

COUNTY OF SAN BENITO, CALIFORNIA
COUNTY ADMINISTRATIVE MANUAL

CHAPTER: 0500
County Internet Links Policy

Policy Number: 2016-05-006
Page 1 of 3

PURPOSE:

This policy addresses the relationship of the County to public and private organizations to which it provides links for users. In addition, it provides direction as to what groups and businesses County Agency/Departments will consider providing links to. The following sections of our links policy explain these relationships:

- ▶ Links to External Resources
- ▶ Linking Criteria
- ▶ Adding a Link
- ▶ Removing a Link
- ▶ Endorsement & Liability

BACKGROUND:

Given the decentralized nature of website management, it is necessary to provide direction to County Agencies/Departments on appropriate linking content, particularly internet links. This policy is intended to provide Information Technology Staff and other Departments/Agencies maintaining their own County pages a guideline on allowable linking activities.

POLICY:

1. LINKS TO EXTERNAL RESOURCES:

This website may contain hypertext links to external websites and pages containing information created and maintained by public and private organizations other than the County of San Benito.

The County's website is designed to provide residents access to government services and programs. Secondly, the website also provides residents and visitors links to pertinent visitor-related information about the area.

From time to time, departments may wish to provide links to other sites that provide information about the community, including festivals, cultural events and local news, emergency information or other information supporting the department's mission and programs.

Links must be consistent with the county's overall mission to deliver services to the community in ways that demonstrate excellence, leadership, stewardship and innovation.

2. LINKING CRITERIA FOR AGENCIES/DEPARTMENTS:

The County of San Benito Agencies/Departments may create these hypertext links if it determines that establishing the external link will be consistent with the following criteria:

- Websites maintained by non-profits, including charitable, educational, hospital, social, scientific or cultural organization serving County community members.
- Websites maintained by an established news-gathering organization that provides local news regularly and maintains a national network affiliation.
- Official websites of the cities within San Benito County.
- Websites maintained by a state, local or federal government agency, board, committee or commission.
- Websites maintained by an organization that receives direct financial support from the County.
- Websites maintained by companies that provide utility services to County residents.
- Organizations that support a County-sponsored event or activity.
- Websites that provide a unique online tool to assist residents in accessing information on the site or in communicating with each other, e.g., Adobe Acrobat.

3. ADDING A LINK:

The County of San Benito, in its sole discretion, will determine whether the external website meets the purpose of this portal or for the specified informational purposes.

Parties interested in linking to the County should email the County's webmaster, or the County's IT Department.

4. REMOVING A LINK:

Hypertext links to external websites and pages may be removed or replaced at the sole discretion of the County, at any time without notice.

In the event that a linked organization is later determined to be inappropriate, it will be removed from the County website.

5. ENDORSEMENT AND LIABILITY:

The inclusion of a hypertext link to an external website is not intended as an endorsement of any product or service offered or referenced on the linked website, the organizations sponsoring said website, or any views that might be expressed or referenced in the website.

In the event you discover problems with or have concerns regarding the format, accuracy, timeliness or completeness of a linked external website, please contact the organization responsible for the linked external website. The County of San Benito does not control, nor is it responsible, for any

linked external websites, pages, or content. You should also contact the County so the County may evaluate its continued link to the outside website.

SUNSET DATE

This policy will be reviewed for continuance by 05/10/2023.

Version History:

| Version Number | Change Request Number (if applicable) | Date | Author | Summary of Change | Effective Date |
|----------------|--|------------|--------|-------------------|----------------|
| Original | NA | 05/10/2016 | IT | | 05/10/2016 |
| | | | | | |