



**CITY OF PORTLAND
OFFICE OF MANAGEMENT & FINANCE
BUREAU OF REVENUE & FINANCIAL SERVICES
REVENUE DIVISION RULE**

SECURITY

RULE # RB-14

**CASH AND PERSONALLY IDENTIFIABLE
INFORMATION SECURITY**

Authority

Human Resource Administration Rule 1.02, *Administrative Rule Development and Issuance*.
Accounting Administrative Rule FIN 6.10, *Cash*
Portland City Codes 7.02.230 and 6.04.130 D
Multnomah County Code 12.230
Arts Education and Access Tax Administrative Rules

Purpose

The Revenue Division is committed to safeguarding confidential, financial and sensitive documents and information received from taxpayers, including cash, checks, money orders, tax returns, tax documents and any other document containing Personally Identifiable Information (PII). This rule establishes guidelines/expectations for Division employees for safeguarding both Cash and PII.

In accordance with FIN 6.10, other than during the exception period from March 15th through May 10th and the weeks before and after October 15th each year, all checks received by the Division's mailroom must be deposited within one business day of receipt. Additionally, if the checks cannot be deposited by the end of the day they are received, a listing of the checks received that day that have not been deposited will be made. These check listings can be in several forms, including images of the check(s) by received date. For those checks received and deposited in the same day, the batch summary detail is considered the check listing required by FIN 6.10.

Physical Security

At all times during the year, checks must be locked up at the end of the day. Checks received through the cash registers are locked up in the safe as part of the cash deposit for the following day. For all other checks, this means checks should be returned to the mailroom, which is locked (dead bolted) each night. In the instance where an employee is working with one or more checks and tax documents and it is not feasible to return the work to the mailroom, the checks (and documents) must be locked in either a centrally located locked cabinet or a locking file drawer in the employee's cubicle/office. Additionally, if deposit batches are finished after the Division's financial accounting staff have left for the day, batches may be

deposited in the appropriate locking mailbox mounted on the wall outside the Business Accounting Unit (BAU) supervisor's office.

Clean Desk

To protect the PII contained in the tax returns and supporting documents received from our taxpayers, the Division has a "Clean Desk" policy. This means that all tax documents and supporting documentation, including but not limited to tax returns, exemptions and letters, must be put away (and preferably locked) in a drawer in the employee's cubicle/office or returned to the mailroom for safekeeping.

Computer Security

Whenever an employee leaves their desk and is not in direct line of sight of their computer, they must lock their keyboard to ensure that no one else can use their login to access the Division's applications. A quick way to lock the keyboard is to hold down the Windows button (between the Control and Alt buttons) and press the L key.

Contact Information

Revenue Division Tax Division Manager

Operating Procedure History

Adopted by Revenue Division Director
Effective Date: May 8, 2015

