

Finance and Administration Cabinet STANDARD PROCEDURE		ISSUED BY: Department of Revenue; Security
PROCEDURE # 6.5.7	SUBJECT: Screen Saver Policy	
EFFECTIVE DATE: 6/22/10		
CONTACT: DOR Security Office		LOCATION: State Office Building, Station #17 PHONE: 502-564-5200

STATEMENT OF AUTHORITY

1. The Finance and Administration Cabinet's Standard Procedures Manual establishes standard mandatory internal procedures cabinet-wide. These procedures are established in accordance with the Secretary's statutory authority under KRS 42.014 and KRS 12.270 to establish the internal organization and functions of the Cabinet as necessary to perform the duties effectively.
2. The Standard Procedures Manual may only be revised in accordance with the process outlined in Standard Procedure #1.1 entitled: "Finance Standard Procedures and Manual".

I. PROCEDURE

The Department of Revenue adopts the Enterprise Policy Securing Unattended Workstations ([CIO-081](#)) regarding screen saver use and the requirement for users to lock unattended workstations before leaving their work area.

II. DISCIPLINARY ACTION

Employees must use a password protected screen saver as described in this Standard Procedure. If a violation of this policy occurs, employees may be subject to disciplinary action, including reprimand, suspension, fine or dismissal.

III. REFERENCE

Enterprise Policy Securing Unattended Workstations ([CIO-081](#))