SPOKANE COUNTY Community Services, Housing and Community Development Department	Policy Title: **Protection from Malicious Software**	Policy # **MIS - 42**
	Signature: C Barada	Revised: September 30, 2014
	Christine Barada, Director Community Services, Housing and Community Development Department	Reviewed:
	Signature Date: 11/22/14	Signing by authority of Res. No. 2007-0038

Applies to: ☒ Internal ☒ External

References

State Pre-Paid Inpatient Health Plan Contract (PIHP)
45 CFR 164.308(a)(5)(ii)(B)

Scope

The Spokane County Community Services, Housing and Community Development Department (CSHCD) and its network providers

1. Policy

1.1. Spokane County Information Systems Department (ISD) and Raintree Inc. install anti-virus software on all computer workstations and servers associated with protecting CSHCD and Spokane County Regional Support Network (SCRSN) systems, and associated information from attack by malicious software such as computer viruses and other external threats.

2. Procedure

2.1. The SCRSN Administrator (security official) is responsible for ensuring that antivirus software has been installed on all workstations and on network servers. The SCRSN Administrator also ensures that antivirus software is regularly updated.

2.2. Staff members must not disable antivirus software and must immediately take action to report virus infections and remove viruses from affected machines when the antivirus software identifies an infection. The SCRSN Administrator is dependent on ISD and Raintree Inc. to maintain logs of virus infections and detections that includes a record of successful eradication of viruses and cleaning of affected files and computer applications. Staff members are responsible for reporting all viruses detected by antivirus software. The SCRSN Administrator confirms that the viruses have been successfully removed from the affected machines.

2.3. Staff members with access to the internet should not open email messages and email attachments from unknown senders.

2.4 The SCRSN Administrator (security officer) is responsible for pre-screening non-Spokane County devices prior to their being used on the Spokane County network (e.g. laptops used by auditors or contractors) for CSHCD and/or SCRSN business purposes. The SCRSN Administrator will perform the following:

2.4.1 Ensure the virus definitions on the device have been updated in the last week;

2.4.2 Ensure the last full virus scan on the device was performed in the last 48 hours;

2.4.3 Ensure the device has "real-time" or "continuous" antivirus protection turned on, if available; and

2.4.4 Notify ISD when the device has been approved by SCRSN for use on the Spokane County network, and providing ISD with the device name and the duration the device will be on the Spokane County network.

3. Monitoring

3.1. The SCRSN will monitor the providers corresponding policy through the annual contracted provider monitoring, with the appropriate recommendations, findings and/or corrective actions required in performance improvement projects.