

## Virtual Private Network (VPN) Policy

### 1. Overview

See Purpose.

### 2. Purpose

The purpose of this policy is to provide guidelines for Remote Access IPsec or L2TP Virtual Private Network (VPN) connections to the Rockdale County network.

### 3. Scope

This policy applies to all Rockdale County employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing VPNs to access the Rockdale County network. This policy applies to implementations of VPN that are directed through an IPsec Concentrator.

### 4. Policy

Approved Rockdale County employees and authorized third parties (customers, vendors, etc.) may utilize the benefits of VPNs, which are a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees. Further details may be found in the *Remote Access Policy*.

Additionally,

1. It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to Rockdale County internal networks.
2. VPN use is to be controlled using either a one-time password authentication such as a token device or a public/private key system with a strong passphrase.
3. When actively connected to the corporate network, VPNs will force all traffic to and from the PC over the VPN tunnel: all other traffic will be dropped.
4. Dual (split) tunneling is NOT permitted; only one network connection is allowed.
5. VPN gateways will be set up and managed by Rockdale County network operational groups.
6. All computers connected to Rockdale County internal networks via VPN or any other technology must use the most up-to-date anti-virus software that is the county standard; this includes personal computers.
7. VPN users will be automatically disconnected from Rockdale County's network after thirty minutes of inactivity. The user must then logon again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.
8. The VPN concentrator is limited to an absolute connection time of 24 hours.

9. Users of computers that are not Rockdale County owned equipment must configure the equipment to comply with Rockdale County 's VPN and Network policies.
10. Only Technology Services-approved VPN clients may be used. Currently, only CISCO AnyConnect is approved as a VPN client.
11. By using VPN technology with personal equipment, users must understand that their machines are a de facto extension of Rockdale County 's network, and as such are subject to the same rules and regulations that apply to Rockdale County owned equipment, i.e., their machines must be configured to comply with Technology Service's Security Policies.

## 5. Policy Compliance

### 5.1 Compliance Measurement

The Technology Service team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

### 5.2 Exceptions

Any exception to the policy must be approved by the Technology Service Team in advance.

### 5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## 6. Related Standards, Policies and Processes

- Remote Access Policy

Approved this 28<sup>th</sup> Day of January 2020

Rockdale County, Georgia  
Board of Commissioners



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Osborn Nesbitt, Sr., Chairman

ATTEST:



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Jennifer Rutledge, County Clerk  
Director of Legislative Affairs