

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 05/20/2002	NUMBER 01.06.125
	SUBJECT DEPARTMENT WEB SITE	
SUPERSEDES 01.06.125 (07/05/99)		AUTHORITY MCL 791.203
ACA STANDARDS NONE		PAGE 1 OF 2

POLICY STATEMENT:

The Department web site shall contain accurate, timely and easily understood information pertaining to the operations of the Department, as set forth in this policy.

RELATED POLICY:

01.04.105 Use of Department Computer Equipment, Software and Services

POLICY:

- A. Each Executive Policy Team (EPT) member shall designate staff to serve as web site publishers, editors and authors, as necessary. Designated staff must be appropriately trained to use the publishing software.
 - 1. Authors are responsible for writing information regarding their respective areas for publication on the Department's web site.
 - 2. Editors are responsible for reviewing and editing information submitted by authors regarding their respective areas prior to publication on the web site. Information that editors want to have published on the web site must be submitted to the appropriate publisher for review and approved for publication as set forth in this policy prior to publication.
 - 3. Publishers are responsible for ensuring information regarding their respective areas that is approved to be published on the Department's web site is published accurately and in a timely manner. Publishers also are responsible for ensuring any necessary revisions to existing information on the Department's web site is updated in a timely manner and consistent with the requirements set forth in this policy directive.
- B. The Director shall designate a Department Web Site Content Manager. Only information approved by the Web Site Content Manager shall be published. However, the Web Site Content Manager, in consultation with the appropriate EPT member, may authorize certain information (e.g., changing name of Warden or facility) to be published without his/her approval.
- C. Information that a publisher wants to have published on the Department's web site must be submitted to the Web Site Content Manager for approval unless approved to be published without the Web Site Content Manager's approval pursuant to Paragraph B. The Web Site Content Manager shall meet with the publisher, and any other publishers as deemed necessary, to determine whether the information should be published on the Department's web site. If information approved for publication on the Department's web site includes technical changes to the structure of the site itself (e.g., page format, adding pages), the Web Site Content Manager shall forward the information approved for publication to the appropriate webmaster in the Department of Information Technology for inclusion on the web site.
- D. Information exempt from disclosure pursuant to PD 01.06.110 "Freedom of Information Act - Access to Department Public Records" shall not be available on the Department's web site. Questions as to whether information is exempt shall be referred to the Administrator of the Office of Audit, Internal Affairs and Litigation or designee.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 05/20/2002	NUMBER 01.06.125	PAGE 2 OF 2
-----------------------------------	------------------------------	---------------------	-------------

- E. Any employee who publishes or attempts to publish information on the Department's web site without authorization may be subject to discipline in accordance with PD 02.03.100 "Employee Discipline". Any employee who intentionally publishes false information on the web site also may be subject to discipline.

OPERATING PROCEDURES

- F. Each EPT member shall ensure that procedures necessary to implement this policy directive are developed consistent with the requirements in the policy directive within 60 calendar days after its effective date.

AUDIT ELEMENTS

- G. A Primary Audit Elements List has been developed and will be provided to the EPT to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

WSO:OPH:04/23/02