



March 17<sup>th</sup>, 2021

To: Sue Kaiser

From: Jessica Ramsey

Re: Kenton County Technology Services Policies & Procedures Manual

Please find attached an updated version of our Policies & Procedures Manual. The last update to this document was in 2002.

The new manual incorporates updated terminology for new technology, and reflects additional policies regarding mobile device usage, remote work, social media policy, protection of personal information, and has been reviewed and modified to comply with CJIS guidelines among other updates.

Going forward, this document will be reviewed on an annual basis to incorporate new technologies and cybersecurity risks, in an effort to accurately reflect the constant changes made by the Technology Services department to modernize and keep Kenton County Fiscal Court in compliance with federal security guidelines.

Thank you,

Jessica Ramsey  
Director of Technology Services  
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