

CITY OF DOVER, NH

PROGRAMMING POLICY
FOR DOVERNET TV CHANNEL 22

October 8, 2003

PURPOSE

The purpose of these regulations is to provide guidelines for the operation of **DoverNet TV Channel 22 (DNTV-22)**, and to describe its use by the City of Dover as a municipal government and educational access channel. It shall be the overall goal of the city's municipal and educational access channel to provide governmental and educational programming of interest to the citizens of Dover concerning the functions, activities, programs and issues of the city. Live and recorded programming will be utilized when available for broadcast. A municipal government related bulletin board information service will run during all other hours.

CHANNEL OBJECTIVES

The fundamental objectives of the city's government access channel are as follows:

- To promote the education of the city's citizens concerning local government by broadcasting meetings consisting of the City Council, the School Board and their sub-committees, commissions and boards.
- To inform the citizenry at large about programs and public services provided by city departments and city-sponsored agencies.
- To promote the education of citizens by presenting educational programs concerning : The City Council, The Planning Department, The Conservation Commission, The Zoning Board of Appeals, The Community Services Department, The Recreation Department, The Finance Department, The Assessors Office, or the Board of Education.
- To explain the opportunities for citizen participation in City of Dover Elected, Volunteer and Employee positions.

CHANNEL ADMINISTRATION

The city's government and education access channel(s) shall be broadcast onto the local cable franchise's designated access channel(s) and shall use the designation **DoverNet TV Channel 22** or **DNTV-22**. The production facilities and equipment maintained within the City of Dover municipal buildings are the property of the City of Dover, NH and are maintained and operated by the City Manager's Office in accordance with the policy and directives of the City Council. The City Manager or designee is responsible for overall operations, programming activities and program schedules, which shall be established in accordance with the policy specified herein. Use of the city's government and education access channel related audio/video production equipment shall be limited to city employees, volunteers and/or interns under the supervision of City Manager or designee.

PROGRAMMING SOURCES

Programming viewed on the City's government and education access channel(s) will fall into one of the following programming categories:

1. Emergency - May consist of live, taped or text and graphics programming, shown at any time, as emergency dictates. The purpose of this programming will be to inform residents of emergency situations, and to instruct viewers in evacuation, detour, notification and escape procedures. In the case of an emergency, regularly scheduled programming may be interrupted or canceled. The content and scheduling of any emergency programming must be approved by the City Manager or designee.
2. Live and/or Taped Programs - Live coverage of City Council and School Board meetings and their sub-committees, commissions and board meetings whenever feasible. Meetings are intended to be carried gavel-to-gavel without editing or editorial comment. Some public meetings, city functions, and special events will be taped for later re-broadcast at various times more convenient to the viewing public.
3. Locally Produced Programs/Series - Programs and series that are produced by, sponsored by or purchased by city departments or agencies and are directly related to city issues or government-sponsored programs, or will be of a general information nature, such as candidate information events, health or educational programming.
4. Satellite Reception - Programming suitable for broadcast that is obtained through satellite reception or other electronic means. Programs to be re-transmitted shall meet all requirements for suitability that apply to locally produced programming. Satellite or electronic receptions may be videotaped for later broadcast or for use by city departments in training programs.

PROGRAMMING PRIORITIES AND SCHEDULING

Scheduling the use of the city's government and education access channel broadcast time shall be the responsibility of the City Manager or designee. Scheduling will be in accordance with the channel use priorities (listed below) and the availability of equipment and resources.

1. Emergency Override Notification - To provide citizens with information and procedures in the event of emergency situations (severe weather, civil emergencies, failure of roadway or utility systems, hazardous waste et al.).
2. Public Meetings - To help increase and encourage citizen awareness and participation in public policy decision-making. City Council meetings and work sessions will be given first priority.
3. Function and Operation of City Services - To illustrate and describe the functions, operations, and services of some unit of city government in order to increase citizen understanding of their government and its services.

4. Topics of Interest to Dover - Programming arranged and received via satellite or other means with suitable content for the city's municipal access channel as determined by the City Manager or designee in accordance with the established channel guidelines and objectives.

PROGRAMMING GUIDELINES

The city's government and educational access programming shall be guided by the operating policy as set forth herein, and by the rules of the Federal Communications Commission (FCC) as they may apply to operations of municipal government and educational access channels. All materials to be broadcast shall be related to matters of interest to the City of Dover community which include and are not in conflict with the following:

- Programming of an emergency nature involving public health or safety;
- Programming which is initiated by or reflects a resolution of the City Council;
- Programming of public meetings and matters before City boards and commissions;
- Programming initiated by various municipal departments in support of their operational missions;
- Programming of community sponsored events;
- Programming from other governmental units including county, state and federal agencies relating to non-partisan programs or information concerning government services or activities.

PROGRAMMING RESTRICTIONS

The City's government and educational access channel(s) will not broadcast programming containing the following:

- Partisan Political Broadcasts - The city's government access channel is not intended to be used as a partisan political forum by an individual or group, nor as a mechanism for building exclusive support for a particular person, program or issue. Any programming relating to election for public office or advocacy for a particular cause, viewpoint or policy subject to a pending vote or ballot question will only be allowed when the format allows for all candidates or sides of an issue to be heard on an equal basis and within the same presentation format.
- Commercial Programming - Commercial programming, including paid advertising material, shall not be considered for broadcast. However, this provision shall not prevent the incidental identification of the persons or entities providing grants or contributions to underwrite the cost of a production.

- Copyrighted Materials – Copyrighted material will not be broadcast unless clearances have been obtained, and written proof of such clearance can be presented or attested to by the sponsoring entity.
- Other – Programming which is otherwise prohibited by applicable Federal, state or local laws will not be broadcast.

PROGRAMMING REVIEW AND APPEAL PROCESS

The City Manager and/or designee reserves the right to review all programs prior to broadcast to determine compliance with the above guidelines, objectives and restrictions. Any program reviewed may be accepted as presented, may be turned down completely, or may be given conditional approval. In the case of conditional approval, a program may be deemed appropriate, except for technical deficiencies or stated objectionable or offensive program portions, which will be listed as needing revision or deletion from the program. The sponsor of the program will then have the option of making all specified changes or withdrawing the program from consideration altogether.

Should any outside programming material be turned down or given conditional approval for broadcast by the City Manager or designee, the sponsoring entity will also have the option to submit a formal request to the City Manager for reconsideration of the decision. The request for reconsideration must be filed in writing and signed by the entity submitting the material for consideration. The City Manager will review the written request and respond in writing within ten (10) business days either amending the original decision or indicating the reasoning for the denial or conditional approval for broadcast. If necessary, further and final appeal may be made in writing by the sponsoring entity to the Channel 22 Review Committee previously appointed by the City Council. Such written appeal shall be submitted via the City Clerk's Office.

TAPE RETENTION, REVIEW AND COPYING

Videotape recordings that have been made of public meetings and locally produced programs will be retained for a minimum of one (1) year after their initial recording and are then subject to erasure and re-use unless other arrangements have been made. After broadcasting and prior to erasure, a person may request to view a recorded videotape by contacting the City Clerk's Office to establish a suitable appointment time. Such viewing will be arranged by the City Clerk's Office, as soon as feasible and without charge, by utilizing equipment available in the city's access production facilities. Videotapes subject to retention will not normally be allowed to be borrowed and/or removed from the City's production facilities. Duplication of recorded videotapes may be requested by contacting the City Clerk's Office and is subject to a nominal fee.

PROGRAMMING DISCLAIMER

Any videotapes of public meetings are to be considered unofficial and are not intended to serve as an official record of the meeting. The views and expressions recorded and/or broadcast during

any public meeting or informational program by speakers and others are not necessarily those of the City of Dover, its municipal organization, officials, employees and/or agents but are those of the individuals who have made them.

AMENDMENTS AND ADMINISTRATIVE PROCEDURES

The policy established herein for the use of the City's government and education access channel(s) may be amended as required upon the recommendation of the City Manager and approval of the City Council. Upon initial adoption and any subsequent amendment by the City Council, the City Manager shall promulgate such administrative procedures as are necessary to ensure the efficient operation of the City's government and education access channel(s) in compliance with this policy.