

<b>Title:</b> Administrative Policy Jefferson County Website	<b>Policy No.</b> Part 6, Management and Use of County Property Chapter 1, Equipment Section 1
	<b>Effective Date</b> November 14, 2017
<b>Policy Custodian</b> Public Affairs	<b>Adoption/Revision Date</b> November 14, 2017/July 11, 2018

**Adopting Resolution(s):** CC17-365

**References (Statutes /Resos/Policies):** CC03-584, CC 04-024, CC07-158

**Purpose:** To establish criteria for the structure of the website as well as the information and links permitted on the Jefferson County website.

**Policy:** Jefferson County Website

A. Purposes of the Website

1. Allow the public access to Jefferson County electronic government services
2. Provide factual information about Jefferson County government, and
3. Promote economic development and tourism in Jefferson County.

B. Website Use

1. Each separate division, department and elected official may include information, links, and references to other websites that relate specifically to the functions and business operations of their office.
2. The Jefferson County website is not a public forum. Its content must reflect the specified purposes of the website.
3. The Public Affairs Office, in conjunction with IT Services, shall provide a minimum of four (4) website structures. The Public Affairs Office must be contacted to initiate a request.

C. Administration of the Internet Policy

1. The Jefferson County Public Affairs Office shall monitor and review content on the county website that content contributors and elected officials include on the website.
2. Each department, division, and elected official has selected content contributors that shall be responsible for placing items in their area of the website. The Public Affairs Office shall be responsible for fully deleting items pursuant to this policy. If there is a question with respect to whether a text or link meets the purposes of this policy, the Public Affairs Office may refer the text or link to the Board of County Commissioners for its decision.

#### D. Links

1. The Jefferson County website may link to government, non-profit and private sector websites that contain information and/or services that further the purpose of the county's website.
  - (1) Any site visitor will be notified that they are leaving the Jeffco.us website when they select a link that connects to a non-Jeffco website. The link will open the web page in a new browser window or tab. Allowing the visitor to easily return back to the Jeffco.us website.
2. Removal of links.
  - a. Links to websites and web pages may be removed or replaced at the sole discretion of the Public Affairs Office at any time without notice.
  - b. Links from Jefferson County's website may be removed for any reason, including but not limited to the following:
    - (1) The linked website is no longer relevant to the purposes of Jefferson County's website
    - (2) The link no longer points to the original information or resource intended
    - (3) The linked website contains inaccurate or misleading information
    - (4) The link is permanently unreachable or remains unavailable for a substantial period of time
    - (5) The linked website contains or perpetuates fraudulent or illegal activity, computer viruses, worms, trojans or similar malicious threats.

#### E. Links to the Jefferson County Website.

1. It is not necessary to get advance permission to link to the Jefferson County website. However, be aware that website content and URLs may change at any time without notice. Entities and individuals linking to the Jefferson County website should continuously verify links to the county website.
2. Entities and individuals linking to the Jefferson County website may not capture any county web page within frames, present county content as their own, or otherwise misrepresent county content. Furthermore, they shall not misinform users about the origin or ownership of county content.
3. All links to the Jefferson County website should be full forward links that pass the client browser to the Jefferson County website unencumbered, meaning that the "Back" button on the browser should return the visitor to the original site. Or, the links can be opened in a new window or tab within the users browser to allow for a closure of that window to allow the visitor to return back to the original site.