



Jackson Parish Police Jury

Disaster Recovery/Business Continuity Policy

Adopted by the Jackson Parish Police Jury effective December 9, 2019

PURPOSE: Policy to provide for a Disaster Recovery/Business Continuity plan. This policy provides for the Jackson Parish Police Jury to survive a disaster and to reestablish normal business operations.

GOALS: To minimize interruptions to the normal operations, to limit the extent of disruption and damage, establish alternative means of operation in advance and to provide for smooth and rapid restoration of service.

PROCEDURES: While all eventualities and occurrences due to an event cannot be predicted or listed, the Disaster Recovery/Business Continuity policy that follows will apply in disaster/emergency conditions as declared by the Police Jury President.

- **Identification of critical data and frequency of data backups**
 - The accounting software is critical to the day to day operations of the Jackson Parish Police Jury. Harris Local Government (SmartFusion) hosts the Police Jury's financial data on an off-site, cloud-based server.
 - Computer hard-drives are critical to the day to day operations of every department of the Police Jury. Hi-Tech in Ruston, LA hosts the Police Jury's data on a local server that is backed up each night.
- **Storage of backups**

The most recent tape is kept in a fireproof safe at the Police Jury Administration Office.
- **Periodic testing of backup**

Backup disks will be tested monthly to ensure integrity.
- **Antivirus software**

Hi-Tech provides virus scan, malware and other security software measures to prevent unauthorized access to the financial data. cB Defense is on the server and each individual computer.
- **Timely application of all available system software patches/updates**

Each individual computer is set to automatically update. Server software patches/updates are provided through maintenance agreements with Hi-Tech.
- **Jackson Parish Emergency Operations Plan**

The Jackson Parish Emergency Operations Plan (EOP) constitutes a comprehensive, all hazards approach to emergency management. It establishes guidelines, responsibilities of specific personnel, operational processes and protocols to assist in saving lives; protecting public health, safety, property, and the environment; alleviating damage and hardship; and reducing future vulnerability. It is designed to assist every person in the parish who might be affected by



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emergencies and disasters regardless of race, ethnicity, national origin, religion, gender, age, or disability.

- Contingency and recovery procedures will be based upon the extent and effects of the disaster. In the event of a major disaster the Homeland Security Director will notify the Secretary/Treasurer via cell phone. If the Courthouse, Solid Waste Department, Road Barn, and/or Health Unit should become unavailable, a temporary operations site will be established at the Dr. Charles H. Garrett Community Center which is owned and operated by the Jackson Parish Police Jury. The Community Center is located on Industrial Drive in Jonesboro. High-speed internet is accessible at this location. The Secretary/Treasurer will notify the staff at each location and let them know that operations will be established at the alternative site. If the computer hardware is movable the Secretary/Treasurer and staff will move the necessary equipment to establish the temporary operations site. If the hardware is unavailable, workstations and printers will be purchased at the nearest office supply location. Hi-Tech will provide a server and be responsible for loading the backup data and setting up the individual workstations.
- Jurors, department heads and employees will communicate with each other via cell phone.



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