
	<b>ADMINISTRATIVE ORDER</b>	Approved By:	No. # 39
		 City Manager	<b>Effective Date:</b> 01/01/2023  <b>Revised:</b> N/A
<b>Subject: Password Policy</b>			

**PROCESS OWNER/RESPONSIBLE PARTIES**

Information Technology Management and Staff

**PURPOSE**

Passwords are a critical component of computer, system, and network security. They represent a primary defense mechanism for the protection of user accounts. A poorly chosen password may result in the compromise of the City of Highland Park’s (City) entire network. As such, the following policy governs the requirements for all passwords associated with the City information technology assets.

**SCOPE**

This policy applies to users of Information Technology (IT) systems, network devices and applications connected to the City’s network.

**POLICY**

**Password Management**

1. Network, application and data access must be restricted to authenticated users through means of unique IDs and secure and complex passwords.
2. Network access passwords must be a minimum of 8 characters in length and complex. Complex passwords include at least three of the following four conditions:
  - a. Uppercase character (A, B, C, ...)
  - b. Lowercase character (a, b, c, ...)
  - c. Special character (~, !, @, #, ...)
  - d. Numbers (1, 2, 3, ...)
3. Enterprise application passwords much adhere to the password requirements above. In the event an application password cannot comply with this policy it must utilize the highest possible standards the application is capable of offering.
4. The root and/or administrator password on all IT servers and systems and any other passwords deemed necessary to share among designated and authorized key IT personnel in accordance with their job responsibilities should be restricted to a limited number of IT personnel and periodically changed where appropriate.
5. IT personnel who are designated to have access to the root and shared System Administrator passwords should be documented.
6. The IT Manager or designee should maintain the documentation of any shared root and administrator passwords.
7. Under no circumstances should any person remove or disable software password protection on any system running on the IT network or computers for the purpose of allowing unrestricted access.

8. Temporary passwords will be randomly generated by a means approved by IT Management.
9. The initial passwords issued by IT management should be valid only for the involved user's first login session where technically possible.
10. For network authentication, and where applications permit, password change intervals should be set to ninety (90) days.
11. For network authentication, and where applications permit, password history should be set to twenty-four (24).
12. For network authentication, and where applications permit, after five (5) unsuccessful attempts to enter a password within a thirty minute period, the involved user ID should be suspended for fifteen minutes or until reset by IT.
13. All workstations connected to the network must have the lockout mechanism set to five (5) minutes if the workstation has no user activity.
14. All vendor-supplied default passwords should be changed before any computer, system, network appliance or communications system is put in production.
15. To allow passwords to be changed when needed, passwords should not be hard-coded (incorporated) into software developed or modified by the City of Highland Park's IT management.
16. Compromised passwords should be changed immediately.
17. The "Remember Password" feature of applications should not be used.
18. Network users shall not disclose their password to anyone. In the event of password disclosure, Network users shall change their password as soon as possible.

**DISCIPLINARY ACTIONS**

Failure to comply with the above stated policy may lead to corrective action, up to and including termination of employment.

**DEFINITIONS**

<b>Term</b>	<b>Definition</b>
City	City of Highland Park
Network User	All City employees (including full and part-time and seasonal workers), vendors and independent contractors working at the City of Highland Park.

**REFERENCES / DOCUMENTS/FORMS**

None

**EXCEPTIONS**

None

**RECORDS**

None

**MATERIALS/EQUIPMENT**

None

**APPENDIX**

None