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Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Website Management

The Oklahoma Department of Corrections (ODOC) has established the following policies and procedures to ensure the agency’s web pages are current, accurate, and visually consistent.

I. General Standards and Guidelines (5-ACI-1F-01, 5-ACI-1F-02)

Oklahoma Information Technology Accessibility Standards and Section 508 of the Rehabilitation Act direct that information be accessible on the public access internet. All units will comply with website guidelines for the public and intranet websites so information displayed will remain accurate, timely, consistent with agency policy, and accessible to all visitors. These guidelines are posted on the ODOC website at <https://oklahoma.gov/doc/about/organizational-chart/accessibility.html>. (5-ACI-1F-02)

A. Visual Continuity

To maintain compliance with state and federal internet accessibility standards, ODOC websites have implemented a core style. The chief administrator of Communications and Government Relations will ensure all pages within the website adhere to the approved standard. Oklahoma Correctional Industries (OCI) and Agri-Services are permitted to develop a separate style for their websites.

B. Agency Web Manager

The chief administrator of Communications and Government Relations will identify an agency website manager who will ensure all updates, deletions, or new materials received for posting to the web have the

appropriate approval and comply with website guidelines before placement on the agency's public and internal websites.

C. Public Website Management

The publicly accessed website will contain information helpful to the public such as the offender inquiry, sex offender registry, violent offender registry, fugitives, facility information and other data deemed necessary and beneficial to the public. All information published for the public website shall be made accessible using state and federal guidelines. Requests for exemptions from standards must meet the criteria given in the Oklahoma Information Technology Accessibility Standards.

D. Agency Intranet Website Management (5-ACI-1F-01)

The agency intranet is comprised of sections used by agency staff only. The intranet will not be publicly accessible to maintain security in areas such as training, policies and procedures, and internal communications. Intranet web pages will be accessed by employees via password only. The intranet will maintain a core style for visual continuity. All information published for the intranet website must be made accessible using Oklahoma Information Technology Accessibility Standards (62 O.S. § 34.16) and federal guidelines ([Section 508 of the Rehabilitation Act](#) (29 U.S.C. '794 d)), as amended by the Workforce Investment Act of 1998 [P.L. 105 - 220, August 7, 1998]).

E. Prohibited Uses of the Agency Website

The following restrictions will be observed when submitting updates, additions, deletions and enhancement to unit primary and subsidiary web pages:

1. No use of the official agency web pages for personal or commercial gain. OCI and Agri-Services website will be permitted links for commercial purposes.
2. No graphics containing signatures. All documents normally containing a signature will list "Signature on File" or omit the signature.
3. No agency linking of official agency home pages to personal pages.
4. No agency linking of official agency website pages to political or religious websites.
5. No posting of personal addresses or cellular or home telephone numbers of ODOC employees.
6. No harassment or libelous statements toward others.

7. With the exception of OCI and Agri-Services, no endorsement of any commercial product, service or brand name.
8. No posting or linking to obscene materials or websites.
9. No posting or linking to other items that could detract from the agency's professional image. When a question of appropriateness arises, the chief administrator of Communications and Government Relations or designee's judgment will prevail.
10. No endorsement or promotion of any political cause, candidate or religious belief.

II. Senior Staff Responsibilities

A. Quarterly Review

Unit administrators are responsible for reviewing, approving and maintaining their content, while notifying the Communications and Government Relations unit if any changes are needed to respective portions of the agency website. Shared website sections will identify on the web page the unit responsible for maintaining and updating that page. Each unit administrator or designee will routinely review website pages under their area of responsibility to ensure accuracy, accessibility, relevancy, and will inform the Communications and Government Relations unit if any content needs to be updated.

B. Unit Designee (5-ACI-1F-04)

Each unit administrator may designate an individual in their unit responsible for management questions regarding website content, accessibility and approval. Designees' names will be forwarded to the web manager. These individuals will coordinate and review all updates, additions, deletions and enhancements to the unit's primary and subsidiary web pages. All changes, once reviewed and approved, will be submitted to the agency web manager for posting. (5-ACI-1F-04)

C. Electronic Publishing Laws

Copyright and trademark laws apply to electronic publishing, including the internet. Written permission will be obtained from the author prior to publishing graphics, photographs, drawings, video clips or sound clips, if posting staff are not the trademark or copyright owner, or the material is not in the public domain. All electronic publications are subject to the same agency policies as print publications. Trademark or copyright violations are prohibited.

III. References

Policy Statement No. P-020100 entitled "Management of Oklahoma Department of Corrections Information"

Section 508 of the Rehabilitation Act (29 U.S.C. '794 d), as amended by the Workforce Investment Act of 1998 (P.L. 105 - 220), August 7, 1998

O.S. 62 § 34.16

IV. Action

The chief of Strategic Engagement is responsible for compliance with this procedure as well as the annual review and revisions.

Any exceptions to this procedure will require written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-020111 entitled "Website Management" dated May 14, 2020

Distribution: Policy and Operations Manual
Agency Website