



## **Union Parish Police Jury Cyber Crime & Deception/Social Engineering Risk Control Policy & Procedures**

**PURPOSE:** Policy to establish controls over Cyber Crime & Deception/Social Engineering. Appropriate checks and balances are required for proper controls therefore, more than one individual should be involved in the transferring of funds in an excessive amount. Any personal use or misappropriation of assets of the Police Jury will result in immediate termination of employment and possible legal action.

**SCOPE:** This policy applies to all personnel involved in requisitioning, approving, purchasing, and disbursing on behalf of the Union Parish Police Jury.

**POLICY STATEMENT:** Management has implemented permissions and authority in an electronic financial system to insure that purchases are:

- Reasonable and necessary
  - Budgeted
  - Documented and approved
  - Received and safeguarded
  - Used solely for the public purposes/functions of the Police Jury
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1. The Secretary/Treasurer and the Accounts Payable Clerk, processes or devices should be used to verify any changes in transfer details and to obtain authorization when transferring funds in excess of \$10,000 to external parties.
  2. When making changes to or setting up new payment instructions to a third party, the Secretary/Treasurer will call the third party and verify account information is legitimate and accurate.
  3. All parish employees involved with any type of banking or handling of money will review privacy and security training materials provided by LRPIC Loss Control on a quarterly basis.