



Santa Cruz Consolidated
Emergency Communications Center

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9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS TECHNICAL
POLICY/PROCEDURE

Policy No.: 3210
Date Issued: September 28, 1998
Date Revised:

APPROVED:



General Manager, SCCECC

SUBJECT: INTERNET WEBSITE

1.0 Purpose

- 1.1 To provide guidelines for the development and maintenance of the organization's website.
- 1.2 To identify the responsibilities of the Webmaster.
- 1.3 To provide a method for submitting information to be included in the website content.

2.0 Development

- 2.1 Technical development for the website is the responsibility of the Systems Unit.
- 2.2 Maintenance of the website is the responsibility of the Systems Unit.
 - 2.2.1 The Systems Coordinator may appoint an assistant to serve as Webmaster.
- 2.3 The website will include specific sections for providing information to the public, User Agencies, and other organizations.
 - 2.3.1 These sections will include an introduction, Training, Employment, Newsletter, Public Information, and User Information.

3.0 Webmaster Responsibility

- 3.1 The Webmaster is responsible for website security, HTML programming, registering web pages with search engines and running statistical reports on the website.

4.0 Website Content

- 4.1 Information considered appropriate for the website must benefit to at least one of three main groups: Public, User Agencies, or the Authority.
- 4.2 Requests to place content on the website will be submitted to the Support Services Manager.
 - 4.2.1 When appropriate, staff members may update their sections of the website.
- 4.3 The suggested content will be reviewed by the Training Supervisor.
 - 4.3.1 If appropriate, the information will be forwarded to the Webmaster for inclusion in the website.
 - 4.3.2 If not appropriate, the information will be returned with an explanation.
 - 4.3.3 If information is date sensitive, a beginning and ending date should be included in the request.