

**INFORMATION TECHNOLOGY DEPARTMENT
AND GREENE COUNTY WEBMASTER
COUNTY OF GREENE**

WEBSITE POLICY

1. Site Purpose and Mission

The Greene County Website is published and maintained to: 1) Assist the citizens of Greene County in their interaction with county government, 2) Promote tourism in Greene County and, 3) Support economic and industrial growth in Greene County.

2. Site Maintenance and Supervision

The Webmaster is primarily responsible for additions, deletions, and changes to the website and works directly for the Chief Clerk and the Board of Commissioners. Technical matters for the site are the responsibility of the Information Technology Department. The Webmaster will be guided by this policy when designing, adding content to, and changing existing content on the website.

a. General Guidelines

- Content of the website should be guided by the stated Purpose and Mission of the Website. It should emphasize our rural nature while expressing our desire and ability to do business in the 21st Century.
- Content and links to other sites should be of a highly professional nature, non-offensive, and apolitical.
- The site is to be reviewed by the Webmaster continuously for accuracy, completeness, and to ensure its content is in keeping with its purpose.

b. Design Guidelines

- The Website main template will be maintained in accordance with design of Revision 3 until the Board of Commissioners directs otherwise.
- If possible the design of the website shall be in accordance with section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), Subpart B, 1194.22 and PA OA OIT E-series IBT

E.4. (508 compliance web pages are required for Federal Government, but not necessarily County Governments) .

- Pictures depicted of Greene County, will be actual images of Greene County.
- When a link causes the browser to transfer to a site that is not part of the County Website, the page will load in a new window.
- For Human Service Sites:
 1. ensure that the public is able to easily find information about health and human services agency on the Internet;
 2. ensure that persons who want to use a health and human services agency's services are able to:
 - (A) interact with the agency through the Internet; and
 - (B) access any service that can be provided effectively through the Internet;
 3. be cost-effective and developed in connection with the Director of Human Services and the Human Services Advisory Board; and
 4. Meet federal accessibility standards for persons with disabilities.
- Downloadable or viewable files are to be in the Acrobat PDF format and open into a new window. Links to obtain Acrobat Reader are to be provided within the County Website.
- All Web pages, whether static or dynamic, must be accessible using generally available browser software, and as time allows, shall comply with the W3C html standards (which will incorporate in part the 508 compliance requirements), avoid vendor specific "non-standard" extensions, and be designed with consideration for the types of Internet connections available to the citizens of Greene County.

c. Endorsements, Advertising and Pop-ups

- At this time the County of Greene does not solicit sales nor provide advertising on the website, does not do banner ads, and will not cause pop-ups.

3. Specific Guidelines for Content

a. Privacy Considerations

The Website will not include the names or other personal information (i.e., (phone numbers, addresses, or email ids) of employees unless approved by an elected official and/or the department head and shall be subject to review when necessary by several interested parties. ([Employee Information Privacy Consent form attached](#)).

b. “Outside” Links

Links within the website can be directed to the following:

- Federal and State Government Sites (i.e. .gov and .state.xx.us)
- Schools and educational sites (i.e. .edu and k12 sites)
- Non-profit (501c3) sites, Government Programs and Authorities, and County-funded organizations (i.e. Community Action, GCIDA, 21st Century Learning Grant site, Humane Society, Historical Society)
- Utilities (to include Cell Phone and Internet Service Providers) and Public Service Sites (i.e. Hospitals, Libraries, Fire Companies)
- Licensed Professional’s websites when included in an all-inclusive (see section on disclaimers) listing of that type of service available in the county. (i.e. Lawyers, Veterinarians, Funeral Directors)
- Websites of Elected Officials that directly represent Greene County (Federal, State, County, Local)
- County-sponsored Event Sites or, a site created by and promoting a community event within the County.

Links within the website will not be directed to the following:

- Sites that contain pornographic material or that generate pop-ups of pornographic material.
- Sites associated with “hate” groups.
- Opinion or party-related political sites unless those sites are the websites of elected officials that directly represent Greene County.
- Blogs (Weblogs are often-updated sites that point to articles elsewhere on the web, often with comments, and to on-site articles... Viewed another way, Weblogs are Personal Publishing Communities... It is done by a person, not an organization and you see a personality; It is done on the web and does not get printed; it is published to the web through an automated process (i.e. web authoring tools as opposed to forum style posting). *Dave Winer, Weblogs.com*)
- Sites that contain an “Adult Content” advisory
- Chatrooms
- Personal businesses or for-profit corporations unless allowed by the above section.
- Personal Sites
- Dual-purpose sites where portions of the site may be allowed by the above section but would normally be restricted under this section.

c. Service Provider Lists

Lists of service providers within the website should follow the rules within section b. above in general. The lists should be appropriate to the webpage and can contain links and information to allow the service provider to be contacted. Lists should be taken from association and/or state-licensing websites when possible and should be as inclusive as possible.

d. "Outside" E-mail links

Email links transfer active window control to the email program in use by the person that clicks the link and opens a blank email with the "to:" field filled in. As it is at the viewer's discretion to write and/or send an email, email links are a convenience only and part of the interactivity of the website and may be included when available and appropriate, provided that the email name or domain is not offensive.

4. Posted Policies and Disclaimers

The privacy policy, as attached, will be available from every webpage and will contain a statement concerning where comments and/or complaints about the website can be sent. Disclaimers and legal statements and considerations will be included in the policy and updated as directed by the Board of Commissioners and the County Solicitor.

5. County of Greene Website Application to Link

- a. (see [Application Form](#))