

OJDDA Website Policy

This policy will establish the intent and expectations of sustaining a website for OJDDA.

Purpose of the website is to publicize the mission and goals of the OJDDA; to provide information to the public, community partners and membership; to aid in the marketing of OJDDA's mission and performance outcomes; to manage training and conference information provided by OJDDA membership and community partners; and to provide a calendar of events to membership and community partners.

The OJDDA website will be managed by a person or organization with whom the OJDDA contracts to be the OJDDA webmaster. The webmaster will follow the direction of the OJDDA President or their designee. Work conducted by the webmaster will be identified in a Personal Services contract with the Scope of Work to include:

- Restrictions for changes to the website without authorization from OJDDA President or designee, such as "look and feel" changes, primary duties as defined below, or committee appointments.
- Identification of website changes not needing authorization, such as new or updated email addresses, agency addresses or phone numbers, changes to names or titles as authorized by the Juvenile Department Director of the County.

Primary duties, requiring President or designee authorization, will include:

- Maintain user names and passwords for all OJDDA domain related accounts, (i.e., email accounts, ftp accounts, php accounts, account login information etc.) and provide an up-to-date list of user names and passwords to OJDDA president on an annual basis.
- Post documents as directed, i.e., JJIS documents, announcements, flyers.
- Update website information with current events, trainings, committee appointments, elected officers, membership lists
- Keep training calendar, notifications and registration up-to-date
- Keep annual conference notification, brochure and registration up-to-date
- Assure OJDDA.ORG domain is renewed and kept under OJDDA ownership and control.

Other duties, requiring President or designee authorization, to be delegated to webmaster or association staff include:

- Maintain and update Google DOCS on website
- Maintain and update OJDDA web calendar
- Development of user features, e.g. online workshop registration
- Other duties typical of a webmaster as directed