

Miami Township Government Access Channel Policies

Policy Statement

The Miami Township Government Access Channel (MTGAC), is a Public, Educational, Governmental (P.E.G.) Access Channel as provided for under the Cable Communications Act of 1984, Section 531, and the Miami Township cable franchise agreement with Time Warner Cable. The MTGAC is operated and administered by the Miami Township Board of Trustees, herein referred to as the "Board". Programming policies are subject to the approval and review of the Board.

Miami Township will maintain the MTGAC, Channel 8 on the Time Warner Cable System, for Township, Education, and other government sanctioned events. MTGAC is considered a Government Access Channel and it will be limited to only specific events, meetings, or activities that are sanctioned by Miami Township, local school district's serving Miami Township, or other designated government bodies. It is not intended as a political forum nor as a mechanism for building support for a particular policy, program, or issue not supported by the majority of the Board.

The programming policy for the MTGAC shall be to provide township residents with direct, non-editorial information concerning government services, programs, and activities. Programming will also include educational material sponsored by Miami Township or local school district's serving Miami Township.

Objectives

- (1) To expand community awareness of local government and its decision-making processes.
- (2) To provide comprehensive information about programs and services offered to township residents by township government departments.
- (3) To provide information pertinent to Miami Township residents from other local, educational, state, and federal governmental entities.
- (4) To provide educational and public informational materials to township residents through cable cast presentations.
- (5) To improve emergency communications in the event of disaster or widespread service disruption

Types of Programs

Taped-delayed broadcast – Taped meetings, shows, and other special events will be scheduled into open times between live broadcasts. Miami Township reserves the right to determine if the event will be aired live or taped for replay at a later date and time. Taped-broadcast times will be determined by the Township Administrator or duly authorized staff member.

Staff-originated programming – Programs produced by township departments, issues related to township government or about groups/committees/boards, etc., that are affiliated with township government.

Bulletin-board Information – Character generated messages related to township government activities, programs, services, and events sponsored by Miami Township, local school district's serving Miami Township, or other designated government bodies. This service will operate 24 hours a day when other programming is not scheduled.

Access Policy

All programming over the MTGAC must be government or education related. Programs may include meetings, activities, programs, services, and events of township departments and services, local school district's serving Miami Township, or other government entities. Final approval of all requests will be made by the Township Administrator, who administers the program for Miami Township.

The MTGAC is not to be utilized for announcements from the general public. Access to the channel shall be limited to Miami Township, local school district's serving Miami Township, or other designated government bodies functions and operations. Utilization of the channel for personal gain will not be permitted.

Promotions

Promotional announcements for Township-sponsored events, programs, and activities will be permitted over the MTGAC. Promotional announcements for events, charities or outside organizations in which the Township has no official interest or sponsorship shall not be permitted

Political Programming

No political programming will be permitted on the MTGAC with the exception of providing factual information on any ballot issue directly affecting Miami Township voters.

Editing Policy

Any videotape submitted to Miami Township may be modified or edited as appropriate. Messages programmed into the bulletin board portion of Channel 8 may be submitted by appropriate Government departments or agencies. Editing by the Township Administrator or duly authorized staff member to provide clarity and maximum utilization of pages available may be required. Miami Township shall not be held responsible for the accuracy of any information over the channel that was submitted by outside sources.

Use of Township Equipment

Township-owned video and audio equipment shall be restricted to authorized township activities, and its use shall be restricted to employees of Miami Township, or trained personnel under direction of the Township Administrator. Loaning of equipment for personal or outside use shall not be permitted.

Retention and Ownership of Tapes

All videotapes shall become the property of Miami Township. It shall be a general policy to not retain all videotapes of staff produced programs, meetings, and events. At any time, tapes may be reused and the original material erased, at the discretion of the Township Administrator. Videotapes may be copied to a digital media, but shall not be considered an official public record and there shall be no liability for inadvertent erasure or omissions. Copies requested by the public will cost \$10.00 per event that is contained on one (1) videotape.