



Administration – Government Access Programming and Bulletin Boards

City of Crystal Lake Administrative Directive

PURPOSE:

Mission Statement

The goal of Crystal Lake CRYSTAL LAKE TV, the Government Access Channel for the City of Crystal Lake, as well as Electronic Bulletin Boards, and Community Bulletin Boards located in municipally owned, operated and/or maintained facilities, is to provide the citizens of Crystal Lake with information about their government, community and quality of life.

Regulations Governing Use

Purpose: The purpose of these regulations is to provide guidelines for the use of CRYSTAL LAKE TV, Channel 17, the Government Access Channel provided by the City of Crystal Lake, as well as the Electronic Bulletin Boards, and Community Bulletin Boards located in municipally owned, operated and/or maintained facilities. CRYSTAL LAKE TV is a government channel as provided for in the Cable Communications Policy Act of 1984 (47 CFR 531). This Federal legislation establishes government channels, educational channels and public channels for use by each of the corresponding broad groups. Because CRYSTAL LAKE TV is a government channel, there is no legal requirement to broadcast any type of programming that is not government-sponsored. CRYSTAL LAKE TV is committed to programming that helps residents learn more about City programs, services, their neighbors and about important issues facing the area in general. The City's Electronic Bulletin Boards and Community Bulletin Boards serve the same purpose and objectives as the City's Government Access Channel.

Objectives:

1. To serve as an on-going source of government information for the citizens of Crystal Lake.
2. To increase public knowledge of the functions and responsibilities of City government, and of the functions of the various departments, Commissions, Committees and City Council.
3. To serve as an information center in the case of a local emergency situation; *i.e.*, weather, fire, crime, etc.
4. To supplement the ongoing communications between the City of Crystal Lake and its residents.

PROCEDURE:

Channel & Bulletin Board Administration

CRYSTAL LAKE TV is an operating branch of the City Manager's Office. City Manager's Office staff is responsible for programming activities and program schedules, which are

established based on direction from the City Manager and in accordance with these guidelines adopted by the City Council.

City Manager's Office staff is responsible for approving items to be posted on Community Bulletin Boards located in municipally owned, operated and maintained facilities.

Programming Statement

CRYSTAL LAKE TV, the Electronic Bulletin Boards, and Community Bulletin Boards will provide information to the citizens of Crystal Lake concerning the functions, activities, programs and issues of the City. The channel and boards are not intended to be used as a political forum by an individual or group, nor as a mechanism for building exclusive support for a particular person, program or issue. Use of the channel and boards shall be governed by the operating procedures as set forth herein, and by the rules of the Federal Communications Commission (FCC) as they may apply to operations of CRYSTAL LAKE TV.

City Manager's Office staff reserves the right to review all programs and postings, proposed and/or completed, to determine compliance with Programming Regulations and Channel Purpose, Objectives, Priorities, Restrictions, and Access Policy. Any program or posting under consideration may be accepted as presented, may be turned down completely, or may be given conditional approval. Notification of approval, conditional approval or denial shall be in writing.

In the case of conditional approval, a program or posting may be deemed appropriate and worthy, except for stated objectionable or offensive program portions, which will be listed as needing revision or deletion from the program or posting. The presenter of the program will then have the option of making all specified changes or withdrawing the program or posting from consideration altogether. All submitted material must be provided in broadcast quality in technical standards determined by City Manager's Office staff, and be accompanied by fully completed forms whenever applicable.

Appeals regarding denied programming or posting of messages on the Electronic or Community Bulletin Boards may be submitted to the City Manager for review. Appeals should be submitted in writing to the City Manager at the following address:

City Manager
100 W. Woodstock Street
Crystal Lake, IL 60014
ATTN: Channel 17 Programming Appeal

The City of Crystal Lake is only responsible for programming sponsored and produced by the City and/or information posted on Electronic and Community Bulletin Boards by the City about City-sponsored services, meetings or events.

Program Type & Scheduling Priority

Programming on CRYSTAL LAKE TV will fall into one of the following programming categories, listed by scheduling priority:

1. Emergency

May consist of live, taped or Alpha Numeric text 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 or measures involving the protection of public health and safety. 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 his or her designee.

2. Broadcast of City of Crystal Lake City Council Meetings

Live coverage of City of Crystal Lake City Council meetings takes place on a biweekly basis, or more often or less often as necessary. Meetings are aired gavel-to-gavel without editing or editorial comment, and may be rebroadcast.

3. City of Crystal Lake Programming

Includes programs and series produced or acquired by the City of Crystal Lake. Programs will be directly related to City issues or City government sponsored programs and services. Programs will be informative in nature.

4. Crystal Lake Taxing Bodies and Quasi-Governmental Entities Programming

Includes programs and series produced or acquired by taxing bodies located in Crystal Lake and Crystal Lake quasi-governmental entities including educational institutions. A quasi-governmental entity is one that has the ability to tax or receives funding from the City. Programs will be directly related to City issues or local taxing bodies or quasi-governmental sponsored programs and services. Programs will be informative in nature. Crystal Lake taxing bodies and quasi-governmental entities are (including, but not limited to): Algonquin Township, Nunda Township, Door Township, Grafton Township, Crystal Lake Park District, Crystal Lake Public Library, Elementary School District 47, Community High School District 155, McHenry County College, Downtown Crystal Lake Main Street, and the Crystal Lake Rural Fire Protection District.

5. County, Regional, State and National Governmental Programming

Includes programs and series produced or acquired by county, regional, state and national governments. Programs will be directly related to City of Crystal Lake issues or governmentally sponsored programs and services available to Crystal Lake residents. Programs will be informative in nature.

6. Other Government Related Programming

Other government related programming from outside sources may be telecast on CRYSTAL LAKE TV. Such programming will be screened for suitability and compliance with channel purpose, objectives, access regulations, and programming restrictions, and is subject to approval by City Manager's Office staff for scheduling on CRYSTAL LAKE TV. Programs will be directly related to City issues or governmental sponsored programs and services. Programming by any individual or entity not an official branch of the City of Crystal Lake may be allowed if the event or program to be

taped or shown is co-sponsored by the City or other Crystal Lake governmental bodies. An example of an additional eligible source of other government programming is PACE.

7. CRYSTAL LAKE TV Electronic Bulletin Board

Alpha-numeric is a bulletin board style text service used to display City government related messages to the public. Message content and decisions on message suitability will be governed by channel purpose, objectives, access regulations and programming regulations and is subject to approval by City Manager's Office staff.

Programming Restrictions - Government Access Channel

1. The City of Crystal Lake recognizes the programming content restrictions imposed on CRYSTAL LAKE TV by the Federal Communications Commission (FCC) Regulations, by prevailing community standards, and by applicable Federal, state and local laws. In particular, CRYSTAL LAKE TV will not cast, or allow to be cable-cast, any programming containing the following:
 - a. Paid advertising material in which commercial appeals for funds are made. Grants for programming purposes shall not be considered as advertising. Paid advertising material includes, but is not limited to, advertising by or on behalf of a candidate for public office or program material made available without charge by persons, corporations, or institutions which have a commercial interest in the subject matter. This provision shall not prevent the identification of persons or institutions providing grants or contributions, or other support to underwrite the cost of programs unrelated to the commercial interests of the donor or to programs which have a public interest overriding the private commercial interests.
 - b. Copyrighted material, unless clearances for use have been obtained, and written proof of such clearance can be presented.
 - c. Programming which is prohibited by applicable Federal, state or local laws.
2. In the case of programs deemed to be worthy or of social or artistic value, but also containing some program content or language that may be considered offensive to some viewers, the following message may be run prior to the program, and during any natural program break:

“The following program has been deemed worthy of cable-cast on CRYSTAL LAKE TV, but contains language or other program content that may be offensive to some viewers. Viewer discretion and parental guidance are advised.”

Political Broadcasts

1. Declared candidates for any elective public office, political incumbents and persons advocating any cause, viewpoint or policy, proposed or otherwise, will not be eligible to appear on CRYSTAL LAKE TV. Candidate forums, candidate debate/discussions, and “town hall” meetings will not be aired on CRYSTAL LAKE TV. Candidates for public office or incumbents may appear on CRYSTAL LAKE TV if the appearance is incidental

to presentation of the subject matter; or in coverage of official City meetings such as City Council meetings. CRYSTAL LAKE TV and City Manager's Office staff will make every effort to ensure that any appearance by any political candidate or incumbent on CRYSTAL LAKE TV will abide by these restrictions, and will tailor such appearances so as to minimize the fact of their candidacy.

Posting Restrictions – Electronic & Community Bulletin Boards

Information posted on Community Bulletin Boards located in municipally owned, operated and/or maintained facilities will fall into one of the following categories:

1. Emergency

The purpose of this posting will be to inform residents of emergency situations, and to instruct viewers in evacuation, detour, notification and escape procedures, or procedures for the protection of public health and safety. In the case of an emergency, other posted information may be removed. The content of any emergency posting must be approved by the City Manager or his or her designee.

2. City of Crystal Lake Postings

Includes information regarding and/or produced by the City of Crystal Lake. Postings will be directly related to City issues or City government-sponsored programs and services. Postings will be informative in nature.

3. Crystal Lake Taxing Bodies and Quasi-Governmental Entities Postings

Includes information regarding and produced by taxing bodies located in Crystal Lake and Crystal Lake quasi-governmental entities including educational institutions. A quasi-governmental entity is one that has the ability to tax or receives funding from the City. Postings will be directly related to City issues or local taxing bodies or quasi-governmental sponsored programs and services. Postings will be informative in nature. Crystal Lake taxing bodies and quasi-governmental entities are (including, but not limited to): Algonquin Township, Nunda Township, Door Township, Grafton Township, Crystal Lake Park District, Crystal Lake Public Library, Elementary School District 47, Community High School District 155, McHenry County College, Downtown Crystal Lake Main Street, and the Crystal Lake Rural Fire Protection District.

4. County, Regional, State and National Governmental Postings

Includes information regarding or produced by county, regional, state and national governments. Postings will be directly related to City of Crystal Lake issues or governmentally sponsored programs and services available to Crystal Lake residents. Postings will be informative in nature.

5. Other Government Related Postings

Other government related postings from outside sources may be posted on Community Bulletin Boards. Postings will be screened for suitability and compliance with board purpose, objectives, access regulations, and restrictions, and is subject to approval by City Manager's Office staff. Postings will be directly related to City issues or governmental sponsored programs and services. Postings by any individual or entity not

an official branch of the City of Crystal Lake may be allowed if the event or program is co-sponsored by the City or other Crystal Lake governmental bodies. An example of an additional eligible source of other government programming is PACE.

Any posting containing the following will not be posted on the City's Electronic Bulletin Board or Community Bulletin Boards:

1. Paid advertising material in which commercial appeals for funds are made. Paid advertising material includes, but is not limited to, advertising by or on behalf of a candidate for public office or program material made available without charge by persons, corporations, or institutions which have a commercial interest in the subject matter. This provision shall not prevent the identification of persons or institutions providing grants or contributions or other support to underwrite the cost of programs or messages unrelated to the commercial interests of the donor or to programs or messages which have a public interest overriding the private commercial interests.
2. Copyrighted material, unless clearances for use have been obtained, and written proof of such clearance can be presented.
3. Information prohibited by applicable Federal, state or local laws.
4. Information regarding candidates for any elective public office, political incumbents and persons advocating any cause, viewpoint or policy, proposed or otherwise, will not be posted. Candidates for public office or incumbents may appear on posted materials if the appearance is incidental to presentation of the subject matter; or in coverage of official City meetings such as City Council meetings. City Manager's Office staff will make every effort to ensure that any appearance by any political candidate or incumbent will abide by these restrictions.

Access Policy

CRYSTAL LAKE TV is a Government Access Channel, as outlined in the Federal Cable Communications Act of 1984 (47 CFR 531), created for the dissemination of government-related information to the viewing public. Access to the channel may range from submitting a public service announcement for the CRYSTAL LAKE TV Electronic Bulletin Board to submitting a VHS or DVD program for playback. In each case, proper procedures must be followed before access will be provided.

1. CRYSTAL LAKE TV Electronic Bulletin Board Procedures

- a. All City departments may submit public service messages to be displayed in alpha numeric text form on CRYSTAL LAKE TV during non-programming hours. All messages must be submitted in writing, and must be submitted at least five working days prior to the requested start date. Electronic Bulletin Board Request Forms for this service are available from the City Manager's Office (*Directive Forms/ Government Access and Bulletin Boards Request Form*).

- b. Messages submitted by a City department must be approved by the City Manager's Office or his or her designee.
- c. Messages are prepared by City Manager's Office staff on a "character generator" and appear on the CRYSTAL LAKE TV screen a "page" at a time. Messages should be concise, and should contain basic information concerning what, when, where, how, and how much. Messages should be limited to approximately eight brief lines. If necessary, City Manager's Office staff will edit the message to improve readability, to make it fit on one page, or to ensure message is grammatically correct.
- d. All submitted messages must be accompanied by the name and phone number of a contact person, and whether or not that information is to appear in the message. Submissions should include desired start and end dates.
- e. No classified ads, other than City of Crystal Lake job postings, or commercial messages will be allowed.
- f. Submission of a public service message request does not in any way guarantee its appearance on CRYSTAL LAKE TV. Suitability for this channel and compliance with City policies will be determined by the City Manager's Office. The date of input and the length of run of any message will be determined by staff availability and channel capacity.
- g. Every attempt will be made to input all messages received by CRYSTAL LAKE TV from City departments. In the case that channel capacity is at a peak, messages will be carried a maximum of three days each, and on a first-come, first-served basis, with the following priorities:
 - i. Emergency and public service notification messages, originated by Police, Fire or City Manager's Office;
 - ii. Announcements ordered by the City Manager;
 - iii. Announcements submitted by City Department Heads;
 - iv. Announcements submitted by City Advisory Commissions or Committees

2. Community Bulletin Board Procedure

- a. All messages must be submitted in writing to the City Manager's Office, including a contact person's name, address and phone number on the Community Bulletin Board Request Form (*Directive Forms/ Government Access and Bulletin Boards Request Form*). Messages must be submitted at least five working days prior to the requested posting date.
- b. All submitted messages must be accompanied by the name, address and phone number of a contact person, and whether or not that information is to appear in the message. Submissions should include desired start and end dates for posting.
- c. Submission of a posting request does not in any way guarantee its appearance on a Community Bulletin Board. Suitability and compliance with City policies will be

determined by the City Manager's Office. The City retains the right to edit any submitted message for reasons of style and length.

- d. No classified ads, other than City of Crystal Lake job postings, or commercial messages will be allowed.

3. Event Playback Procedure

- a. To request playback of an event by CRYSTAL LAKE TV, the applicant must contact the City Manager's Office for a CRYSTAL LAKE TV Programming Request Form (*Directive Forms/ Government Access and Bulletin Boards Request Form*).
- b. The CRYSTAL LAKE TV Programming Request Form should be submitted a minimum of five (5) working days prior to the requested playback date.
- c. A request originating from any City department must be approved by the City Manager's Office staff.
- d. Submission of a CRYSTAL LAKE TV Programming Request Form does not in any way guarantee approval of applicant's request.
- e. Completed programs and all work footage shall be the sole property of the City of Crystal Lake.

4. City Hall, Council Chambers and Control Room/Studio Usage Procedures

- a. Allowed use of City Hall or Council Chambers for meetings, discussions, informational sessions or other forums, when granted by the City's policy regarding the use of City Hall, does not include or imply use of video equipment for broadcast or taping.

5. City Manager's Office staff will consider each Electronic Bulletin Board or Event Playback Request based on:

- i. Compliance with City policies including all CRYSTAL LAKE TV Policies and Procedures;
- ii. News or entertainment value;
- iii. Availability of staff and resources;
- iv. Availability of equipment and facilities;
- v. Capabilities of staff and equipment

6. Emergency Procedures

Emergency programming is to be originated by the City Manager's Office, Police, Fire, Public Works or other emergency personnel and authorized only by the City Manager or designee. Only trained personnel are allowed to access the equipment to broadcast an authorized emergency bulletin. Under no circumstances will access to CRYSTAL LAKE

TV for emergency communication be granted to anyone who does not have the proper authority to initiate procedures.

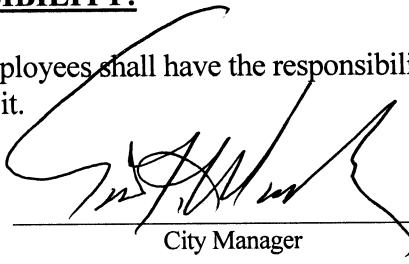
Tape/DVD Dubbing

Individuals wanting copies of programming played on CRYSTAL LAKE TV must complete a Freedom of Information Act (FOIA) form for copies. Costs associated with programming reproduction are the actual cost of the electronic medium.

RESPONSIBILITY:

All City employees shall have the responsibility of familiarizing themselves with this directive and adhering to it.

Approved By: _____



City Manager

Original Effective Date: 4/2005
Revised: 11/2011
Next Review: 11/2013