Title: Administrative Policy Jefferson County Web Site	**Policy No.** Part 6, Management and Use of County Property Chapter 1, Equipment Section 1
	Effective Date March 27, 2007
Policy Custodian Public Information	**Adoption/Revision Date** March 27, 2007

Adopting Resolution(s): CC07-158

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

Purpose: To establish criteria for the information and links permitted on the Jefferson County Web site.

Policy: Jefferson County Web Site

A. Purposes of the Web Site

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. Web Site Use
Each separate division, department and elected official may request that information and links and references to other Web sites that relate specifically to the functions and business operations of their office be placed in their area of the Web site. The Jefferson County Web site is not a public forum. Its content must reflect the specified purposes of the Web site.

C. Administration of the Internet Policy

1. The Jefferson County Public Information Office shall create and update the county Web site, and review text and links that other employees and elected officials request to have placed on the Web site.

2. Public Information shall be responsible for placing items on the Web site and for 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 Information Office may refer the text or link to the Board of County Commissioners for its decision.

D. Links from the Jefferson County Web site.

1. The Jefferson County Web site may link to government, non-profit and private sector Web sites that contain information and/or services that further the purpose of the county's Web site.

2. Removal of links.

   a. Links to Web sites and Web pages may be removed or replaced at the sole discretion of the Public Information Office at any time without notice.

b. Links from Jefferson County's Web site may be removed for any reason, including but not limited to the following:

(1) The linked Web site is no longer relevant to the purposes of Jefferson County's Web site

(2) The link no longer points to the original information or resource intended

(3) The linked Web site contains inaccurate or misleading information

(4) The link is permanently unreachable or remains unavailable for a substantial period of time

(5) The linked Web site contains or perpetuates fraudulent or illegal activity, computer viruses, worms, trojans or similar malicious threats.

E. Links to the Jefferson County Web Site.

1. It is not necessary to get advance permission to link to the Jefferson County Web site. However, be aware that Web site content and URLs may change at any time without notice. Entities and individuals linking to the Jefferson County Web site should continuously verify links to the county Web site.

2. Entities and individuals linking to the Jefferson County Web site 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 Web site should be full forward links that pass the client browser to the Jefferson County Web site unencumbered. The "Back" button on the browser should return the visitor to the original site.