



# Cochise County Board of Supervisors

Public Programs...Personal Service  
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**Policy Title:** Physical and Environmental Protection

**Policy Number:** 1809

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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. Physical Access Authorizations (PE-2)**

CCIT develops, approves and maintains a list of individuals with authorized access to IT server rooms or communication closets, and issues authorization credentials for IT facility access. CCIT reviews the access list every 12 months and removes individuals from the access list when access is no longer required.

## **II. Physical Access Control (PE-3)**

Cochise County enforces physical access authorizations at IT server rooms through electron key card access which also creates access entry logs. Visitors are required to sign into the guest log book and will be escorted when in the IT server room. Card key access is immediately revoked when an employee is transferred or terminated.

## **III. Access Control for Transmission Medium (PE-4)**

The CCIT controls physical access to telecommunication closets using keys, combination or key cards.

## **IV. Visitor Access Records (PE-8)**

CCIT maintains visitor access records to the IT Server room for 1 year and reviews visitor access records quarterly.

## **V. Emergency Shutoff (PE-10)**

Cochise County provides the capability of shutting off power to the information system or individual system components in emergency situations, and places emergency shutoff switches or devices to facilitate safe and easy access for personnel. CCIT protects emergency power shutoff capability from unauthorized activation.

## **VI. Emergency Power (PE-11)**

CCIT provides a short-term uninterruptible power supply for equipment in the IT server room to allow time for the generator to turn on or to complete a soft shutdown in the event of a primary power loss.



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## **VII. Emergency Lighting (PE-12)**

Cochise County employs and maintains automatic emergency lighting for the information system that activates in the event of a power outage or disruption and that covers emergency exits and evacuation routes within the facility.

## **VIII. Fire Protection (PE-13)**

Cochise County employs and maintains fire suppression and detection systems for the information system that are supported by an independent energy source.

## **IX. Temperature and Humidity Controls (PE-14)**

CCIT maintains and monitors temperature and humidity levels within IT server rooms.

## **X. Water Damage Protection (PE-15)**

Cochise County protects information systems from damage resulting from water leakage by providing master shutoff or isolation valves that are accessible, working properly, and known to key personnel.

## **XI. Delivery and Removal (PE-16)**

Cochise County authorizes, monitors, and controls information systems entering and exiting the server rooms and maintains records of those items.

## **XII. Location of Information System Components (PE-18)**

Cochise County positions information system components within the facility to minimize potential damage from physical and environmental hazards and to minimize opportunity for unauthorized access.