



POLICY DIRECTIVE

Policy:	DOC 1.7.11 WEBSITES
Effective Date:	12/01/1996 Page 1 of 2
Revision Date(s):	08/28/2019; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

The Department disseminates information through the Department's internet and intranet sites. The purpose of the internet site is to provide direct citizen access to information and resources related to support of the Department's mission of creating a safer Montana through accountability, rehabilitation, and empowerment. The purpose of the intranet site is to provide employees direct access to the Department's internal information.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. DEFINITIONS (see Glossary)

IV. REQUIREMENTS

A. General Requirements

1. The Department Communications Director will develop and assist in the maintenance of the Department's internet and intranet websites.
2. The Department of Administration hosts and maintains the Content Management System (CMS) used for the Department's internet and intranet websites. Content owners will maintain appropriate information on the internet site including, but not limited to:
 - a. rulemaking notices;
 - b. board vacancy notices as required by 2-15-201, MCA;
 - c. agency reports mandated by statute;
 - d. requests for bids or proposals;
 - e. public meeting notices and agendas; and
 - f. Department policies, procedures, and forms available to the public.
3. Content owners maintain the information on the intranet site including, but not limited to:
 - a. organizational information;
 - b. resource management information and guides;
 - c. internal forms;
 - d. Department policies and procedures with restricted access; and
 - e. Human Resource documents, guides, and forms
4. Content owners and administrators are responsible for ensuring that new content on the internet is referred to the Communications Director for final approval prior to placement; content will be submitted at least two weeks prior to the date of importance to the public (meeting date, RFP close, etc.).
5. Information to be placed on the secure intranet site will be developed by subject matter experts, presented to the appropriate administrator for approval, and submitted to the Communications Director for publication or to other entities authorized to publish to the intranet. Administrators may appoint a content manager who is responsible for:
 - a. publishing and managing division-specific intranet pages; and
 - b. only publishing content that is consistent with the current intranet site design.

6. Content that is published to the internet and intranet will be:
 - a. accessible to internet users as mandated by state and federal laws and regulations;
 - b. accessible through hand-held devices, such as smartphones and tablets;
 - c. maintained as a single site with many unique parts rather than as a portal to many separate websites; and
 - d. organized in a way that does not require knowledge of the Department's administrative structure.

V. CLOSING

Questions about this policy should be directed to the Communications Director.

VI. REFERENCES

- A. §§ 2-15-112; 2-15-201; 2-17-532, MCA