RESOLUTION NO. __087600__

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF revising policy POL-500-IT, titled Whitman County Website Administration and Management Policy;

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that policy **POL-500-IT, titled Whitman County Website Administration and Management Policy;**
is approved and adopted as attached, effective as of this date.

Dated this 5th day of February, 2024

BOARD OF COUNTY COMMISSIONERS OF
WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Corey Mitzimberg
Clerk of the Board

Tom Handy, Commissioner

Michael Largent, Commissioner

1. **Commissioners Appoint a Web Administrator:**
   - The Board of County Commissioners (BOCC) hereby designates the IT Director as the Web Administrator.
   - The Web Administrator will oversee the operation of the Whitman County Website, making sure that the county is well represented by the website and web pages, ensuring all are done in a professional manner.
   - The Web Administrator shall put forth reasonable effort to accommodate the requests of individual county Department Heads to ensure that all department page's maintain uniformity and consistency across the entire county website.
   - The Web Administrator has the authority to grant permission to departments to create links to external websites, making certain such websites are reputable and safe to link to. If the Web Administrator has concerns regarding such a request, the issue may be brought to the County Commissioners for a final decision.

2. **Web Administrator Duties:**
   - Appoint a Webmaster from the IT department.
   - Ensure the Whitman County website follows best practice standards, applicable Federal, Washington State, County Laws, and Whitman County policies and procedures.
   - Approve the designation of department personnel as Web Editors/Owners/Publishers.
   - Deny access to web pages when necessary or as directed by the County Commissioners.
   - Approve submitted web page changes by Webmaster or Web Editors.
   - Edit county homepage.
   - Inspect all county web pages for changes and errors.

3. **Webmaster Duties:**
   - Assist the Web Administrator in maintaining the Whitman County website.
   - Maintain Access Control List (ACL) of departmental authorized web editors/Owners/Publishers.
   - Review department pages information as requested by Department Head or authorized web editors or as directed by the Web Administrator.

4. **Department Heads Appoint Web Editors:**
   - Department Heads, may appoint a Web Editor to actively manage their web pages. A Web Editor must be approved by the Web Administrator.
   - Seasonal, temporary or a part-time employee, may not be appointed as Web Editors.
   - All training of Web Editors will utilize resources provided by Civic Plus.
   - https://www.civicengagecentral.civicplus.help/hc/en-us/categories/9173281381911-Modules
   - Web Editors must ensure site integrity and consistency, ADA compliance and confer with Department Head for proof reading of changes before publishing changes to the live website.
   - If a Department Head is made aware of an issue with any broken or missing links or other issues with the website. They will contact that department for correction.

5. **The Whitman County website must maintain a consistent look and feel throughout the pages.**
   - All Department Web Pages Must Include the standard boarder. The standard boarder will be used on all department web pages. The border, which is defined as the top, side and bottom of the web page, is determined by the Web Administrator and will consist of various user-friendly menu items, shortcuts and logos.
   - To maintain a cohesive website all department homepages must use the same format
     - Including:
     - Fonts
     - Colors
     - Logo
     - Size
     - Layout
   - All major changes to the County website shall be approved by the County Commissioners. The County Commissioners may, override the Web Administrators decisions for the overall good of the county. Such an override must take into consideration effects on the security, cohesiveness and overall ease of use of the County website.

   - The Webmaster may approve minor content changes of a department's web page.
     - Department Web Editors Will Request Web Page Change Approval from The Webmaster
     - Departments Must Keep Web Pages Current, Accurate, and Consistent.
     - It is the responsibility of each department to ensure their web pages are current and up to date.
     - Department Web Editors will update their pages with approval of the Webmaster.

This policy applies to Civic Plus county web pages.