



# County of Lake

## External Website Link Request

Complete all applicable fields and return form by mail to:  
County of Lake IT Dept  
ATTN: IT Director  
255 N. Forbes St.  
Lakeport, CA 95453

**Use this form to request a link from the County of Lake Web site to an external web site.**

Submitter's Name:

Organization Name:

Mailing Address:

City:  State:  Zip:

Submitter's Telephone:  Submitter's e-mail address:

If the person maintaining the web site and the submitter are not the same person, please fill out the section below:

Site Contact's Name:

Mailing Address:

City:  State:  Zip:

Site Contact's Telephone:  Site Contact's e-mail address:

Please list the url(s) you would like us to link to from the County of Lake Website:

Please provide a brief justification for your request (requests will be evaluated based on the criteria set forth in the External Link Policy).

Each proposed link to an external site must meet at least one of the following criteria:

- The site is an official web site of another government entity, including local, regional, state, tribal, or federal government agency, public or private credentialed educational institution, or special district.
- The site is provided as a part of a service that the County contracts for via a subscription, license fee, transactional fee, or other financial arrangement which binds the provider to maintain the site in a condition suitable for use by employees and the public at large.
- The site provides utility or transit service information to County residents.
- The site provides emergency information, such as flood management, river conditions, weather & travel conditions, road & Traffic conditions, homeland security, or emergency assistance/aid.
- The site contains useful health related information or alerts local to Lake County, important health emergency information, and medical reference information.
- The site contains reference materials and/or informational items that the County subscribes to, or contracts for access to, as a part of its business operations and functions.
- The site is a non-profit, or community-based organization making a positive impact in our community through its donations and volunteers, or provides information, services or programs of specific interest to the Lake County community.
- The site provides information on laws and regulations.
- The site contains recognition involving Lake County with respect to achievement awards or noteworthy accomplishments and activities.
- The site contains local news and community events.
- The site contains useful information about visiting Lake County and the immediate region.
- The site provides a community guide for the Lake County area.

**Under no circumstances will an external link from a County web page be provided to a site that meets any of the following prohibitions. This is not to be considered an all inclusive list of exclusions.**

- The site content is not suitable for readers or viewers of all ages.
- The site has content that a reasonable person may not consider to maintain the dignity and decorum appropriate for government.
- The site has distasteful, offensive, obscene or objectionable content.
- The site is primarily for or about political campaigns.
- The site content promotes the use of alcohol, tobacco or any other controlled substance.
- The content promotes or describes illegal activities.
- The content is in essence a personal home page.
- The site is primarily a chat room or bulletin board.
- The site is essentially a commercial retail site promoting products or services, unless the site is maintained by a commercial business partner of the County and the site is used for the conduct of official County business, or the site affords product or service information of concern to the County or in support of County Programs.
- The content is primarily editorial in nature.

**Requests for external links received by the general public will be submitted using the External Web site Link Request form published on the County of Lake Web site. In addition to the form, the requestor is to provide a written communication on the letterhead of the organization represented on the web site detailing at a minimum:**

- Contact information
- Name, title, phone number of the individual maintaining the web site
- Name, title, phone number of the individual representing the organization
- A statement of the organization's purpose
- A statement of how the organization serves the community
- The signature of an officer of the organization

**The County reserves the right to deny a request for any reason and to add or remove links from the County's web pages without notice. If an external site or link is observed to be non-operational the link will be removed by the appointed webmaster for the page upon which the link appears. If a site no longer conforms to this policy, the webmaster will immediately remove the link.**