



Commonwealth of Kentucky
Finance and Administration Cabinet

Matthew G. Bevin
Governor

COMMONWEALTH OFFICE OF TECHNOLOGY

101 Cold Harbor Drive
Frankfort, KY 40601
(502) 564-1201
Fax (502) 564-5769
<http://technology.ky.gov/>

William M. Landrum III
Secretary

Jim Barnhart
Deputy Commissioner

AGENCY CONTACT MEMORANDUM #2017-1203

To: Agency IT Leadership, Technical Contacts
From: Jim Barnhart *AB*
Deputy CIO
Date: December 12, 2017
Subject: **Workstation Power and Patching Reminder**

This is a reminder that in order to provide less business disruption during core business hours the Commonwealth Office of Technology requires that consolidated agency staff members log off of their workstations but leave them powered on after hours from Monday through Thursday. This allows workstation updates and patches to be applied after hours. At close of business Friday or the end of the employee's workweek, all agency staff should shut down or reboot their workstations unless otherwise notified by COT systems administrators or the Chief Information Security Officer.

Currently, many end-users are shutting their workstations off during the week, which does not allow patches and updates to be applied. These updates are then applied the following morning when the workstations are turned back on. This means the end-user must wait for that to conclude, but when many devices are doing that simultaneously, severe slowdowns of the network are experienced in many locations. This is why compliance is necessary.

For further information, please review the standard procedure found in section 3.20 of the Enterprise Security Standard Process and Procedures Manual (ESSPPM), which is available online at <https://technology.ky.gov/ciso/Pages/InformationSecurityPolicies,StandardsandProcedures.aspx>

Should you have additional questions or need additional assistance, please contact your [Business Relationship Manager](#). Thank you for your continued cooperation.