

KANSAS COMMISSION ON PEACE OFFICERS' STANDARDS & TRAINING

Policy: 107 - Teleworking

Issue/Rev: 04/28/2022

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Issuing Authority: Executive Director Doug Schroeder

I. Purpose: This policy will provide procedures for KSCPOST teleworking.

II. Policy Statement: When it is not possible to resume office operations due to extenuating circumstances, KSCPOST employees may telework using equipment provided by KSCPOST.

III. Scope:

IV. Definitions:

A. KSCPOST –The office of the Kansas Commission on Peace Officers' Standards and Training.

V. Procedures

- A.** KSCPOST issued laptops should be taken home in case in-office operations are interrupted.
- B.** Laptops will only be connected to password protected networks.
- C.** Laptops will not be taken into public places unless otherwise approved by the Executive Director.
- D.** Connecting to open networks, such as connections provided by restaurants and hotels, should be avoided.
- E.** Laptops are for official KSCPOST business only.
- F.** Laptops will be locked or shutdown while away from the laptop.
- G.** KSCPOST employees who are teleworking will review and follow the guidance in the Teleworking Information Security Guide provided by the Kansas Information Security Office.

VI. References and related policies/forms:

A. Teleworking Information Security Guide