

**CITY OF LA VISTA  
COUNCIL POLICY STATEMENT**

**ACCEPTING AND HANDLING CREDIT CARD PAYMENTS**

Issued: November 2, 2010  
Resolution No. 10-137

The purpose of this document is to establish policies and procedures for the proper handling of credit card transactions processed through automated systems and/or manual procedures. It is intended for:

- Any individual that accepts, captures, stores, transmits and/or processes credit payments received for the purchase of City of La Vista products and services.
- Any individual who supports any City of La Vista effort to accept, capture, store, transmit and/or process credit card information, such as a technical support staff member whose role gives him or her access to computer hardware and software holding credit card information, individuals tasked with shredding credit card information, etc.

This policy and the accompanying standard operations policy are intended to ensure that credit card information is handled and disposed of in a manner that satisfies the City of La Vista's obligation to protect such information to the level that meets or exceeds that required by the Payment Card Industry. Since any unauthorized exposure of credit information could subject the City of La Vista to reputational damage and significant penalties, failure to comply with the policy contained within this document will be considered a serious matter.

The City of La Vista is committed to complying fully with the expectations specified by the Payment Card Industry in its Data Security Standard (PCI-DSS). Compliance by the City of La Vista requires that:

1. PCI-DSS compliance is mandatory for any department that accepts, captures, stores, transmits and/or processes credit card information.
2. Only authorized and properly trained individuals may accept and/or access credit card information.
3. Credit card payments may only be accepted by previously approved methods as outline in the Standard Operation Policy governing the accepting and handling of credit card payments.
4. Each person who has access to credit card information is responsible for protecting the information.
5. Credit card information must be destroyed as soon as it is no longer necessary.
6. Departments must maintain appropriate checks and balances in the handling of credit card information.

7. Each department that handles credit card information must have documented procedures for complying with this policy and PCI-DSS.
8. Suspected theft of credit card information must be reported immediately to the Department Head.

The City of La Vista's operating procedures in support of the above principles are outlined as a Standard Operation Policy.

Violations of this policy and/or the supporting Standard Operation Policy may result in the following for the Department and/or the employee involved: discontinuance of the practice of accepting credit cards, loss of computer or network access privileges, disciplinary action, suspension, termination of employment and/or legal action.