

INTERNET AND INTRANET WEBSITES

SUMMARY

All Miami-Dade County Internet and Intranet websites, pages, and applications must comply with the County's web standards. The Integrated Communications group of the Communications Department (COM) is responsible for establishing standards used in the production of web pages, including, but not limited to, County Branding, Usability and ADA Compliance, information architecture, content layout and structure.

PROCEDURE

1. All requests for websites, including custom designs must be submitted to Integrated Communications via the Quickbase System:
<https://miamidadegov.quickbase.com/db/bjct88s8x?a=nwr&nexturl=%2Fdb%2Fbjct88s44%3Fa%3Dshowpage%26pageid%3D59>.
2. Contracting with outside vendors to develop websites or applications must be coordinated through Integrated Communications prior to developing contracts or scopes of work.
3. Electronic newsletters intended for external audiences need to comply with branding requirements and must be approved by Integrated Communications for usage of standard graphics and layout.
4. Links from County websites to external resources that are commercial in nature are generally prohibited.
5. E-mails to all County Employees are reserved for extraordinary circumstances (see County Procedure 263).
6. The Countywide Privacy and Security notice must be posted on all County Websites, as well as an official liability Disclaimer.

The right to publish certain specific Information about County Boards is reserved by the Clerk of the Board.

CONTACT(S): Department/Division

Communications/Integrated Communications

REFERENCE DOCUMENT(S):

<http://intra.miamidade.gov/webguide/>