



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Adding External Links to the DJJ Intranet/Internet Sites

Related Policy: FDJJ – 1280

I. DEFINITIONS

Chief of Information Technology (IT) – DJJ staff responsible for overseeing the Bureau of Information Technology (IT) within DJJ. Also referred to as the Chief Information Officer (CIO).

Copyright – The exclusive rights to publish, sell, or distribute a literary or artistic work.

Internet – The global system of interconnected computer networks, using the Internet protocol suite (TCP/IP) to link devices worldwide. It is a network consisting of private, public, academic, business, and government networks of local to global scope, linked by a broad array of electronic, wireless, and optical networking technologies.

Intranet – The DJJ internal network, allowing employees and other authorized users to access Department-related news, resources, and information.

Internet Gateway – The physical and logical connections provided by DJJ between the personal computer and the Internet.

Program Areas – Program Areas are divisions/units within DJJ which includes Detention Services, Probation and Community Intervention, Residential Services, and Prevention & Victim Services.

Uniform Resource Locator (URL) – A Uniform Resource Locator (aka links or web address) that specifies a location on a computer network and a mechanism for retrieving it.

II. ADDING LINKS TO WEBSITES

The Florida Department of Juvenile Justice (DJJ) maintains an internet site located at <http://www.djj.state.fl.us/>. Periodically, DJJ receives requests from external entities seeking permission to post links (aka urls) related to their business or organization on the DJJ internet or intranet sites. The vetting process to add a link from an external entity is as follows:

- The Program Area in question will investigate the request regarding content, relevance, and usefulness.
- The Chief of Information Technology (CIO) will ensure IT investigates the request regarding any network security concerns.

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- The Office of Communications will review the request and have the final approval authority based on the intent of the information, range of applicability, and consistency with DJJ's messaging.

III. EVALUATION CRITERIA

The Florida Department of Juvenile Justice evaluates all links using the following criteria:

- Is the website an official government-owned or supported website? If not, does the website provide government information and/or services in a way that is not available on an official government website?
- Does the website complement existing information, products, and services?
- Is the website accessible and applicable to a wide audience?
- Is the website's content relevant, useful, and authoritative for citizens, businesses, and/or government officials?
- Does the website's information appear to be accurate and current?
- Is the primary intent of the website to educate and inform, rather than persuade, convert, or sell? *The site may include advertising but must be free from heavy marketing or promotion of products.*
- Is the information provided free from copyright violations?
- Does the website provide information free of charge?

IV. PROHIBITIONS

The Florida Department of Juvenile Justice will **not** link to any website that exhibits hate, bias, discrimination, specific religious views, or social agendas. Furthermore, DJJ reserves the right to deny or remove any link containing misleading information or unsubstantiated claims, or is determined to conflict with the agency's mission or policies.