

Cyber Incident Response Policy

Purpose:

This policy is established to clarify roles and responsibilities in the event of a cyber incident. The availability of cyber resources is critical to the operation of government and a swift and complete response to any incidents is necessary in order to maintain that availability and protect public and private information.

Responsible Elected Official:

If the incident affects multiple departments, the Town Supervisor shall be the responsible Elected Official. If only one department is impacted, the elected official responsible for that department shall fill this role. The responsibilities of the elected official include, but are not limited to:

- Receiving initial notification and status reports from the Incident Response Manager;
- Consulting with other elected officials on public notification, involvement of the municipal attorney and notification of law enforcement;
- Preparing and delivering press releases;
- Consulting with other elected officials and appropriate staff on priorities for response and recovery;
- Advising the Incident Response Manager on priorities.

Incident Response Manager:

The Town of Howard designates that the Town Supervisor is the Incident Response Manager and has responsibility for preparing for and coordinating the response to a cyber incident. Responsibilities include, but are not limited to:

- Training users to recognize and report suspected incidents;
- Developing and testing response plans;
- Being the point of contact should any employee or official believe an incident has occurred;
- Involving the identified technical support to address the incident;
- Notifying the appropriate elected officials that an incident has occurred, if significant;
- Advising elected officials regarding notification of law enforcement and the Town of Howard's attorney, if appropriate;

Providing information to elected officials responsible for notifying the press and public;

Coordinating the logging and documentation of the incident and response to it;

Making recommendations to reduce exposure to the same or similar incidents.

Technical Support Staff:

The Town of Howard shall provide technical support to the Incident Response Manager. Responsibilities include, but are not limited to:

Assessing the situation and providing corrective recommendations to the Incident Response Manager;

Helping the Incident Response Manager make initial responses to incidents;

Responding to the incident to contain and correct problems;

Reporting to the Incident Response Manager on actions taken and progress;

Participating in review of the incident and development of recommendations to reduce future exposure;

Consulting with other elected officials on public notification, involvement of the municipal attorney and notification of law enforcement;

Assisting with preparation of press releases;

Consulting with other elected officials and appropriate staff on priorities for response and recovery;

Advising the Incident Response Manager on priorities.

Legal Counsel:

The Town of Howard's attorney shall provide advice as called upon.