


POLICY 129	INTERNET/INTRANET OPERATIONS	
	Revised: 2/99, 03/02, 12/07	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 03/02, 12/07

A. POLICY

The Fort Lauderdale Police Department recognizes the importance of providing up to date and accurate information to the public and its employees about issues concerning the Department and public safety. To facilitate the delivery of this information, the Department has established an Internet presence using a Web site for public access and an Intranet (FLPDNet) for use by Department employees.

This policy is established to ensure all information published to the Web and to FLPD.net, is accurate, current and related to the mission of the Fort Lauderdale Police Department. Every member of the Fort Lauderdale Police Department is encouraged to use and contribute to our Web site and FLPD.net.

B. AUTHORITY

1. Chief of Police:
The Chief of Police or designee is the ultimate authority for the content of the Web site and FLPD.net.
2. Webmaster:
 - a. The Chief of Police shall appoint the Webmaster.
 - b. The authority of the Webmaster is received directly from the Office of the Chief of Police.

C. DEFINITIONS

1. Webmaster - the employee designated by the Chief of Police to be responsible for the Fort Lauderdale Police Department Web site and FLPD.net.
2. Web site - related documents residing on a computer which can be accessed via the Internet or local intranet.
3. Web page - a single page on a Web site.
4. Intranet - an electronic communications network that connects organizational computers. The Fort Lauderdale Police Department intranet is FLPD.net.
5. Internet - an electronic communications network that connects computer networks and organizational computer facilities around the world.

D. INFORMATION TO BE PUBLICIZED

All members of the Fort Lauderdale Police Department are encouraged to submit information for posting on the Web site or FLPD.net. Information to be publicized includes, but is not limited to:

1. public safety and crime prevention information;
2. information about a bureau, division or unit of the Police Department;
3. announcements regarding an activity of the Police Department;
4. data which would be helpful to Web site visitors;
5. data which would be helpful to Department members (FLPD.net); and/or
6. public service announcements.

E. INFORMATION FOR PUBLICATION

1. Submitting:
 - a. All data, documents, etc. will be submitted to the Webmaster.
 - b. Information submitted for publication will be proofread by the contributor.
 - c. Pages submitted for publication will be approved through the chain of command of the contributor.
 - d. The contributor's unit captain must approve documents submitted for publication.
2. Review Process:
 - a. When a document is received by the Webmaster for posting, the document will be reviewed for:
 - (1). approval from the Bureau Assistant Chief from whose bureau the document originated; and
 - (2). appropriate content.Documents not meeting the standards of this policy shall be returned to the contributor.
 - b. Exceptions to the submitting and review process are:
 - (1). press releases;
 - (2). bulletin board type data (training announcements, position announcements, etc.); and

- (3). other documents as approved by the Office of the Chief of Police.

F. RESPONSIBILITY

1. Webmaster:

The Webmaster will:

- a. ensure no inappropriate material is publicized;
- b. ensure that the documents on the Web site are uniformly formatted;
- c. ensure the artistic theme of the site is consistent throughout;
- d. return to the contributor any submissions that are not grammatically correct. (The Webmaster may edit minor errors);
- e. obtain approval from the Chief of Police or an Assistant Chief before placing information on the Web site;
- f. review material for Public Records, Chapter 119 Fla. Statute, concerns; and
- g. coordinate with other City Departments and City Hall internet/intranet activity.

2. Contributors:

- a. Department members who submit data to the Webmaster for posting shall submit such data in a typed and proofread manner. Information will be proofread for:
 - (1). Notify Webmaster when data is out of date;
 - (2). Routinely review Web page to ensure the data is up to date;
 - (3). Obtain authorization to post data;
 - (4). grammar (such as spelling, punctuation, etc.);
 - (5). comprehensiveness;
 - (6). accuracy; and
 - (7). appropriateness.
- b. All documents that are submitted for posting will be submitted in electronic and hardcopy format. Electronic data may be transmitted via:
 - (1). e-mail;

- (2). e-mail attachment; or
 - (3). CD or DVD
3. Unit supervisors:
 - a. Supervisors whose units have information publicized on the Web site or FLPD.net shall be responsible for maintaining the accuracy and current status of the publicized information.
 - b. Supervisors should encourage their unit personnel to use and contribute useful information to the Web site or FLPD.net.

G. FLPD.net

1. FLPD.net is the Fort Lauderdale Police Department's intranet.
2. The data available through FLPD.net is managed in two ways:
 - a. The Information Services Bureau is responsible for:
 - (1). the technical operation of FLPD.net; and
 - (2). providing hardware support for FLPD.net.
 - b. The Webmaster is responsible for:
 - (1). file structure;
 - (2). appearance;
 - (3). content; and
 - (4). ensuring the content of FLPD.net is up to date.