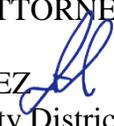<u>GENERAL OFFICE MEMORANDUM 21-024</u>

TO: ALL DISTRICT ATTORNEY PERSONNEL

FROM: JOSEPH F. INIGUEZ
      Interim Chief Deputy District Attorney

SUBJECT: MANDATED SECURITY AWARENESS TRAINING

DATE: FEBRUARY 25, 2021

Board of Supervisors Information Technology policy 6.100 requires that the County Chief Information Security Officer (CISO) establish and maintain a countywide Information Security Awareness training program based on the County's information security policies. It further requires that Countywide Information Security Awareness training be conducted annually throughout a Workforce Member's term of employment.

To meet this requirement, the CISO has issued a Technology Directive requiring all County employees take seven (7) security awareness courses using a training service called KnowBe4. The seven courses are identified below and have a total completion time of 58 minutes. Courses can be taken separately and in any order. Additionally, the KnowBe4 service will also be utilized to conduct phishing exercises and training throughout the year.

1. Taking Security Home: Working Remotely 10 mins
2. Insider Threats for End User 10 mins
3. Restricted Intelligence Season 6: Ep 01 – Out 4 mins
 Of the Shadows (Cloud Services)
4. Micro-module – Introduction to Ransomware 5 mins
5. Privacy Basics 10 mins
6. What is PII 4 mins
7. Understanding and Protecting PII 15 mins

The information available in these courses has already proven valuable in avoiding potential cybersecurity incidents within this department. Therefore, this department has established a completion deadline of May 15, 2021 for all staff. Employees should begin to take the courses now to avoid any time pressure.

DA employees will receive an email from KnowBe4 ([do-not-reply@knowbe4.com)](mailto:do-not-reply@knowbe4.com) informing them that they have been enrolled in training. Within the email is a link that will direct users to confirm their account using their LADA email address. All LADA user accounts within KnowBe4 were previously created by Systems Division. After confirming their account, users may start the training. For more information with regards to this process, a step by step guide

can be found at https://support.knowbe4.com/hc/en-us/articles/204469068-Enrolled-in-Training-A-4-Step-Guide-to-Getting-Started.

As a reminder, any potential security incident, including suspicious activity or loss/theft of devices, must be reported to DepartmentSecurityIncident@da.lacounty.gov. Questions regarding the training requirement or the courses should be directed to the office's Departmental Information Security Officer, Nhan Le, at nle@da.lacounty.gov or 562-403-6668.

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