

Lancaster County Website Front Page Policies

Lancaster County Website Purpose Statement

The Lancaster County website exists to:

- Provide timely, accessible information to Lancaster County residents about the County Government and inform residents of current events of interest to the Lancaster County general public.
- Provide access to County Departments and Agencies.
- Provide certain e-commerce and similar services, such as the ability to pay certain fines and bills online.
- Provide links to the government websites of the County's Cities and Villages, the State of Nebraska and the Federal Government.

The following policies are guidelines concerning the front page of the Lancaster County Website (<http://www.lancaster.ne.gov>). The Committee may make changes to them on a case by case basis as needed.

The Web Committee will review the Lancaster County Website front page quarterly for the currency and relevancy. Any items or topics that are outdated or incorrect will be removed from the page or corrected.

Emergency Notification

In the case of a local emergency, Emergency Services, the County Board, or other appropriate Department or Agency can place an Emergency Notification at the top of the Lancaster County Website. Information Services has the authority to place Emergency Notifications on the website without approval from the Committee.

Current Topics

- This area lists current items of interest to the Lancaster County community. If the topic is an event with a specific date (e.g. property tax due date), it should not remain in this area past that date. There should be no more than four to five topics in this area at any one time.
- Placement Policy/Procedure:
 - The Committee will compile and maintain a list of recurring topics that will be placed in this area (e.g., property tax assessments, upcoming county fair, county budget notification, etc.). The list will be submitted to Information Services, along with the appropriate start and end dates for placement on the Website. Information Services has the authority to place these topics on the Website with no further input from the Committee.

- A County Department or Agency wishing to place an additional topic in this area will submit that topic to the Committee or its appointed representative. The submission should include either a text of the message to be published or a link to an already-existing website. The submission should also include a proposed removal date from this area of the webpage. The Committee's appointed representative will review the submitted topic and either approve or disapprove its placement into Current Topics, considering the value of the information to the entire Lancaster County community, as well as other events already listed under Current Topics. If approved, the topic will be submitted to Information Services for placement on the webpage.
- The Committee's appointed representative is the Deputy Chief Administrative Officer for the County Commissioners and the alternate is the Chief Administrative Officer for the County Commissioners.

Featured Sites

- This area lists topics of interest that, for whatever reason, do not belong under the Current Topics heading. This may include items that were once in the Current Topics area but, while no longer appropriate for Current Topics, are still of interest to the public and should remain on the front page.
- Placement Policy/Procedure:
 - The Committee will review this section quarterly and make changes as it deems appropriate. County Departments or Agencies can also request a topic of particular interest be placed here.
 - A Department or Agency wishing to place a topic in this area will submit that topic to the Committee, or its appointed representative. The submission should include either a text of the message to be published or a link to an already-existing website. The submission should also include a proposed removal date from this area of the webpage, if appropriate.
 - The Committee or its appointed representative will review the submitted topic and either approve or disapprove its placement into Featured Sites. The committee will consider the value of the information to the entire Lancaster County community, as well as other events already listed under Current Topics.
 - The Committee or its representative will then submit the information to Information Services for placement on the webpage.
 - The Committee's appointed representative is the Deputy Chief Administrative Officer for the County Commissioners and the alternate is the Chief Administrative Officer for the County Commissioners.

News Releases

- This area lists items of immediate importance to the community. When any County official submits a news release to the media they may also, at their discretion, submit the news release to Information Services for inclusion on the County Website.

Information Services has the authority to place such news releases on the Website upon release.

- This area will also include a link entitled “More City of Lincoln News Releases” that will link to the City’s News Release sites. The Committee will work with the City to ensure a reciprocal link to the County’s News Releases.

“Lower Right Corner Countdown”

- This area references pending events in the community.
- Placement Policy/Procedure:
 - A Department or Agency wishing to place an event here will submit the name and date/time of that event to the Committee. The Committee will review the submission and approve or disapprove its placement. If more than one “Countdown” request for the same timeframe is received, the Website Committee will make the decision as to which event will be placed in the “Countdown.”