

22205 PROCEDURE - HAMPSHIRE CONSTABULARY WEBSITE

Version: 2 Last Updated: 23/02/07 Review Date: 23/02/08

ECHR Potential Race Relations Impact: Low

1. About This Procedure

- 1.1. This procedure details the Hampshire Constabulary approach to the use of its own internet website. It is relevant to all staff that use, or seek to use, the Constabulary website.

2. Risk Assessment/Health & Safety Considerations

- 2.1. There are no identified health and safety implications from this procedure.
- 2.2. There is an inherent risk in publishing material to the internet, in that it will have a detrimental effect on the public perception of the force if the information is inaccurate or out-of-date, or in any way not befitting of a professional organisation.
- 2.3. This risk will be minimised by following this procedure at all times.

3. Procedure

- 3.1. There will be only one Hampshire Constabulary Internet web site with OCU and departmental web pages posted within that site.
- 3.2. The Hampshire Constabulary web site is owned and maintained by the Corporate Services Department with the assistance of the IT and Media and Corporate Communications Departments.
- 3.3. Staff are not permitted to publish new or alternative web sites pertaining to the activity of Hampshire Constabulary, departments or OCUs of the Constabulary or to staff groups within the Constabulary without the prior approval of the Corporate Services Department. This is likely to be granted only in exceptional circumstances.
- 3.4. Staff are also reminded that the Hampshire Constabulary crest is subject to copyright law. Use of the crest without the consent of the Constabulary is therefore unlawful. Consent for its use may be given by the Constabulary through the Corporate Services Department.

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- 3.5. If any OCU or department wishes to have any information added to the website, they should contact Corporate Services through the [Force Website Mailbox](#), who will advise on the current process, what is required and associated time-scales.
- 3.6. If images are required to be added, e.g. members of staff, then it is the responsibility of the department or OCU to supply these images in an electronic format, e.g. .jpg or .gif. Where necessary, arrangements can be made with the force Photographer to have these pictures taken. Other images may be supplied by the Graphics department.
- 3.7. When submitting an image containing an identifiable picture of a person, the requesting department must seek that person's consent prior to submission, and confirm with Corporate Services that this consent has been given.
- 3.8. Departments and OCUs are greatly encouraged to use the website as an opportunity to promote their activities in a positive light to the public. To this end, they should be as innovative and creative as possible.
- 3.9. It is important that new pages comply with the existing corporate style, to ensure a consistent, professional approach to the website as a whole. They should also meet any relevant guidelines and legislation, such as the Disability Discrimination Act. For further advice and guidance on these issues, contact Corporate Services through the Force Website Mailbox.
- 3.10. It is the responsibility of each department or OCU to ensure that any information that they have published to the internet is kept up-to-date. If any changes or amendments are necessary, they should contact Corporate Services in a timely fashion to avoid inaccurate information remaining in public view. This is particularly important for pages that contain information of a specific local interest, e.g. station opening times.
- 3.11. Corporate Services will also carry out an annual review of the website contents. As part of this, they will contact every page owner, asking them to verify that their pages are still up-to-date and accurate, or to ensure that any necessary changes are made.

3.12. Links To Other Websites

- 3.12.1. Members of the force are welcome to suggest adding a link to websites of other organisations. These should be of interest to the public, and should be relevant to the area of the force in which the suggesting person works. For example, an officer in the North East Hants OCU may suggest a site that offers local information for the Basingstoke area.
- 3.12.2. All links from the Hampshire Constabulary website to other websites will need prior authorisation from Corporate Services.

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3.12.3. Such authorisation is dependent upon the nature of the site being linked to. Each requested site must be evaluated on its own individual merits with regards to propriety, content and potential use to audience.

3.12.4. Please note that all links to other sites will be accompanied by a disclaimer stating that Hampshire Constabulary will not be responsible for the content of any site other than its own.

3.12.5. Linking to a site does not in any way infer an endorsement of that organisation, or their products or services.

3.13. News Section

3.13.1. The management and maintenance of the News section of the website falls under the responsibility of the Media and Corporate Communications Department.

4. Roles & Responsibilities

4.1. It is the responsibility of departments and OCUs to ensure that their own information contained on the force website is kept up to date and accurate.

4.2. If the member of staff originally requesting the information to be added subsequently leaves that department or OCU, then it is their responsibility to ensure that another member of staff will take ownership of the pages. They should also update Corporate Services to ensure that the correct person is contacted at the time of the annual review.

4.3. Corporate Services will, in consultation with the requesting department or OCU, ensure that any published information meets with current applicable legislation and guidelines, e.g. the Disability Discrimination Act and the Data Protection Act.

4.4. Corporate Services will publish approved information to the website, and will seek final approval of any page from the requesting department or OCU prior to publication. In the case of new or heavily amended pages, journalistic approval will also be sought from the Media and Corporate Communications Department.

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5. Administration

- 5.1. Corporate Services will maintain a record of each page that is published on the website, along with the publication date and the page owner. This information will be used as the basis for carrying out the annual review.
- 5.2. There are no other specific administration processes involved with this procedure.

6. Monitoring/Evaluation

- 6.1. This procedure will be monitored and evaluated by the Corporate Services Department in consultation with the IT and Media and Corporate Communications Departments. Should staff wish to comment or give feedback on this procedure; this can be directed to the Corporate Services Department via the [Force Website Mailbox](#).

7. Review

- 7.1. This procedure will be reviewed by Corporate Services on an annual basis to ensure that it remains accurate, up to date and practicable.

8. Related Policies, Procedures And Information Sources

- 8.1. 22200 Policy - MCMS (Intranet And Force Website) Usage
- 8.2. 02106 Procedure - Data Protection
- 8.3. HANTSPOL Guidance and Instructions for Information Security
- 8.4. AD203 - Equality Impact Assessment

Origin: Corporate Services