

RANCHO BERNARDO NEIGHBORHOOD WATCH (RBNHW)
Website Policy and Procedure

Policy: The RBNHW Website, www.rbnhw.com, will only be used for the purpose of disseminating information about the Neighborhood Watch program in Rancho Bernardo and will be available to the public. The Website will be maintained by the Communications Committee through a Webmaster.

Website Maintenance Procedure:

The Communications Committee has overall responsibility for maintenance for the Website and will review content for continuity, appropriateness, redundancy, and currency. The Chair, Communication Committee or delegated NHW leaders will forward updates to the Webmaster for updating the Website.

- The Chair, Communications Committee may delegate Website maintenance responsibility to certain functional NHW leaders. The following areas may be delegated: District Information, Emergency Preparedness, and Crime Information. If maintenance is delegated, updates may be sent directly to the Webmaster.
- The Communications Committee is responsible for maintenance of general calendars, and all other information on the Website, not delegated to others.
- The Webmaster will not update the Website with information that has not come from the Communications Committee or its delegates and will not edit submitted information for content.
- Updates that are to be published will be provided to the Webmaster ready to publish as a Word document or as a PDF file. Other formats may be approved by the Webmaster.
- Personal contact information may not be placed on the Website without prior written permission per the RBNHW Privacy Policy. (See RBNHW Policy and Procedure Manual.)

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Approved by Board Of Advisers: May 18, 2010