **CITY BUILDING VISITORS:**
- 1) The below measures are required in order to control visitor access and to ensure visitor history is documented. Visitors include ALL persons not employed by the City of Bothell.
    - a. All City locations are required to maintain visitor logs to be stored for no less than 12 months.
    - b. All logs are subject to random auditing by Information Services to ensure visitor logs are maintained and compliant with required security requirements.
    - c. Doors providing access to limited access areas are required to be closed and locked except when being actively monitored.
    - d. Visitors must wear a visitors badge at all times to ensure that they can be easily identified and must surrender visitor badge before leaving a City location.
- D. **VISITOR ACCESS TO NETWORK AND DATA:**
- 1) Visitors are not permitted any form of access to the City network. The below measures should be taken to ensure compliancy.
  - 2) All network/data jacks in public access areas must remain disabled. Special connectivity can be requested only for City use on an 'as needed' basis.
  - 3) Visitors must be accompanied at all times in any areas no deemed as 'public access areas'.