

Community Based Care of Brevard, Inc. Policy and Procedure Manual



Series: Information Technology COA: RPM 6.01
Policy Name: Password Policy
Policy Number: IT - 809
Revision #/Date: (2) 8/03/09
Effective Date: 07/21/08
Applicable to: All CBCB employees.

SUBJECT: Password Policy

PURPOSE: Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of Community Based Care of Brevard's (CBCB) entire corporate network. As such, all employees (including contractors and vendors with access to CBCB systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

POLICY:

1. Users must change their password every 42 days. The system will force this upon the user at the end of the 42nd day.
2. Password minimum age is 12 days. After changing the password, a user must wait 12 days to be able to change it again.
3. Your password may not contain the user's account name or parts of the user's full name that exceed two consecutive characters.
4. The password must be at least six characters in length.
5. Contain characters from three of the following four categories:
 - a. English uppercase characters (A through Z)
 - b. English lowercase characters (a through z)
 - c. Number(s) (0 through 9)
 - d. Non-alphabetic character(s) (for example, !, \$, #, %)
6. Users have 5 attempts within thirty minutes before they are locked out.
7. Users may not use their past three passwords when creating a new one.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

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