Village of Copenhagen Password Policy

Purpose: The purpose of this password policy is to ensure the security and integrity of [Municipality Name]'s information and information technology systems by outlining the standards for creating and maintaining strong passwords.

Scope: This policy applies to all employees, officials, and contractors of [Municipality Name] who use The Village of Copenhagen's information and information technology systems.

Password Requirements:

1. Passwords must be at least eight (8) characters long.

2. Passwords must contain a combination of upper and lowercase letters, numbers, and special characters (&, @, #).

3. Passwords must not contain any easily guessable information such as birthdates, names, or common words.

4. Passwords must be unique and not used for any other accounts or services.

5. Passwords must be changed every 90 days.

6. Passwords must not be written down or stored in an unsecured location.

Password Management:

1. Employees must not share their passwords with anyone, including supervisors or IT staff/ contractors.

2. Employees must log out of their accounts or lock their devices when leaving them unattended.

3. IT staff must enforce the password policy and monitor for any password-related issues.

4. IT staff must reset passwords immediately upon notification of potential or actual password compromise.

Password Usage:

1. Passwords must be used to authenticate access to [Municipality Name]'s information and information technology systems.

2. Employees must not use the same password for personal accounts and services.

3. Employees must not reuse previous passwords.

4. Employees must report any suspicious password-related activity or incidents to IT staff immediately.

Enforcement: Violations of this password policy may result in disciplinary action, up to and including termination of employment. Employees must sign an acknowledgment of this policy and their understanding of the password requirements.

Review: This password policy will be reviewed and updated annually or as needed by The Village of Copenhagen's IT personnel.