



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/, Christina K. Daly

**Date:** 6/12/2017

**Subject:** User Password Policy

**Section:** FDJJ - 1225

**Originating Office:** Administrative Services

**Authority:** Section 282.318, Florida Statutes  
Chapter 60DD-2, Florida Administrative Code - Florida Information Resource Security Policies and Standards

## **Related References:**

FIPS Publication 112 – Password Usage

## **Purpose:**

This policy establishes a standard for creating strong, desirable passwords, the protection of those passwords, and the frequency for changing passwords. It identifies appropriate and inappropriate construction of passwords and general password standards to thereby mitigate security risks.

## **Offices Affected by the Policy:**

All offices within the Department of Juvenile Justice (DJJ) and applicable service providers.

## **POLICY STATEMENT:**

- Agency computer users (DJJ employees and applicable employees of providers, contractors, or vendors utilizing DJJ IT resources) shall have unique user accounts, which are authenticated by strong, desirable passwords.
- Agency computer users (DJJ staff and applicable employees of providers, contractors, or vendors utilizing DJJ IT resources) are responsible for safeguarding their passwords and other authentication methods. They shall not share their agency accounts, passwords, personal identification numbers, or other devices used for identification and authentication purposes.
- Passwords are, and shall be kept, confidential. A supervisor or co-worker may not, for any reason, ask anyone to divulge his or her password. If another person knows a user's password, it is the user's responsibility to change it immediately.
- Violation of this policy may result in revocation of user access, disciplinary action, up to and including dismissal, and/or potential criminal prosecution pursuant to Sections 815, Florida Statutes

## **PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page.