

**CITY OF WARD, ARKANSAS
ORDINANCE No. O-2023-07**

**AN ORDINANCE AUTHORIZING A CHANGE TO THE CITY OF WARD PERSONNEL HANDBOOK,
ESTABLISHING THE CITY'S WIFI USAGE POLICY AND REMOTE ACCESS POLICY, DECLARING AN
EMERGENCY, AND FOR OTHER PURPOSES**

WHEREAS, City of Ward Ordinance 2019-03 established the City of Ward Personnel Handbook which is applicable to all full-time, part-time and seasonal employees, and,

WHEREAS, from time to time, it becomes necessary to update the manual; and,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WARD, ARKANSAS hereby declares the following be added to the City of Ward Personnel Handbook:

SECTION 1: Add the following to page 3 of the Personnel Handbook and adjust the remaining paragraphs accordingly

6.11.7: WIFI Usage Policy, Page 37

6.11.8: Remote Access Policy, Page 37

SECTION 2: Add the following to page 37 of the Personnel Handbook

6.11.7: WIFI/Wireless Usage Policy: The following policy specifies the conditions for using the city's WIFI systems.

a. The City of Ward utilizes a number of WIFIs and Access Points. Each is protected with WPA2 Personal encryption and password protected per current standard practices. Default SSID and administrative username/password are changed when put in service.

b. Authorized Use/Access:

- 1) Only authorized personnel are allowed access to WIFIs that provide access to the city's servers. Only city-owned devices are authorized access.
- 2) Current employees are allowed access to the "wardemp" WIFI with their own devices for internet use only.
- 3) The general public is allowed access to the "wardpublic" WIFI with their own devices for internet use only.

4) The general public is allowed access to the park WIFIs utilizing a password that is posted on signs for all to use. This password is changed only as needed as there is no connectivity with the city's IT system. The park WIFIs works off a cellular connection contracted with the city.

c. Physical Security: With the exception of Park WIFI, each WIFI and Access Point device is secured in such a manner to prevent theft, alternation or missus. The Park WIFI is positioned in such a manner to ensure safety and security.

SECTION 3: Add the following to page 37 of the Personnel Handbook.

6.11.8: Remote Access Policy: This policy applies to remote access connections used to perform work on behalf of the city to include but not limited to email access and file access

a. Only authorized employees, vendors, and others with specific authorization, are authorized remote access.

b. Storage of city related information on personal devices is prohibited.

c. It is the reasonability of the remote user to ensure that their remote access connection is given the same security considerations as the user's on-site connection to the city.

d. Remote access users are governed by the same policy/practices established in sections 6.11.2, 6.11.3, 6.11.4 and 6.11.6.

e. The city's IT support company provides a secure portal for authorized personnel to access the city's IT system. Each login is password protected and requires a multifactor authentication to gain access.

SECTION 4: Paragraph 6.13, City Vehicles

a. Delete "Street Department" and "Superintendent" below same

b. Change "Water/Wastewater" to "Public Works"

c. Change "Superintendent" to "Director" below "Public Works"

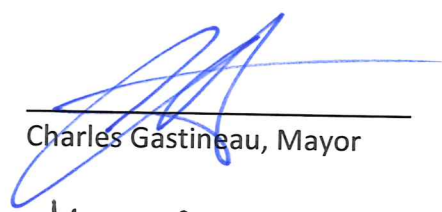
SECTION 5 SEVERABILITY: If, for any reason, any portion or portions of this ordinance shall be held invalid, such invalidity shall in no way affect the remaining portions.

SECTION 6: EMERGENCY CLAUSE: The Governing Body of the City of Ward has deemed that a continuing threat exists to the city's IT infrastructure and as such this Ordinance will become effective upon passage and proper posting.

PASSED AND ADOPTED THIS 17 DAY OF April, 2023

YEAS: 6 NAYS: 0 ABSTAINS: 0

APPROVED:



Charles Gastineau, Mayor

ATTEST:



Krystal Rummel, City Clerk

CITY SEAL