County of Los Angeles   **Department of Health Services**

OLIVE VIEW-UCLA MEDICAL CENTER
INFORMATION SYSTEM DEPARTMENTAL
POLICY & PROCEDURE

NUMBER: 383
VERSION: 2

SUBJECT/TITLE: **OVMC IT SECURITY VIOLATION LOG**

POLICY: **USER SECURITY VIOLATION**

PURPOSE: To record user security violations and actions taken

DEPARTMENTS: **INFORMATION SYSTEMS**

DEFINITIONS:

PROCEDURE: Receives information from Olive View-UCLA Medical Center Department Information Security Officer (DISO), Supervisor or any individual aware of any user security abuse.   Event(s) will be recorded in the Olive View-UCLA Medical Center Information Systems Security Violation Log (*see attachment*) using the following information:

1. Log date of security violation.

2. Log Employee Name.

3. Log Employee Number.

4. Log Employee's Department.

5. Log name of Department Information Security Officer (DISO) or Supervisor for Employee.

6. Log Action taken.

References:	
Approved by: Susan Aintablian (Chief Information Officer)	Date: 06/28/2016
Review Date: **06/28**/2019	Revision Date:
Distribution: Information Systems	
Original Date: 06/28/2016	