



MEL Cyber Insurance Reimbursement Plan
Minimum Technological Standards

Certification

Entity Name: UPPER FREEHOLD TOWNSHIP

JIF Name: MONMOUTH COUNTY

Tier 1 **Completed**

Technical Competency

Minimum Back-Up Practices

- 1. Daily incremental backups with at least 14 days of versioning on off-network device for data files ✓
- 2. Weekly off-network full backups of all devices ✓
- 3. All backups are spot-checked monthly ✓
- 4. Data files of third party application providers are part of their backup practice ✓
- 5. Cybersecurity practices are formalized as a policy and implemented ✓

Patch

- 1. All operating and application software with latest versions ✓

Defensive Software

- 1. All desktops and laptops: antivirus, firewall enabled ✓
- 2. Mail server: anti-spam and anti-virus filters ✓
- 3. Internet connected network servers: firewall on all active ports, unused ports closed, anti-virus, anti-malware ✓
- 4. If applicable, Microsoft Office applications open all downloaded files in "Protected Mode" ✓

Cyber Hygiene

Training

- 1. All network users receive annual training of at least one hour, spread over two years, in:
 - a. malware identification (email and websites) ✓
 - b. password construction ✓
 - c. identifying security incidents ✓
 - d. social engineering attacks ✓

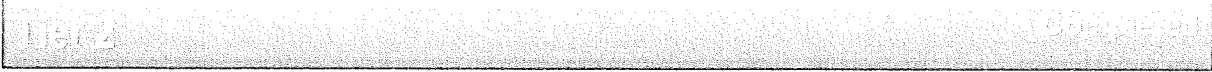
Technology Management

Incident Response Plan

- 1. Adopted basic cybersecurity incident response plan ✓
- 2. Adopted basic technology practices policy ✓



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Technical Competency
Physical Server Access

1. Servers are physically protected from unauthorized access

_____ ✓

Access Privilege Controls

1. Users with administrator rights are limited
2. Users only have access to those services they need
3. Access is removed when no longer needed or separated from service
4. Access rights are periodically reviewed

_____ ✓
_____ ✓
_____ ✓
_____ ✓

Technology Support

1. Staff or contractors are available to support technology and respond to security incidents

_____ ✓

Cyber Hygiene
Policies

1. Adopted sound and periodically reviewed government internet and email use policies

_____ ✓

Protect Information

1. Files containing PII and PHI are password protected or encrypted

_____ ✓

Password Strength

1. Employees are required to use strong, unique passwords, changed at least annually

_____ ✓

Technology Management
Leadership Expertise

1. Leadership has access to expertise that supports technology decision making, such as risk assessment, planning and budgeting (check all that apply)
 - a. Officials
 - b. Employees
 - c. Contractors/consultants
 - d. Citizen volunteers

_____ ✓
_____ ✓
_____ ✓
_____ N/A



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Signature

This document must be signed by the mayor, municipal administrator or municipal clerk (or director of entity if not a municipality) AND your technology expert.

MEMBER ENTITY

Dianne Kelly
Print Name

Township Administrator/CFO
Title

Dianne Kelly
Signature

7-31-18
Date

TECHNOLOGY EXPERT

ROBERT FORTSCH
Print Name

Asst. To Township Admin/CFO &
Municipal Clerk
Title

Robert A Fortsch
Signature

7/31/18
Date