

IDAHO STATE POLICE PROCEDURE

02.13 WEBPAGE MANAGEMENT

I. General

- A. The Idaho State Police (ISP) maintains a webpage to provide timely, accurate, and updated information to the public. All pages will be branded, have a consistent appearance, and use logical site navigation tools.

II. Definitions

- A. “Site Administrator” or “Administrator” is a designated employee in the Public Affairs Office (PAO) with permission to change the website. The Administrator will be responsible for all website changes beyond content updates.
- B. “Content Manager” is an employee designated by their division/program leadership with permission to update content on their webpage(s) under their purview. The Administrator will be advised of this designation.

III. Maintenance

- A. The State of Idaho Office of Technology Services hosts the ISP website.
- B. Structural changes within the site, such as adjusting global navigation, layout, style, or page creation/removal, will be approved and implemented by the Administrator.
- C. The Administrator will oversee and modify any content to ensure pages adhere to the common style, voice, and grammatical use that ensures content is designed for external users.

IV. Content

- A. Each division/program will designate at least one staff member as its Content Manager.
- B. Content Managers will review the page(s) monthly to ensure content is current and external links are active.
- C. Any employee may suggest content changes by contacting the division/program responsible for the content.
- D. Suggestions of substantial content changes or those impacting appearance and navigation should be directed to the Administrator.
- E. Links to commercial or for-profit websites must not be included unless approved in advance by the Administrator.