

# County of Sutter Web Site Links Policy

*Moderated Version*

## Links Policy Summary

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The County of Sutter Website contains hypertext links to external websites. The County of Sutter is not responsible for the subject matter or accessibility of these external websites, and the County does not endorse any entity or product for which a link may be provided. External links are provided as a convenience for users of this site. Once you leave the County of Sutter website and link to an external site, the [County of Sutter Privacy & Security Policies](#) no longer apply.

## Linking Criteria

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The [Department of Information Technology](#) develops and maintains various County websites and reviews the need for hypertext links to external websites. Determination of whether to establish a link to an external website is made on a case by case basis. The requested link must not substantively duplicate information on the County site or provided through an existing external link. Each link to an external site must meet one the following criteria:

- The site is an official website of the County of Sutter, and maintained by the County of Sutter Department of Information Technology.
- The site is an official website of other government entities, including local, regional, state, and federal government agencies, public educational institutions, and special districts.
- The site provides utility or transit service information to County residents.
- The site provides emergency information, such as flood management, river conditions, weather & travel conditions, road & traffic conditions, homeland security and emergency assistance and aid.
- The site contains useful health related information or alerts local to Sutter County, as well as important health emergency information.
- The site is a non-profit organization making a difference in our community through its donations and volunteers, or provides information, services or programs of specific interest to our community.
- The site provides information on laws and regulations.
- The site contains recognition involving Sutter County with respect to achievement awards or noteworthy accomplishments and activities.

- The site contains local news and community events.
- The site contains useful information about visiting Sutter County and the immediate region.
- The site provides a community guide for the Sutter-Yuba area.
- The site is maintained by an accredited business or neighborhood association conducting business within the County or immediate region.
- Commercial non-retail sites the County determines may be of interest for those doing business in the County, working in the County, and living in the County.

Under no circumstances can an external link appear to a site that meets any of the following prohibitions. This is not to be considered an all inclusive list of exclusions.

- The site content is not suitable for readers or viewers of all ages.
- The site has content that a reasonable citizen may not consider to maintain the dignity and decorum appropriate for government.
- The site has distasteful, offensive, obscene or objectionable content.
- The site is primarily for or about political campaigns.
- The site content promotes the use of alcohol, tobacco or any other controlled substance.
- The content promotes or describes illegal activities.
- The content is in essence a personal homepage.
- The site is primarily a chat room or bulletin board.
- The site is essentially a commercial retail site promoting products or services.
- The content is primarily editorial in nature.
- The site has content suggesting Sutter County has any relationship or affiliation with it or endorses a particular site, product or service.

#### Requesting an External Links Policy Exception - General Public

All external link requests from the general public should be submitted to the Information Technology Department through the contact form on the County website. Your request should include details describing the content and services provided by your site, contact information, and the URL (website address) to be added.

After coordinating with the County Departments most likely to be involved with the link requestor, the Director of Information Technology and the County Administrative Officer will consider the request. If both the Director of Information Technology and the County Administrative Officer agree to the inclusion of the link, the link will be added to the website. Conversely, if one or both disagree to allow the link, then the request will be denied.

A link request that is denied as a result of the initial review by the Director of Information Technology and the County Administrative Officer can be appealed by submitting an agenda item to the Public Works and Support Services Committee of the Board of Supervisors. Contact the Public Works Department for further details on submitting a committee agenda package.

The members of the Public Works and Support Services Committee will review the request and make a recommendation for approval or denial by the full Board of Supervisors. All decisions by the Board of Supervisors are final.

The County reserves the right to deny a request for any reason and without notice. If an external site becomes non-operational the link will be removed immediately. If a subsequent link audit shows a change in content such that the site that no longer complies with this policy, the link will be removed.

#### Requesting an External Links Policy Exception - County Department Head

In order to facilitate the mission of a Sutter County department, the department head can request that an external non-governmental link be included on the County website.

The department head must submit a request describing the services provided by the non-governmental site and the URL (website address) to be added to the County website. Submit the request via the IT Support Ticket system using the *Website Link Request* problem type.

All external requests from a County department head will be reviewed by the Director of Information Technology and the County Administrative Officer. If both the Director of Information Technology and the County Administrative Officer agree to allow the link, the link will be added to the website. Conversely, if one or both disagree to allow the link, then the request will be denied.

If the request is subsequently denied, the department head can appeal the denial to the Public Works and Support Services Committee of the Board of Supervisors by submitting a committee agenda item package. The Committee will review the request and make a recommendation for approval or denial by

the full Board of Supervisors. All decisions by the Board of Supervisors are final.

The County reserves the right to deny a request for any reason and without notice. If an external site becomes non-operational, the link will be removed immediately.

If a subsequent link audit shows a change in content such that the site no longer complies with this policy, the appropriate County department head will be contacted. Discussions will ensue between the Director of Information Technology, the County Administrative Officer, and the department head to determine if the link should be removed. If unanimous consensus cannot be reached, the matter will be submitted as an agenda item to the Public Works and Support Services Committee for final resolution by the Board of Supervisors.