

CIO-124: Commonwealth Asset Warehouse Physical Access Policy

EFFECTIVE DATE: 5/04/2023

REVISED: X/XX/XXXX

REVIEWED: 5/04/2023

I. PURPOSE

This policy establishes controls related to physical access to the Commonwealth Asset Warehouse. This policy provides guidance in decision-making and practices that optimize resources, mitigate risk, and maximize return on investment. Specifically, the policy ensures physical access is reviewed and implemented in a rational and predictable manner to increase efficiency and minimize the impact of change-related incidents upon service quality.

II. POLICY

1. Definitions

a) "Visitors" – means persons (COT staff, contractors, vendors, etc.) without an active badge for warehouse access. Visitors must comply with the following additional procedures for access to the Agency's IT equipment located at the Commonwealth Asset Warehouse.

2. The Commonwealth Office of Technology (COT) maintains infrastructure stability and reliability for the Commonwealth of Kentucky. The IT infrastructure supported by COT is continuously expanding and becoming more complex. COT shall secure visitors' physical access to the Asset Warehouse. Any visitor accessing the Commonwealth Asset Warehouse must:

a) Be escorted by an authorized employee. An authorized employee is someone who has active badge access to the warehouse.

i) Loading dock access and main door access to the warehouse shall only be granted by Asset Management staff.

b) Be aware that normal operating hours are Monday through Friday 7 AM to 5 PM. After-hours access to the Warehouse area is highly restricted. If after-hours access is necessary, the employee shall contact the COT Main Console and advise Console staff concerning the identity of the person who will be onsite to obtain approval and outline the expected time frame. If the agency fails to comply with this requirement, the Main Console will contact after-hours support and notify support staff that there is unauthorized access to the Warehouse area.

c) Not prop open any door leading into or out of the warehouse.

d) Follow all physical access processes and procedures as defined by COT.

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III. COMPLIANCE AND DISCIPLINARY ACTION

Each agency must ensure that all relevant staff within their organizational authority are made aware of and comply with this policy. The agency is responsible for enforcing it.

Unauthorized and/or neglectful actions regarding this policy may result in disciplinary action up to, and including, dismissal. COT may require additional service charges for remediation efforts due to non-compliance with this policy.

IV. APPLICABILITY

All executive branch agencies and non-executive branch agencies using COT-managed infrastructure or services shall adhere to this policy. Including employees, contractors, consultants, temporaries, volunteers, and other workers within state government. Organizations may modify this policy to fulfill their responsibilities but must obtain approval through an exception request. Staff should refer to their internal policy, which may have additional information or clarification.

V. REFERENCES

Helpful references can be found on the [Enterprise IT Policies webpage](#).