

WAYNE COUNTY PROBATE COURT
WEBSITE STANDARDS AND GUIDELINES

I. Website Overview

- A. The following person is responsible for oversight of website design and legitimacy of content (Website Designer\Content Coordinator):

April K. Maycock
Probate Register and Director of Information Services
1305 Coleman A. Young Municipal Center
Detroit, Mich. 48226
amaycock@wcpc.us

- B. The following person is responsible for content management (Content Manager):

Jennifer Parmalee
Chief Deputy Probate Register
1305 Coleman A. Young Municipal Center
Detroit, Mich. 48226
jparmalee@wcpc.us

II. Maintenance\Content Management\Website Design

- A. Security: The Wayne County Probate Court has security controls in place to ensure that confidential information is not disclosed, information is resistant to tampering to preserve accuracy of content, and information and service is available as intended by the Court and expected by the users.

B. Access:

1. The Wayne County Probate Court's website complies with Americans with Disabilities Act (ADA) requirements.
2. Pursuant to the State of Michigan requirement, The Wayne County Probate Court's website and applications meet Conformance Level "A" Priority 1 checkpoints.

C. Content Management

The Content Manager has the primary responsibility for:

1. Reviewing the accuracy and currency of static content, whether drafted by the Content Manager or other providers based on areas of expertise.
2. Reviewing links to outside websites to ensure they remain active and continue to provide the information intended by Court and expected by the users.
3. In conjunction with the Website Designer\Content Coordinator, prepares and posts all content.

D. Website Design\Content Legitimacy

The Website Designer\Content Coordinator has the primary responsibility for:

1. Security controls.
2. Website access.
3. Website design.
4. Legitimacy of content.

III. Review

The Website Designer\Content Coordinator, Content Manager, and other Court personnel as appropriate shall meet at least annually to discuss strategic website issues, including new content development and long-term planning.