

Barry County Web Site Statement of Policy

February 21, 2002

1. **General Guidelines** – The purpose of the Barry County web site is to provide useful information to the public and to provide an efficient means of sharing public information between county departments, agencies and the judiciary. All information is to be factual and without bias or opinion, and will not be a forum for political commentary or editorializing.

2. **Responsibility of IS Coordinator** – The web site design and the decision regarding the scope of information shall be the responsibility of the Information Services Coordinator. In the event design enhancements are proposed, the IS Coordinator shall determine the resources available and shall indicate in writing to the requestor if and when the enhancement will be implemented.

3. **Responsibility of Elected Officials and Department Heads** – Elected officials and department heads are encouraged to take responsibility for the accuracy of their departments' information. Each department is encouraged to take active participation in the development of the web site

4. **Data Criteria**
 - a. **Basic Information** – Information posted in the web site shall include, but not limited to, basic information for each county office and agency. Offices are encouraged to keep all information as accurate and current as possible. The IS Coordinator shall assist offices by designing the initial departmental page and may instruct offices on the posting of information on additional pages.

 - b. **Cost Considerations** – The initial costs of the web site will be funded through the IS Budget. It is hoped that the web site will become an integral part of each office daily function, and its scope and utility will increase over time. Long-range development and additional programming may require additional funding from other offices, especially when a particular office desires changes which will require substantial resources due to size, complexity, or functionality.

 - c. **Content Considerations** – Individual pages are reviewed for content, clarity, scope, redundancy, suitability for web site presentation. For example, it may be desirable to modify a presentation to increase the speed of downloading.

 - d. **Consistent Design** – All pages shall bear the county seal, meet a standard

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design criteria, and be clearly identified as Barry County Property.

e. Hyperlinks – Direct hyperlinks to sites that have legitimate government purpose or are directly related to Barry County government services, programs, and information may be included on “Links” pages. Hyperlinks to non-profit agencies that provide services for Barry County residents may also be included. However, the web site shall not include hyperlinks to sites devoted to commercial sales, to those which advocate a particular point of view, or those deemed objectionable by the IS Coordinator.

- 5.** Emergencies – The Board of Commissioners, County Administrator, or IS Coordinator may suspend the regular operations of the web site to provide special assistance or information to web site viewers about an emergency situation or other exceptional event.

- 6.** Periodic Review – The IS Coordinator will review this Policy annually or as requested by the Board of Commissioners.

Adopted by the Barry County Board of Commissioners February 26, 2002