

	<b>WEBSITE</b>	<b>2015REVA</b>
	<b>AUTHORED BY:</b> Public Affairs Officer Scott Pringle	<b>FESSAM#</b> 3A.3
<b>APPROVED BY:</b> Fire Chief Mark Miller 	<b>EFFECTIVE DATE:</b>	07/24/2015
	<b>REVISION DATE:</b>	07/24/2018

## Procedure:

### General Information

Loveland Fire Rescue Authority (LFRA) is a public safety agency whose purpose is to protect life and property. LFRA recognizes the importance of creating and maintaining a webpage as a way of providing information relative to the mission, vision and values of the organization.

The approved webpages for official use by LFRA are intended to disseminate information and to provide tools and resources for.

### Authorized Webpages and Users

Any webpages established for official use by LFRA shall first be approved by the fire chief or his/her designee. The fire chief shall determine which members shall have administrator, editor or other oversight/access privileges for any of the Authority's approved webpages. Authorized administrators and editors shall be responsible for posting content and maintaining the agency's webpages, including general information about the organization, contact information, events, fire codes, permitting requirements and other information as deemed appropriate. Current LFRA webpage administrators include the Public Affairs Officer and the Community Safety Division Administrative Technician.

### Content

All content created, posted or shared by authorized members of LFRA's official webpages shall be relative to mission, vision and values of the organization. Content can include general information, contact information, forms, photos and links related to the agency's organization, board meetings, operations, training, equipment, emergency preparedness, fire and life safety, recruiting and other pertinent subjects that promote the organization and/or may be of interest or value to the regional community, partner organizations and other users of the LFRA's webpages.

Any members requesting approved content to be added, altered or removed from the agency's webpages shall contact the appropriate designated website administrator or editor.

### Definitions:

**Administrator:** A member of LFRA authorized by the fire chief or his/her designee to create and manage webpages, create and manage content and to assign or remove other site administrators or editors for approved webpages for official use by LFRA.

**Approved Webpages for Official Use by LFRA:** Webpages established and authorized by the fire chief for official use by LFRA.

**Editor:** A member of LFRA authorized by the fire chief or his/her designee to create and manage content for approved webpages for official use by LFRA.

**LFRA:** Loveland Fire Rescue Authority.

**Member:** Any employee (including appointees, regular full-time and part-time, contact, temporary and seasonal); volunteer (including reserve firefighters); and/or appointed and elected officials of LFRA.

**Webpage:** A document on the World Wide Web consisting of a hypertext file and any related files for scripts and graphics and often hyperlinked to other documents on the Web.

**Website:** A location connected to the internet that maintains one or more webpages on the World Wide Web.

## **Revision History:**

8/15 Updated for format. No content changes.

## **References:**