

RIVERSIDE COUNTY TRAINING OFFICERS' ASSOCIATION POLICY AND PROCEDURES MANUAL

CHAPTER 3

INTERNET WEB SITE POLICY

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3.01
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3.01 Web Content:

The RCTOA shall maintain the web page www.rctoa.org that will contain, at a minimum, the following information:

- Links to member departments. Member departments shall be responsible for maintaining their own sites
- Information regarding
 - The purpose of the Association
 - The Association's Mission and Vision Statements
 - The Association's By-Laws
 - The Association's membership roster
 - Meeting times and locations and Minutes of past meetings
 - All Association sponsored or co-sponsored classes, workshops and meetings including links to appropriate co-sponsoring entity
 - California State Fire Training Company Officer and Chief Officer tracks
 - Primary facilities information for Clark Training Center, Desert Training Center, Corona Training Center, etc
 - Downloads and Links page

3.02 Authorization to Make Changes:

- Web Master
 - Web page appearance and layout
- Admissions Clerk
 - Registration processes (as approved through the general membership)
- Coordinators
 - Course dates, times and locations
 - Instructor information
 - Course costs (as approved through the general membership)
- College Program Directors
 - Announcements that pertain to fire technology courses (as approved through the general membership)

Executive Board

- All major changes to fee schedule