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#### FCM 003-2016

# FIRE CHIEF MEMORANDUM

**DATE:** January 6, 2016

**TO:** All Members

**THROUGH:** Eric C. Tade, Chief of Department *ECT* 

Todd A. Bower, Deputy Chief of Department *TAB* 

**FROM:** Melissa Taylor, Public Information Officer *MT* 

SUBJECT: MANDATORY CYBER SECURITY TRAINING

The City and County of Denver is <u>requiring all users of City computer systems to complete a mandatory cyber security training.</u> With cyber security breaches on the rise all over the world, security training is not only a best practice, but a regulatory requirement for agencies that accept credit card payments or handle personal health information and other sensitive material. This course will not only keep our internal systems safe and secure, but also help employees learn how to protect their home computer systems and personal information.

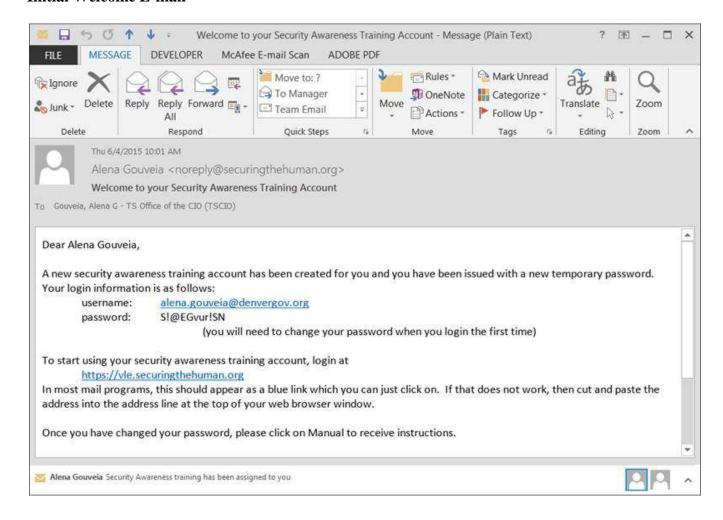
Over the course of the last few months, Technology Services has been working with City agencies to roll out a computer-based video training that can be taken at your desk. The training window opens for all DFD members on Monday, January 11<sup>th</sup>. The training will take less than 90 minutes total and can be broken up into short modules and completed at an employee's own pace. The full training course must be completed within 90 days.

Below you'll find samples of the training communications you'll receive soon from Technology Services. We're sending these samples along now so that you'll know what to expect and can be assured you're not receiving a phishing attempt. (If you don't know what phishing is yet, you will by the time you complete this new training course!)

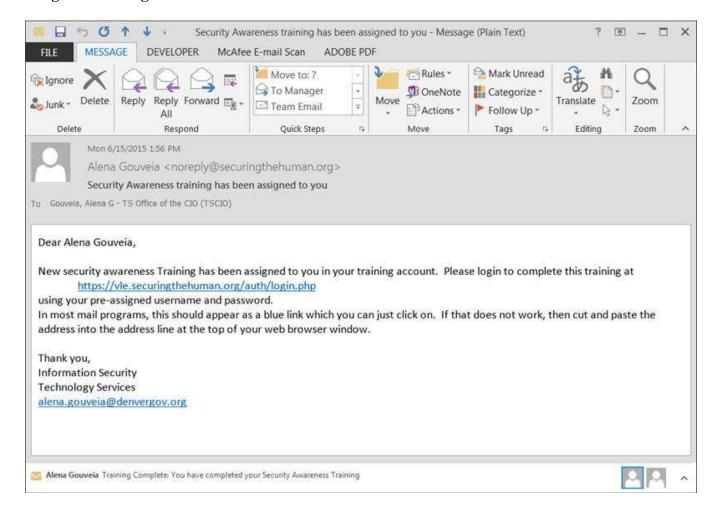
Please contact Alena Gouveia (<u>alena.gouveia@denvergov.org</u>) with any questions or concerns. Thank you in advance for your cooperation.



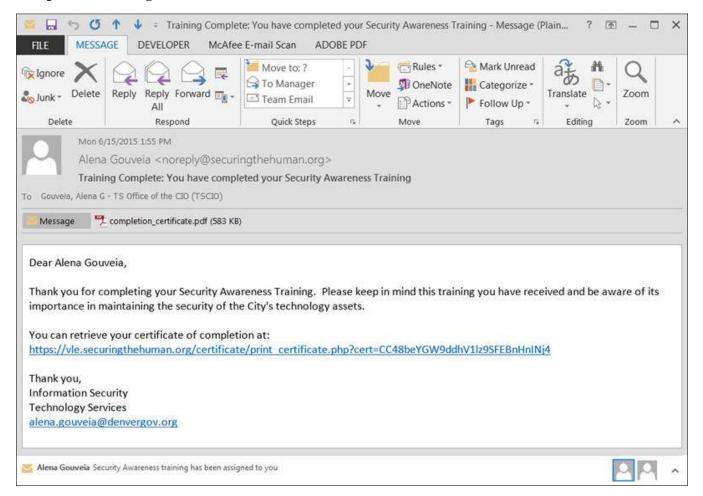
#### **Initial Welcome E-mail**



### **Assigned Training E-mail**



# **Completed Training E-mail/Certificate**



MT:kfc/H/FCM/2016/003-2016 Mandatory Cyber Security Training

DISPOSITION: Read at Roll Call for three (3) consecutive shifts. DISTRIBUTION: Suppression and Support Services (*electronic*)