



# Rancho Los Amigos National Rehabilitation Center

## INFORMATION MANAGEMENT SERVICES

### POLICY AND PROCEDURE

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**SUBJECT: COMPUTER ROOM ACCESS**

**Policy No.:** 201  
**Supersedes:** 7/18/2011  
**Revision Date:** 5/08/2013  
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#### **I. PURPOSE:**

To outline the procedures and responsibilities for access to the Computer Room.

#### **II. POLICY:**

Authorization for access to the Computer Room and/or Help Desk must be obtained from the Chief Technology Officer or Operations Manager. Assigned access to the Computer Room is through the electronic keypad only. The electronic keypad is programmed based on staff schedule and access requirements necessary to support the operation, and maintained by the Keypad Systems Administrator. Any access beside assigned staff needs to be logged in the Computer Room Access Log binder.

Access may be granted for:

1. The purpose of installation and/or setup of equipment.
2. Staff that provide operations/systems support for daily operations and maintenance.
3. The purpose of in-house systems maintenance or installation of equipment/systems.
4. The performance of job functions.

#### **III. PROCEDURE:**

1. Entry to the computer room is allowed only through the West and South doors that open to the Information Services offices.
2. The South door is equipped with a ramp and is used for delivery of equipment. No equipment or supplies are to be delivered via West entry door.
3. Handicapped personnel may gain access to the computer room using the South door.
4. Staff will provide manual access for those who do not acquire access codes.
5. Those granted manual access will be required to sign a manual access log.

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EFFECTIVE DATE:  
APPROVED BY:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

6. All Keypad access logs will be maintained by the Keypad Systems Administrator.
7. All manual access history logs and Keypad access logs shall be maintained for a period of one year by the Keypad Systems Administrator.
8. The Keypad Systems Administrator must be notified immediately once access is no longer required or to request adjustments to the level of access.