



KANSAS COMMISSION ON PEACE OFFICERS' STANDARDS & TRAINING Policy & Procedures

Policy: 108 – Remote Access

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I. PURPOSE

- A. This policy defines procedures and restrictions for Kansas Commission on Peace Officers' Standards and Training (KSCPOST) personnel to direct remote access "in-office" computer systems and/or network remotely.

II. POLICY

- A. KSCPOST personnel will only have direct remote access to "in-office" computer systems and/or network at the approval of the Executive Director.

III. SCOPE

- A. This policy pertains to personnel employed at KSCPOST and third parties who help manage, monitor and maintain KSCPOST computer and software systems.

IV. DEFINITIONS

- A. Remote Access – The process of access computer resources and/or network from a location outside the physical office of KSCPOST. This does not include access to resources that are housed in the cloud and only applies to the computers and/or network resources that are physically located inside the physical office and/or on the network.

V. PROCEDURE

- A. In the course of general business, KSCPOST personnel should not need direct remote access to KSCPOST computer systems or network.
- B. If remote access is required, KSCPOST personnel must request remote access to computer systems from the Executive Director or his or her designee.
- C. KSCPOST personnel shall not login to KSCPOST computer systems while connected to open or unsecure networks, unless a state provided VPN is utilized.
- D. In the case of an approved third-party requiring remote access to diagnose and/or rectify a computer or network issue, such access will only be granted with the approval of the Executive Director or his/her designee. Such remote access by third-parties shall be "escorted access" at all times unless the third-party is an OITS staff member.
- E. Third-party access shall not be "on-demand" and should only be allowed at the request of or with the knowledge of KSCPOST staff.