

L&I, Office of Information Technology Procedure

Name:	Out of Band Patching Procedure
Effective Date:	May 2017
Category:	System Management
Version:	1.2

1. Scope:

This procedure applies to all Department of Labor & Industry (L&I) employees and business partners (hereinafter referred to collectively as "L&I Users").

2. Procedure:

The procedure is implemented by Office of Information Technology (OIT) personnel in various bureaus.

A. Security Patches

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	L&I CISO / ESC	Report Critical/High vulnerabilities to IT Equipment administrators and system owners.
2.	L&I Users	Report within one (1) business day of receiving report in Step 1, the mitigation of the vulnerability, scheduled date for mitigation, or anticipated delivery of security vulnerability patches.
3.	L&I CISO / ESC	Report to OA CISO all Critical/High vulnerabilities, planned mitigation, scheduled date of mitigation, and outstanding patches within two (2) business days of receiving the notice of the vulnerability.
4.	L&I CISO / ESC	Report to OA CISO the completion of all Critical/High vulnerability mitigations.

3. References:

[L&I Policy Definitions Document](#)

[National Vulnerability Database](#)

[SYM-004](#) - System Maintenance Policy

4. Version Control:

<u>Version</u>	<u>Date</u>	<u>Purpose</u>
1.1	04/2017	Base Document
1.2	05/2017	Updates based on policy changes