

**RULES AND REGULATIONS  
HT TV  
TOWNSHIP OF HAMILTON**

**POLICY**

- I. Philosophy
  - A. Television can make a positive contribution to education and the community through quality programming. Quality programming helps the viewers to care for and understand others, provide insight into people and problems, and respect others of different cultures. This programming can reinforce values of the family and community and present different views of problems and situations. It is our hope that the programming will inspire, enrich, and enlighten viewers.
  - B. The Governmental/Educational Access Television Channel will be utilized exclusively by the Township of Hamilton.
- II. Use of the Governmental/Educational Access Television HT TV
  - A. The Township of Hamilton Governmental/ Educational Cable Access Channel serves the community of Township of Hamilton. It is the objective of HT TV to fulfill the following purposes:
    - 1. Township Emergency Management Needs
      - a. Utilization of this communication source in the event of an emergency to provide information relevant to the safety and health needs of Township residents shall overrule all other programming concerns and schedules.
    - 2. Governmental use for the Township of Hamilton.
      - a. The purpose of video and information services provided by HT TV shall be to publicize the meetings of and services provided by the Township of Hamilton.
    - 3. Educational use by the Greater Egg Harbor School District, The Township of Hamilton School District, Cape Atlantic Community College, and the Atlantic County Institute of Technology.
      - a. The school system shall be encouraged to provide coverage of student activities including special programs providing

Township residents with the opportunity to view their children at events which they may have been unable to attend.

- B. This cable television access channel has been established through a franchise agreement with the Township of Hamilton and Sammons Communications of New Jersey (will be referred to as Comcast), and Federal Communications Commission (FCC) access rules.
- C. HT TV operates under the authority of the Township of Hamilton, the rules and procedures of Comcast, the rules and regulations of the Federal Communications Commission as it applies to cable access television, and any such administrative regulations and procedures that shall be developed under the general direction of the Township of Hamilton.
- D. The Township Administrator or designee(s) is empowered to establish such regulations as are meaningful and necessary to take full advantage of the television system while protecting the rights and interests of all citizens of Township of Hamilton. Such regulations shall provide access to HT TV for the Administration, Staff, and Students of all schools in the District as well as programming deemed relevant by the Government of the Township of Hamilton. It is understood, however, that some limitation will have to be placed on programming because of the financial and equipment resources available to those administering the television station.
- E. There shall be no users other than the Township of Hamilton and the School District of Township of Hamilton, The Greater Egg Harbor School District, and The Atlantic County Institute of Technology

### III. PROCEDURES

- A. A Governmental/Educational Access Channel Advisory Committee will be established with representatives from each agency. The purpose of this Advisory Committee is to insure that HT TV operates within the guidelines of governing policies. The Advisory Committee will consist of 2 representatives from Township of Hamilton Committee, the Township Administrator or designee(s), the Superintendents of Schools referenced above, or designee(s), and an employee of the Oakcrest High School District with direct knowledge of TV production designated by the Principal of the High School. In the event of a dispute that cannot be resolved by the Advisory Committee, the Township of Hamilton Committee will make the final decision to resolve the dispute.

- B. The channel will abide by FCC regulations.
- C. The channel will select programming that does not violate the Copyright Laws.
- D. The channel may be used for emergency school closings for the Greater Egg Harbor School District, Hamilton Township Schools, The Atlantic County Institute of Technology and emergency closings of Township Government Offices.
- E. Oakcrest High School shall designate one or more of their employees to maintain the equipment, and serve as a contact person(s) for the School District.
- F. The Township of Hamilton will have access to the channel for any situation deemed necessary by the Township of Hamilton Committee.
- G. The Township and the all schools mentioned above will have access to the Character Generator Message Board for publicity regarding upcoming events and general school information. Information presented to the School District by the Township Government shall be broadcast by the end of the second business day following receipt by the School District.
- H. Oakcrest High School is responsible for broadcasting 24 hours a day, 7 days a week unless pre-empted through prior agreement with Comcast. A programming schedule will be established. This schedule is subject to review and change after discussion and agreement by the Township of Hamilton and the School District. In the event of a dispute the Township of Hamilton Committee will make the final decision to resolve the dispute.
- I. No political advertising or programming of any kind will be allowed unless it is in the form of a “Candidate’s Night” or a Debate, where all of the candidates are invited to participate. HT TV shall provide no other political forum to candidates during the 60 day period prior to an election in which they will be a participant.
- J. No commercial advertising will be allowed on HT TV. Sponsorships will be allowed to offset the cost of TeleVue Virtual Television Networks Production (TVTNTN).

- K. Entities authorized to air information or programming will drop off tapes at Township of Hamilton Administrator's Office for review and playback. All tapes will be clearly marked at the start and end of programming with the name of the organization.
- L. The Township of Hamilton High School Distance Learning Coordinator may authorize use of Township of Hamilton pupils to video community activities when requested subject to District policies regarding field and enrichment trips.
- M. The Township of Hamilton Administrator will appoint a designee to be in charge of access to the television station and implement the following set of administrative regulations:
  - 1. Information concerning any lottery or gift enterprise depending in whole or part upon a game of chance will be prohibited.
  - 2. Material which intends to defraud the viewer will be prohibited.
  - 3. Materials considered being indecent or obscene in violation of the standard national broadcasting rules of decency and/or school standards will not be shown.
  - 4. Anything of a commercial nature will be prohibited except as provided in L above.
  - 5. Anything which does not meet reasonable technical/production standards. For example: Media with insufficient or poor coloration, media with low or inadequate audio, media with improper or inadequate lighting, media that are not titled properly at the beginning and at the end stating where they are from, who has produced them, and who has appeared in them, media where in-camera editing or machine to machine editing has lead to an inordinate amount of picture breakup.
  - 6. Previously recorded ½" VHS, SVHS, or Mini-DV tapes are currently the accepted formats. This is subject to change as technology advances.
  - 7. Users must advise HT TV if their programming involves the use of copyrighted materials. If so, the user must provide HT TV with the proper documentation of clearance for that material to be cablecast.

8. All users will assume complete responsibility for the content of their programming. The Township Administrator or designee reserves the right to prohibit or deny permission for any cable casting if the subject matter is obviously inappropriate as per the contents of this administrative regulations. The Township Administrator or designee reserves the right to preview and refuse any material. Users shall hold HT TV harmless for all liability of any kind whatsoever including the cost of legal defense arising from the presentation of programming provided by the user. This is especially true as it applies to any copy-righted materials, knowingly or inadvertently given to HT TV by a user.
9. Materials for transmission should be made available to HT TV at least two weeks in advance of the date requested. HT TV however, may at its discretion waive this requirement in the programming of certain timely materials. Programming provided by the Government of the Township of Hamilton will be broadcast as requested by the Township Administrator or his designee.
10. All tapes provided must be labeled with the following information:
  - a. Title of program
  - b. Producer of program
  - c. Sponsoring group or individual
  - d. Cablecast date and times
  - e. Length of program
11. In addition to the rules and regulations of HT TV, the users will be required to comply with all the current regulations of the FCC and all the policies as stated in the Comcast lease agreement.
12. When the user places media in the possession of HT TV for purposes of rebroadcast, it is expressly understood that HT TV will not be liable for loss or damage to the media.

13. HT TV operates an informational bulletin board. Because this bulletin board is generated by a computer, it operates 24 hours a day, 365 days a year except when it is interrupted by a scheduled program on videotape (or done live) by the station. The following rules and regulations apply to user access to the bulletin board.
  - a. The message board serves to note government and school sanctioned events for the District's school or community groups and non-profit organizations approved by The Township Administrator or designee.
  - b. Message requests must be on the HT TV form and have a cover letter on appropriate letterhead of the Township or approved community/non-profit organization. Messages should include Who, What, Where, When, Why, and How as well as Airing Date preference. No phone messages or email will be accepted for posting. All messages shall be approved by the Township Administrator or his designee for Township associated groups and by various School District principals for School District associated groups.
  - c. Messages that endorse political or religious views will not be aired. Messages will also comply with all other regulations of HT TV.
  - d. Messages should not exceed six (6) lines (30 characters per line) and HT TV reserves the right to edit for space and content. Guidelines for editing messages include:
    1. additions to complete or clarify information
    2. deletions of excess information
    3. omission of entire message because it is unclear and contact person is not available
    4. deferring messages to dates judged fair and appropriate by the Distance Learning Coordinator
- N. Users of HT TV who violate these procedures may be prohibited from future use of broadcast capabilities by the Township Administrator

- O. Video Media (Tapes, CD's, DVD's etc.) and associated segments used for the production of governmental/educational television programming are the exclusive property of HT TV. Program media will be maintained according to OPRA Laws as set forth by the State of New Jersey should they apply, If OPRA Laws do not apply then the media maybe reused or destroyed. Copies of HT TV programs may be requested using the HT TV Video Duplication Request form. Duplication fees will be set by the Township Administrator or his designated representative.
- P. The Township of Hamilton Administrator or designee will have full Administrative Privileges to the TeleVue Virtual Television Networks (TVTN) Broadcasting Equipment. Editing access privileges shall be granted to a designee from Oakcrest High School they will control all educational related content for the all of the schools mentioned above.
- Q. Repeating content must be re-edited every 90 days in order to maintain a fresh appearance of the broadcast.
- R. The designated staff at the point of broadcast (Headend) is responsible for the monitoring, functionality, equipment setup and maintenance (including but not limited to TVTN equipment) of HT TV. Downtime of the broadcast shall be kept to a minimum. The Headend at the time of this writing is located at Oakcrest High School.