

DMFPD Website Policy and Procedures

Website Postings

1. Original file or PDF should be submitted to the web team
2. The team will convert the document to a pdf before posting if needed
3. Avoid scanned documents as much as possible, their quality is fair to poor and do not look good on the website.
4. Images should be a in a jpg format and 'at minimum' a size of 532kb
5. Documents should be sent to the web team at minimum 48 hours before posting is required for time sensitive documents such as board meeting agendas and minutes
6. A regularly scheduled monthly maintenance window will be established for non-time sensitive documents to be added to the website. This is in accordance with Information Technology procedures for non-emergency documents.
7. Time sensitive website updates will occur once weekly and all requests for additions must be received by Friday at Midnight each week. The updates will take place over the weekend or Monday at the latest if there is a scheduling conflict with the web team availability.

Approval Requirements

The following documents require approval by the board before posting:

1. Board agenda
2. Board minutes
3. Job Applications
4. Board generated documents, i.e. legal or informative documents
5. Links to outside sites for informational purposes

Emergency Alerts

Contact designated web team for fire or other emergency alerts to be posted immediately. The Fire Chief, Sheriff's Department, Chairman and Communications Board members are designated as responsible persons to initiate emergency alerts. **Special Board meetings will be added as an Alert.**

The web team will be notified by the State of Colorado when a State maintenance window is established for updates to the server, including hardware and operating system patches. An Alert will be posted with the maintenance window date and time the website will be unavailable. Standard IT maintenance windows usually occur monthly. By using the State website environment, it removes the responsibility of maintaining hardware, software along with the associated costs. It also means the district MUST adhere to State Guidelines.

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Scheduled Events

Information regarding scheduled events postings should be emailed to the web team a minimum of 7 days before event will occur. A designated single point of contact will be established by the board for the events that need to be posted. Events will be scheduled for a month out whenever possible. All requests for events to be added need to go through Becky Gindlwr or her designee.

Designated Web Team:

Lead Sharon Zuidema – 505.310.3178

Backup Patrick Smith – 303.437-4146

You can also send an email through the new website under menu option Contact