	ADMINISTRATIVE ORDER	Approved By: *[signature]* City Manager	No. # 40
			Effective Date: 01/01/2023
			Revised: N/A

Subject: **Patch Management Policy**

PROCESS OWNER/RESPONSIBLE PARTIES
Information Technology Management and Staff

PURPOSE
The City of Highland Park (City) relies on the availability of its systems and data to perform daily tasks. These systems periodically require security patch updates to improve their security posture. This policy provides a mechanism to allow appropriate updates to infrastructure technologies while minimizing any potential for disruption caused by an update.

SCOPE
This policy is applicable to hardware, network devices and infrastructure technologies. This includes, at a minimum, all infrastructure applications, databases, platforms, and network devices and appliances.

POLICY

Patch Management

1. All implemented patches to system infrastructure, including firewalls, routers, switches, network operating systems, servers, and other related devices, must be documented, authorized, tested, where applicable, and approved.

2. All patch management procedures must be adequate to minimize the likelihood of disruption to the environment.

3. Where possible, patches must be tested in an environment that is separate from the production environment.

DISCIPLINARY ACTIONS
Failure to comply with the above stated policy may lead to corrective action, up to and including termination of employment.

DEFINITIONS
None

REFERENCES / DOCUMENTS/FORMS
None

EXCEPTIONS
None

RECORDS
None

MATERIALS/EQUIPMENT
None

APPENDIX
None