

# IDAHO STATE POLICE PROCEDURE

## 02.13 WEB PAGE MAINTENANCE

### A. General

The Idaho State Police (ISP) maintains an internet-available web site for providing timely, accurate information and service features to the public. All pages at this site should have a common appearance, mutual ease of navigation and contain relevant, current information.

### B. Definition

“Website administrator” means a designated employee who has permissions to make changes to ISP websites.

### C. Web Site Maintenance

1. The ISP web server is maintained by the ISP Information Technology (IT) staff.
2. Structural changes within the site, such as changes involving global navigation, layout, or style:
  - a. are approved by the Colonel, the Chief Information Officer, the Communications Director, and the PIO;
  - b. are performed only by the PIO and website administrators.
3. The PIO oversees the website content for each program/department to ensure that the content of each page adheres to the common style of the ISP web site.

### D. Web Page Maintenance

1. Each district or program should designate at least two staff, primary and backup, as website administrators.
2. Website administrators ensure that information is current and any links to local or remote resources remain active.
3. Changes to the web page content are performed by website administrators with the approval of the Major/Manager.

### E. Changes to Web Pages

1. Any employee may suggest changes to any ISP web page by contacting the manager of the district or program whose page will be impacted. Links to commercial or for-profit websites are not allowed.

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2. Suggestions for substantial content changes or changes impacting appearance, navigation, or policy statement should be addressed to the Communications Director or PIO.