



Okaloosa County Critical Site Access Control Acknowledgement

The Okaloosa County Fiber Optic Network head ends and datacenters house critical infrastructure for a mix of county, state, and other entities. To secure these sites, all parties with approved access must adhere to the following policy which includes regulations for all data types stored and accessible via the space. No activity will be tolerated that could potentially, or could be viewed as potentially, harmful to the safe and uninterrupted operation of this equipment.

Access Control requests for critical sites will be considered based on:

- Completed Access Control Application with a true need to gain entry into the locations requested and signed Critical Site Access Control Policy. Upon receipt, instructions for remaining requirements will be given.
- Completed background and fingerprint checks.
- Completed Criminal Justice Information Services (CJIS) training.

Below is a list of rules that govern these sites.

- Access is provided by the Okaloosa County IT Department and can be revoked at any time for infractions to the rules.
- Okaloosa County and its entities have priority to this facility, meaning during times of catastrophic / weather / emergency events, the restoration of connectivity to the Okaloosa County family of networks will be the primary concern.
- The holder of the badge is granted access only to the rack space that is under their ownership. Do not plug cords into other entities equipment. No opening of other entity's racks will be tolerated and violations will call for the immediate revoking of badge privileges.
- This facility maintains a specific temperature and humidity level. At no time will the entry door be propped open other than for allowing tools and boxes to be brought in for the day's activities.
- Other than by Okaloosa County staff, no adjustments, tampering, or modifications will be made to environmental control equipment, generators, battery backups etc.
- There will be no drinks and or food brought into the facility at any time. Chairs, tables, etc. may be brought in for the workday but must be removed when exiting.
- No boxes, tools, or personal belongings will be left anywhere in the facility overnight. Aisleways must remain clear at all times.
- Each badge allows escort privileges for 1 additional workman. The badge that was recorded at the time of entry is also responsible for the actions of that person being escorted and ensuring a workman without a badge is not left in the head end unescorted.
- The head end COLO area is shared by multiple entities. These badges are coded to only access the COLO entry door (except for BCC Staff). The space is under 24-hour surveillance inside the room and over the parking area.
- Parking spaces around the head ends is limited, be mindful of other entities when entering and exiting.
- Upon release/termination of a badge holder or change in duties, their employer/department is required to let the Okaloosa County IT Department know so badge can be deactivated immediately.

I have read, understand and acknowledge the above and understand I am responsible for the badge and facility:

Signature: _____ Date _____

Employer/Supervisor Signature: _____ Date _____

IT Authorization: _____ Date _____