



**Board Policy No. 264**  
Use of District Website

**SUBJECT CATEGORY:** SECTION 260,  
COMMUNICATIONS & TECHNOLOGY

**264: Use of District Website**

264.1 Purpose: This Policy for the Use of East Contra Costa Fire Protect District's (District) Website will guide the process for altering the content of the District's website and ensure that the information provided on the District's website is accurate.

264.2 Policy: It is the Policy of the District to develop and maintain a website that is consistent with the District's mission, policies, and applicable law. The District's website is a public resource which cannot be used for campaign activity, or personal or other purposes which are not authorized by law. (Cal. Const art. XVI, § 6; Pen. Code § 424; Gov't Code § 8314.)

264.3 Delegation of Authority to Implement Policy: By adopting this Policy, the Board of Directors grants to the Fire Chief, or his/her designee, the authority to interpret and implement this Policy and to serve as the District web manager who will develop, curate, design, and maintain the District's website and all associated content. The Fire Chief will develop a website privacy policy and update said policy as required.

264.4 Procedure for Requesting Website Posting: Any District Board Director, official or employee may request that information be posted on the District website by submitting a request to the Fire Chief in Microsoft Word format as an email attachment or in any other format(s) that the Fire Chief deems acceptable. It is the submitter's responsibility to check the item for accuracy both prior to submission and after posting to the District's website to ensure no inadvertent errors appear on the final document. The Fire Chief will (a) confer with legal counsel as necessary to review requests; (b) approve, modify, or deny requests; and (c) update the website as needed to reflect approved requests and to remove outdated information. The requestor will inspect the posted submission within 24 hours of posting.

Adopted: December 12, 2018

Clerk of the Board

Board President