

Town of Raymond, New Hampshire
Raymond Community Television (RCTV)
Policy & Procedures Manual
Adopted April 17, 2000
by the Board of Selectmen

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Amended: 4/1/2010 Approved by Board of Selectmen
Amended: 7/2012 Approved by Board of Selectmen
Amended: 1/22/2024 Approved by Board of Selectmen

TABLE OF CONTENTS

- 1.0 INTRODUCTION
- 1.1 MISSION STATEMENT
- 1.2 RAYMOND COMMUNITY TELEVISION (RCTV) STRUCTURE
- 1.3 OPERATION
- 1.4 PURPOSE OF POLICY MANUAL
- 1.5 FUNDING
- 1.6 CODE OF CONDUCT
- 2.0 CABLE COMMITTEE
- 2.1 COMMITTEE FUNCTION
- 2.2 ACTIVITIES
- 2.3 MEMBERSHIP
- 2.4 ELECTION OF OFFICERS, DUTIES
- 2.5 MEETING SCHEDULE, NOTICE, VOTING RULES, CONDUCT
- 2.6 COMMITTEE RESPONSIBILITIES
- 2.7 POLICY AMENDMENTS
 - 2.7.1 WAIVER
- 3.0 GENERAL FACILITY & OPERATIONS
- 3.1 PERSONNEL AND DUTIES
 - 3.1.1 COORDINATOR
 - 3.1.2 OPERATOR
 - 3.1.3 PRODUCER
 - 3.1.4 GOVERNMENT ACCESS MEDIA OPERATORS
- 4.0 SECURITY
- 5.0 FACILITIES
- 5.1 PARKING POLICY
- 5.2 FACILITY RULES
- 5.3 PROGRAM TIMING & LABELING
- 6.0 EQUIPMENT SIGN-OUT PROCEDURES
- 7.0 PRODUCTION CONTROL ROOM USE
- 8.0 RECORDINGS
- 8.1 COPIES OF RECORDINGS
- 8.2 RECORDINGS OF PUBLIC MEETINGS
- 8.3 PUBLIC ACCESS RECORDINGS
- 9.0 BULLETIN BOARD
- 9.1 PROHIBITED SUBMISSIONS
- 9.2 SUBMISSION AND REVIEWING SUBMISSIONS
- 9.3 BULLETIN BOARD CONTENT
- 10.0 DISCIPLINARY ACTION
- 11.0 TECHNICAL STANDARDS

- 11.1 PROGRAMMING
- 11.2 PROGRAM LENGTHS
- 11.3 PROGRAMMING PRIORITY
- 12.0 PUBLIC ACCESS
 - 12.1 PUBLIC ACCESS PRINCIPLES
 - 12.2 PUBLIC ACCESS PRODUCERS
 - 12.3 STATEMENT OF COMPLIANCE
 - 12.4 QUESTIONABLE PROGRAMMING
 - 12.5 DISCLAIMERS
 - 12.6 PROGRAM CREDITS
 - 12.7 COPYRIGHT AND LIABILITY
 - 12.8 CONTROVERSIAL PROGRAMMING
 - 12.9 SCHEDULING
 - 12.10 POLITICAL CANDIDATES AND ACCESS
 - 12.11 CREWS
 - 12.12 RELEASE FORMS
- 13.0 CHILDREN
- 14.0 LIVE PROGRAMMING
- 15.0 NON-LOCAL (BICYCLED) PROGRAMMING
- 16.0 COMMUNITY EVENTS
 - 16.1 GOVERNMENT ACCESS
 - 16.2 GOVERNMENT ACCESS MEETINGS
 - 16.3 GOVERNMENT ACCESS MEDIA OPERATORS
- 17.0 EDUCATIONAL ACCESS
- 18.0 MEDIA OPERATIONS MANAGEMENT

1.0 INTRODUCTION

An overview of the Raymond Community Television (RCTV) mission, structure, and function.

1.1 MISSION STATEMENT

RCTV is a Public, Educational, and Government (PEG) Access television facility that originates television programming on channels assigned by the cable television franchise provider and via the Internet in the town of Raymond, NH. As such, its primary purpose is to promote participation and awareness of governmental and educational programming and, in terms of public access, to act as a resource for the expression of free speech for those in our community. The fulfillment of that primary purpose fosters the secondary purposes, which are:

- A. A tool for communication.
- B. A means of entertainment and information.
- C. A means of education for the townspeople of Raymond; and
- D. To foster the spirit of community.

1.2 RAYMOND COMMUNITY TELEVISION (RCTV) STRUCTURE

RCTV is managed by the Cable Television Committee of the Town of Raymond, NH, under the authority of the Board of Selectmen, who are the Franchising Authority. This authority was given to the Board of Selectmen by a vote of the Town Meeting. The committee consists of seven (7) regular members, two (2) alternates, and one (1) representative from each of the Board of Selectmen and the School Board. Committee members are appointed by the Selectmen for a three (3) year term. Committee officers will include a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Cable Committee is subject to all NH state laws, including RSA 91-A. The Cable Committee reports to the Board of Selectmen and participates in the Town CIP process.

RCTV is a public, educational, and governmental resource provided by the franchise agreement between the Town of Raymond and the current cable TV franchise provider. All access is administered on a non-discriminatory basis. RCTV is the logo and call name of the channels that originate programming on either cable television channels or online. The priority of programming will be determined by the Raymond Cable Television Committee Coordinator.

The Raymond Cable Television Committee is responsible for overseeing the budget, expenditures, equipment, control room, and studio. The Raymond Cable Television Committee has been chartered by the Raymond Selectmen with this task and operates under by-laws established and approved by the Board.

1.3 OPERATION

The Raymond Cable TV Committee does not produce or own any programming. However, as private citizens outside the scope of their appointed status, committee members have the same rights as everyone else to use the resource of RCTV to exercise their First Amendment rights. The Cable TV Committee is a volunteer committee, which relies on other volunteers for many functions.

1.4 PURPOSE OF POLICY MANUAL

The purpose of this document is to describe in detail the procedures for the use of equipment and the facilities maintained by RCTV. RCTV is committed to the idea that community and public access programming should be community television serving the greater Raymond community.

1.5 FUNDING

Funding for all expenses of RCTV comes strictly from the franchise fees paid by cable subscribers as negotiated in the Cable TV Franchise Agreement and approved by the Board of Selectmen. No other tax-generated funds will be used. The franchise fee is paid to the town quarterly and is transferred into the revolving fund approved by voters in 2014 with Warrant Article 15. Any revenues generated by RCTV will be deposited in this same fund. The Cable TV Committee will maintain a capital reserve fund for long-term expenditures or emergency replacements. Withdrawals from the capital reserve fund will follow town procedures. Expenditures less than \$100 are approved by the Coordinator. Expenditures exceeding \$100 are voted on and approved by the Cable TV Committee. All expenditures are overseen by the Town Manager and Finance Director.

1.6 CODE OF CONDUCT

RCTV has adopted, and believes in, the following Code of Conduct. Every member of RCTV will:

- A. Abide by the town-adopted Code of Ethics.
- B. Act respectfully and politely to students, members, and staff.
- C. Work for the long-term success of RCTV and its goals.
- D. Work for the long-term success of community media in general.
- E. Be expected to research, obtain, and communicate necessary facts to key people in a timely manner.
 - 1. Every member, when acting in public on behalf of RCTV, will:
 - 2. Present themselves politely and positively when using RCTV facilities or on location for the purposes of producing programming for RCTV.

3. Speak factually and honestly.
4. Not misrepresent themselves or their actions in their associations with RCTV.

Every member, when acting in public as individuals, will be free to hold, express, and publicize their own beliefs or strategies, even if they differ from those expressed by RCTV, the School District, or the Town of Raymond.

2.0 CABLE COMMITTEE

This section details and provides an overview of the Cable Committee's form and function.

2.1 COMMITTEE FUNCTION

Develop and manage the Cable Television local organization for the Town of Raymond known as RCTV:

- A. Act as intermediaries regarding contract compliance by the cable operator.
- B. Be a point of contact for public complaints and concerns regarding cable service.
- C. Train residents in the use of cable equipment for public access productions.
- D. Assist the Board of Selectmen with the negotiations of the Cable Franchise Agreement.
- E. The Cable Committee reports to the Board of Selectmen and participates in the Town CIP process.

2.2 ACTIVITIES

- A. Recommendation of users and expansion of programming that meets the broad range of community age groups and interests.
- B. Recommendation of processes to promote programming and services to encourage support and participation.
- C. Recommendation of processes to promote and encourage the development of new facilities while promoting maximum utilization of existing facilities.
- D. Reporting to the Board of Selectmen in April of each year.

2.3 MEMBERSHIP

- A. The membership of the Committee shall represent a range of community interests including schools, businesses, parents, civic, and youth organizations. Membership on the Committee shall consist of nine voting members.

B. At-Large Members shall be appointed by the Board of Selectmen to three-year terms, to be terminated by resignation or three consecutive absences from meetings without excuse.

C. Individual members cannot act in the name of the Cable Television Committee without the express approval of the Cable Television Committee. However, each member can address an area of concern as a member of the Cable Television Committee.

D. The following shall be members:

1. One Selectman's representative
2. One School Board representative
3. Seven at-large members, with a maximum of 3 paid operators

2.4 ELECTION OF OFFICERS, DUTIES

A. The officers of the Committee shall be the Chairperson, Vice Chairperson, and Secretary, to be elected by a majority vote of members present annually at the regularly scheduled March Committee meeting.

B. Duties of the officers are as follows:

1. The Chairperson shall preside over the meetings and perform other such duties as pertain to the office.
2. The Vice Chairperson shall preside over the meetings in the absence of the Chairperson and assume the duties of the Chairperson if the Chairperson is unable.
3. The Secretary will record minutes of all meetings, with copies to all members.

2.5 MEETING SCHEDULE; NOTICE; VOTING RULES; CONDUCT

A. The Committee will meet monthly with more frequent meetings established by the will of the Committee. Special meetings may be called upon the request of the Chairperson or most of the Committee members.

B. Notice of all meetings (including special meetings) will be provided to all committee members at least 48 hours prior to the meeting. Notice of such meetings shall conform to local requirements and state statutes.

C. A majority vote by voting members present at any meeting shall be necessary to act, except as specified in meetings. Items not appearing on the agenda may be discussed but not voted upon.

D. General parliamentary rules, as stated in "Robert's Rules of Order," may be observed in conducting meetings.

E. All meetings are open to the public in accordance with RSA:91-A. All members of the community may offer opinions and comments.

2.6 COMMITTEE RESPONSIBILITIES

A. Recommend the overall philosophy and goals of RCTV.

B. Recommend a long-range and short-range plan for meeting the goals of the organization.

C. Recommend annual objectives for the Cable Television Committee.

D. Develop and manage an annual operating budget based on the annual Franchise fee and present it to the Board of Selectmen for approval.

E. Recommend procedures under which the Cable Television Committee will operate, including such areas as programs to be conducted, fees, charges, and use of facilities.

F. Support the work of the New Hampshire Coalition for Community Media (NHCCM) and the Alliance for Community Media (ACM) and other appropriate voluntary organizations to keep informed and improve cable service and programming in the Town of Raymond.

G. Maintain an open mind in all its work, making decisions that are in the best interest of the total community.

2.7 POLICY AMENDMENTS

Changes, additions, or deletions to this document will be made in accordance with the Raymond Code Manual Chapter 213-7: "These bylaws may be amended by a majority vote of the full membership present at any regular monthly meeting, provided that a minimum of 20 days' written notice of changes is given." Amendments will then be submitted to the Board of Selectmen for adoption.

2.7.1 WAIVER

The Cable Committee may request a waiver from the Selectmen of any self-imposed regulation when such a waiver is judged to be in the public interest.

3.0 GENERAL FACILITY & OPERATIONS

These sections apply to Public, Educational, and Government productions.

3.1 PERSONNEL AND DUTIES

All Personnel, Operators, Coordinators, and Producers operate under the rules set forth in this document and ultimately report to the RCTV Committee, which reports to the Raymond Selectmen.

3.1.1 COORDINATOR

The Coordinator serves as an advisor to the Cable Committee and is not a voting member of the Committee. The Coordinator is a town employee who reports to the Town Manager and takes direction from the Chairperson of the Cable TV Committee. (See Appendix 1) The Coordinator provides technical and administrative support for the Cable Television Committee and Raymond Community Television, including the daily operation of the "public, educational, and government" (PEG) access cable television channel. Trains and assists Raymond School District personnel with the use of the video production facility. Works under the supervision of the Town Manager. The work schedule is variable and flexible to ensure all operational requirements are met.

3.1.2 OPERATOR

Operators are personnel who have been trained in the use of control room and field equipment. They are authorized to use the audio, video, and computer equipment for both studio and remote live or recorded broadcasts. They may use the equipment unsupervised. They understand all the RCTV procedures and rules.

3.1.3 PRODUCER

All residents of the Town of Raymond, age 18 and over, are eligible to become producers. Minors between the ages of 16 and 18 must have Parental Authorization. Parents assume responsibility for liabilities and equipment damage that may result from a minor's use. All producers must sign a Statement of Compliance indicating they have read and understand the policies within this document.

3.1.4 GOVERNMENT ACCESS MEDIA OPERATORS

Individuals hired by the Town of Raymond on a part-time or on-call basis for the purpose of producing and broadcasting governmental programming and/or meetings. These individuals will report to the Cable Coordinator and take direction from the Chair of the Cable Committee. Such individuals are subject to all the rules and regulations outlined in this document, in addition to those found in the rest of the Town's Employee Handbook.

4.0 SECURITY

Security is the responsibility of everyone. The security of the control room, studio, and all equipment, portable and fixed, shall be of utmost importance to everyone. No unauthorized personnel shall be allowed access, nor shall any unapproved activities be tolerated. Failure to abide by these provisions shall be cause for permanent revocation of all use privileges.

RCTV users are NOT permitted outside the High School Control Room and Studio during hours when the school is closed, and the alarms are set. RCTV users are not authorized to use any school computers or equipment not previously arranged with school personnel. RCTV users are not permitted in any offices or non-public spaces in the High School.

RCTV reserves the right to refuse the use of facilities and equipment to any person under the influence of alcohol, drugs, or otherwise not in full control of his or her faculties.

5.0 FACILITIES

RCTV Studio and Production Control Rooms are located at Raymond High School. The facilities will be available to all RCTV-approved individuals by appointment. The Studio is subject to the rules and regulations developed jointly by RCTV and the Raymond School District. The RCTV Master Control Room and office are currently located in Raymond High School. They are used for the playback of recorded and live programming. There are no bathroom facilities available to RCTV users when the school is closed, and the alarms are set.

5.1 PARKING POLICY

Parking is available in the front and rear parking lots of the school, both during and after school hours.

5.2 FACILITY RULES

Users should be aware of the dangers of food and liquids around electronic equipment. All food and drinks must be kept away from any equipment. Users will be held responsible for the costs of equipment repairs. There is no smoking or alcohol allowed anywhere on school grounds. Studios and edit areas should be left in an orderly fashion. Cables should be coiled neatly and put away. Microphones should be returned to the control room. Recording media and other materials should not be left behind after a recording or editing session.

Individuals using RCTV equipment or studio facilities will not change wiring or components without permission and supervision. Only authorized personnel shall modify or repair equipment. Any damage caused in this manner will be charged to the user.

5.3 PROGRAM TIMING & LABELING

All recording media should be clearly labeled with the following information:

Title

Producer's Name

Date Completed

Total Running Time (TRT)

Program lengths should be timed from the beginning of active program video or audio to the last active video or audio.

6.0 EQUIPMENT SIGN-OUT PROCEDURES

Reservations for remote equipment packages can be made by contacting the RCTV Coordinator by email. Reservations are accepted on a first-come, first-served basis. On the day of pickup, arrangements must be made with an RCTV Coordinator. Equipment MUST be returned when specified. Failure to do so may lead to temporary revocation of sign-out privileges. Sign-in/out times should be arranged with the Access Coordinator.

Upon return of equipment, all items not normally belonging in camcorder cases (i.e., extra microphones, cables, lights, tapes, etc.) should be removed. Batteries should be fully charged before returning equipment. The equipment must be returned in the condition it was in when it left. If there are any problems with equipment while using it, notify staff immediately upon return. Evidence of mishandling of equipment can lead to revocation of sign-out privileges.

7.0 PRODUCTION CONTROL ROOM USE

Requests for Production time will be made by contacting the RCTV Coordinator by email.

8.0 RECORDINGS

RCTV will provide blank media upon request, but said media remains the property of RCTV even though the copyright of the program content is held by the producer. Recording media held by RCTV will be recycled after a period of 2 months.

8.1 COPIES OF RECORDINGS

No original or master copies of recordings will be released.

8.2 RECORDINGS OF PUBLIC MEETINGS

Digital Video files of public board and committee meetings will be available for viewing or download at the RCTV on demand web site. Digital copies of recordings need only to be retained for up to one year. Digital copies of recordings of Selectmen, Planning Board, and Zoning Board will be retained for a period of five (5) years. All other Board or Committee meetings will be retained for a period of one (1) year. The cost to maintain the 5-year meetings will be paid for from a town budget line. Copies will be provided in accordance with town RSA-91 policies.

8.3 PUBLIC ACCESS RECORDINGS

Copies of Public Access recordings may be obtained only with the written consent of the producer.

9.0 BULLETIN BOARD

RCTV provides a Community Bulletin Board designed to inform the public of activities and events of general interest as well as Government and School notices, and RCTV program announcements. The Bulletin Board will run whenever a live or recorded program is not being broadcast.

9.1 PROHIBITED SUBMISSIONS

Advertising material promoting the sale of commercial products and services is prohibited. Submissions by commercial businesses will not be accepted. Political announcements stating political views or opinions by or on behalf of any announced political candidate, party, or ballot measure are prohibited. RCTV reserves the right to edit the content of any bulletin board request to fit the space requirements of bulletin board pages.

RCTV reserves the right to reject any announcement, and any acceptance or rejection at any time is not to be considered as a precedent for future decisions. Appeals or complaints about Bulletin Board items will be made to the Cable TV Committee first. Further appeal will be to the Board of Selectmen. The decision of the Board of Selectmen is final.

9.2 SUBMISSIONS AND REVIEWING SUBMISSIONS

The Cable Coordinator shall be responsible for reviewing Bulletin Board items. Where specific permission to directly submit material has been granted, the originating submitter (i.e., town departments & school district officials) shall be responsible for content.

All material for the Bulletin Board shall be submitted in writing via mail, e-mail, or can be dropped off at the Raymond Town Office. The material shall be reviewed by the Cable Coordinator or their designee and put onto the Bulletin Board as soon as possible. The Raymond Cable TV Committee and Coordinator assume no liability for delays in putting material on the Bulletin Board. Announcements should be submitted at least 10 days in advance of the event to ensure timely notice.

Date-specific announcements shall not be posted more than 3 months prior to the event's date. Announcements will be removed once the event date has passed. Announcements containing multiple dates will be posted no earlier than 3 months prior to the first listed date and will be removed once the final listed date has passed. Announcements without specific event dates will be posted for a minimum of one month.

9.3 BULLETIN BOARD CONTENT GUIDELINES

Announcements should contain only the most basic information necessary to ensure that large, readable fonts can be used. Typical content should contain the following information in this order:

Name of Event

Sponsoring Organization (if applicable)

Event Date and Time

Event Location

One or two short sentences with additional information

Contact information (phone number, e-mail address, or website) for viewers to get more information

Announcements referring to events held at the location of a private for-profit entity shall list only the name of said entity and address information only for the purposes of informing viewers of its location. No other information (logo, nature of business, list of services, pricing information, etc.) related to said entity shall be included in the slide content.

10.0 DISCIPLINARY ACTION

RCTV reserves the right to rescind access privileges for violation of any of the rules in this document according to the following schedule:

First-Time Offense: Verbal Warning

Second-Time Offense: 3 Month Suspension (includes removal of programming from cablecast schedule)

Third-Time Offense: Permanent Removal Upon returning from a period of suspension, any regular cablecast time slots will be resumed.

11.0 TECHNICAL STANDARDS

Recording media submitted for playback on RCTV should, whenever possible, conform to the following standards:

Acceptable recording media formats: DVD, MPEG Files, and others at the discretion of the Coordinator.

Recorded material submitted for playback should be of the highest possible picture and sound quality.

All recordings should have proper video levels (7.5 IRE black to 100 IRE white, analog; 0,0,0 black to 255,255,255 white, 8-bit digital; others per specification of true black/true white levels). Recordings that do not meet all the above criteria may be returned to the producer to fix any problem(s) before the program is aired.

11.1 PROGRAM LENGTHS

Meetings, hearings, or other broadcasts carried live or recorded "live on tape" will be aired in the time required. The preferred lengths of produced programs should be designed to fit into the following times: 30 minutes, 1 hour, 1.5 hours, 2 hours, and 3 hours.

11.2 PROGRAMMING PRIORITY

The priority of programming will be determined by the Raymond Cable Television Coordinator.

12.0 PUBLIC ACCESS

Public Access programming is programming that has been produced by residents of the Town of Raymond. Neither the Board of Selectmen, any other Town officials and/or departments, nor the Cable Television Franchisee (Comcast) censor the content of Public Access programming in Raymond. Nor does the Board of Selectmen, any other Town official or department, or the Cable Television Franchisee pre-screen and/or otherwise "rate" such Public Access programming in any manner.

12.1 PUBLIC ACCESS PRINCIPLES

- A. To provide for the uncensored flow of public access programming and information to the Raymond community.
- B. To encourage the use of the Public Access Channel by the greatest number of public access users to promote a diversity of viewpoints and programming.
- C. To ensure good technical quality in Public Access programming; and
- D. To protect against violation of federal laws regarding obscene programming, copyright, and other performing rights.

12.2 PUBLIC ACCESS PRODUCERS

All residents of the Town of Raymond, age 18 and over, are eligible to become Public Access producers after attending initial orientation and training and maintaining all required fees. Minors between the ages of 16 and 18 must have parental authorization (Form RCTV-5). Parents assume responsibility for liabilities and equipment damage that may result from the minor's participation. Private citizens or non-profit groups who use the equipment to produce programming seen on RCTV and/or the facilities of RCTV may have their programs broadcast. This usage is free of charge and on a first-come, first-served basis. Training on the use of equipment is scheduled on a request basis.

12.3 STATEMENT OF COMPLIANCE

Producers/Endorsers must sign an RCTV Statement of Compliance that will be kept on file stating that any program submitted will adhere to these policies, which prohibit the following:

- A. Advertising material designed to promote the sale of commercial products or services, or businesses.
- B. Commercial programming which in whole or in part depicts, demonstrates, or discusses products, services, or businesses with the intent or substantial effect of benefiting or enhancing a profit-making enterprise.
- C. The direct solicitation or appeals for funds or other things of value for all purposes, except for non-profit organizations.
- D. Material which is obscene as defined in New Hampshire RSA Chapter 650.
- E. Any programming that constitutes or promotes any lottery or gambling enterprise that is in violation of any local laws.
- F. Material that constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which may violate any local, state, or federal law.
- G. Campaign Advertising.
- H. Any material or programming that violates state or federal law.

12.4 QUESTIONABLE PROGRAMMING

RCTV reserves the right to review all programs submitted for broadcast to ensure conformity with all laws.

Indecent Programming. For the purposes of these policies, indecent programming is programming that describes or depicts sexual or excretory activities or organs in a patently offensive manner as measured by contemporary community standards. The access user or producer shall certify to RCTV if their programming contains indecent material.

12.5 DISCLAIMERS

Programming which may be considered "indecent" (see note below), presents adult themes, or contains strong language or explicit video will carry the disclaimer, "This program contains strong language/explicit video/adult themes which may not be suitable for all/sensitive/young audiences," or other suitable wording. All promotions for that program will contain the same disclaimer. Programming meeting these guidelines will not be shown between the hours of 6:00 AM and 10:00 PM per section 505 of the 1996 Telecommunications Act.

Programs containing personal or organizational viewpoints will include a disclaimer at the beginning and end of the program such as: "The views expressed in this program are not those of RCTV or the Town of Raymond."

12.6 PROGRAM CREDITS

Program credits for underwriting and grants must be for goods, services, and in-kind contributions and/or donations that aid in developing or improving programs. Credit for underwriting should be in the manner of "This program was made possible through a grant by..." or "Goods and services used in this program were contributed by..."

Only the name of the underwriter or donor, not the product, service, or contribution, can be listed in the credit. Such credits can only be shown before and after the program.

12.7 COPYRIGHT AND LIABILITY

All editorial control and responsibility for and ownership of the content of Public Access programming lie with each program's producer. RCTV reserves the right not to air any program which violates copyright, obscenity, or libel laws, which is in any way commercial in nature, or which is unviewable for technical reasons. RCTV recommends obtaining signed release forms for minors who appear in recorded productions.

12.8 CONTROVERSIAL PROGRAMMING

All comments and opinions expressed in Public Access programming are those of the producer and not of RCTV or the Town of Raymond. RCTV will try to honor requests but does not guarantee any specific time. Cablecast times are at the discretion of the Coordinator.

12.10 POLITICAL CANDIDATES AND ACCESS

FCC regulations applying to political candidates and issues do not apply to "Public Access." The two rules most often referred to are the "Equal Time" rule, which applies to political candidates, and the "Fairness Doctrine," which stated that broadcasters must give time to diverse sides of an issue. The FCC personal attack rule also does not apply to "Public Access." No paid advertising will be accepted on behalf of candidates for public office or political parties on RCTV. Public Access users are under no legal obligation to show any view other than their own. Community residents with diverse viewpoints are encouraged to use public access to express those views.

12.11 CREWS

It is each producer's responsibility to provide his or her own crew. Phone lists will be given out on a request basis only; also, producers may put a notice on the Community Bulletin Board for crew for a program.

12.12 RELEASE FORMS

Producers must obtain signed release forms for person(s) appearing on a program that will be cablecast. This is especially important when taping children under 18 (in which case a signature is needed by the child's parent or legal guardian). These forms will be kept on file at RCTV. Exceptions to this rule include recordings of public events such as government meetings, sporting events, or in some other public location or forum.

13.0 CHILDREN

Young children are not allowed in the studio unsupervised. Since the use of video production equipment requires one's full attention, supervision must be by an adult who is not involved with any production during their stay. However, because of safety concerns, it is strongly encouraged that children are not brought into the studio at all. This includes guests of shows, as well as producers and audience members.

14.0 LIVE PROGRAMMING

Producers who wish to do live on-air programming must meet the following prerequisites:

- A. Must provide the Cable Coordinator with the subject and crew list.
- B. Must schedule the program at least 2 weeks in advance.

15.0 NON-LOCAL (BICYCLED) PROGRAMMING

RCTV does provide airtime for programs produced outside of its facilities and by non-local residents. A local resident must sponsor programs produced outside of Raymond to air. The local resident will take responsibility for the program's content. Programming must abide by the same rules as Public Access programming.

16.0 COMMUNITY EVENTS

Community events, including but not limited to the following, are important to the residents of Raymond and, as such, operators who record and/or edit these events will be compensated at a rate in keeping with Government Access Media Operators: Memorial Day Parade, 4th of July Parade, Wreaths Across America, School District Music Concerts, Candidates Nights or Forums, Veterans Day Ceremonies, National Day of Prayer Services.

16.1 GOVERNMENT ACCESS

Government Access is defined in the Glossary as "Programs produced by staff or elected officials of the Town of Raymond and may include coverage of government meetings (as defined by RSA-91A), profiles of town services, as well as servicing the communications needs of various town departments."

Government Access producers and users are subject to all sections of this Policy Manual. Government meetings and productions are those sanctioned by a board or town department. When town officials or employees participate in or produce any programming not under this category, they do so under the category, rules, and procedures of Public Access.

16.2 GOVERNMENT ACCESS MEETINGS

In accordance with town policies, the chairperson (or vice-chair) of any Board, Committee, or Commission is responsible for their meetings. They call it to order, and they adjourn it. Likewise, they are the only ones who determine if a meeting is to air live or when it is taken off the air. It is NOT the decision of an RCTV operator. RCTV does not edit any meeting, with one exception. If a recording has been started and then the committee goes into a nonpublic session or does not open the meeting for a prolonged period, RCTV may edit out the section of delay so that during replays or online there is no delay in the program. RCTV will keep the original file in accordance with RCTV meeting retention policies in the event there is any question regarding this. It is not RCTV's intention to stifle any freedom of speech or commentary. Anyone wishing to make public statements or commentary is welcome to do so under Public Access. But a Government meeting is Government Access and is controlled by the Board or Committee.

16.3 GOVERNMENT ACCESS MEDIA OPERATORS

Since the broadcast of government meetings serves as a vital informational tool for the residents of Raymond, the Town of Raymond, through the Cable Committee, will hire and use staff to direct and run cameras for town meetings as outlined below:

- A. Town Deliberative Session
- B. Regularly scheduled Town Board and Committee Meetings
- C. One-time meetings held by Town boards, committees, or departments (i.e., Public Hearings)
- D. Any other meeting as determined by the RCTV Coordinator, Cable chair, and/or the Town Manager.

Individuals hired to direct, run cameras, or produce other programming deemed "government access" are considered employees of the Town of Raymond and are subject to all rights and regulations outlined in this document in addition to those found in the rest of the Town of Raymond Employee Handbook. These individuals will report to the Cable Coordinator and take direction from the chair of the Cable Committee.

17.0 EDUCATIONAL ACCESS

Educational Access is defined in the glossary as "Programs produced by the faculty and students at the Raymond School District and Raymond-based private educational institutions."

Educational Access producers and users are subject to all sections of this policy manual. Educational meetings and productions are those sanctioned by a school, the SAU, or the School Board. When school officials or employees participate in or produce any programming not under this category, they do so under the category, rules, and procedures of Public Access.

18.0 MEDIA OPERATORS MANAGEMENT

Except for the RCTV Cable Coordinator, employees will work on an as-needed or on-call basis, with no set or guaranteed minimum hours or days.

Hiring, management, scheduling, and supervision of operators will be a joint responsibility of the Cable Coordinator and the Cable Committee Chair with the approval of the Town Manager. All concerns, complaints, or issues involving meeting operators will be brought to the attention of the Cable Coordinator and the Cable Committee Chair.

GLOSSARY

Access - The right or ability of any Raymond resident and/or persons affiliated with a Raymond non-commercial institution to use designated facilities, equipment, and/or channels of the Raymond Cable Television System, subject to the conditions and procedures established by the Raymond Cable Committee.

BB (Bulletin Board) - Equipment that displays announcements on RCTV assigned channels when other programs are not being shown.

Cable Committee - The committee appointed by the Board of Selectmen in accordance with the Town Code manual Chapter 213.

Coordinator - Provides technical and administrative support for the Cable Television Committee and assists the Cable Chairperson in preparing agendas and budgets.

Educational Access - Programs produced or sanctioned by the Raymond School District and Raymond-based private educational institutions.

Government Access - Programs produced by staff or elected officials of the Town of Raymond and may include coverage of government meetings (as defined by RSA-91A), profiles of town services, as well as servicing the communications needs of various town departments.

Government Access Media Operators - Individuals hired by the Town of Raymond or the Cable Committee on a part-time or on-call basis for the purpose of producing and broadcasting governmental programming and/or meetings. (See Job Description Appendix 2)

Live Streaming – The broadcast of programming via the Internet that can be viewed at the same time as the event is happening.

Master Control Room - The room from which recorded programming is transmitted to the cable franchise provider for distribution.

Non-Commercial Programs - Programs created by Raymond citizens and non-profit groups.

On Demand Streaming – Programs available online that can be viewed at any time.

Operator - Someone who is authorized to use the Control Room, Studio, and/or portable equipment.

P.E.G. (Public, Educational & Government) - Acronym referring to the types of access programming provided by RCTV.

Producer - Someone who is responsible for a program developed for broadcast.

Production Control Room - The room at Raymond High School leased to the Town of Raymond for use in producing video programming either live or recorded.

Public Access Channel - A specific channel(s) on the Cable System, which is made available for use by, among others, Raymond individuals and/or organizations wishing to present non-commercial programming and/or information to the public.

RCTV (Raymond Community Television) - The organization responsible for the daily operation of the “public, educational and government” (PEG) access cable television channel. (See Job Description Appendix 1)

Studio - The room at Raymond High School shared by the school and RCTV for the production of programming.

Appendix 1

Cable TV Coordinator

Department: Administration Grade/Step:

Divisions: Administration/Finance FLSA Status: P/T, Non-Exempt

Reports to: Town Manager

Job Description Statements:

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

Job Summary:

Provides technical and administrative support for the cable television committee and RCTV, including the daily operation of the "public, educational, and government" (PEG) access cable television channel. Trains and assists Raymond School District personnel with the use of the video production facility.

Accountability:

Works under the direction of the Town Manager. Takes direction from the chairperson of the Cable TV Committee. This is a salaried position based on 20 hours per week. The work schedule is variable and flexible to ensure all operational requirements are met.

Supervision Exercised:

Supervision of volunteers, town employees, high school students, and school district staff in the use of RCTV facilities.

Equipment Use:

Computer, computer printer, videotape-based, and computer-based video equipment, photocopier, fax machine. Proficient in the operation and installation of video, audio, graphics, and computing-related equipment and software.

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed under typical office conditions; some outdoor work may be required. Work hours are irregular and may fall on nights and weekends.

Duties and Responsibilities:

- Responsible for the program scheduling of all video productions, including meetings, hearings, school events, and public access productions using the playback system.
- Responsible for maintaining the PEG channel Bulletin Board system, creating slides, updating folders, and deleting files in a timely manner.
- Required to maintain proficiency in the operation of all video, audio, and computing equipment for any PEG productions.
- Required to maintain the ability to configure (set up) video, audio, and computing equipment for any PEG productions.
- Conducts afternoon and evening training sessions on the use of RCTV facilities.
- Meets with and conducts workshops for school district faculty on incorporating video production into the curriculum.
- Assists residents, high school students, and faculty in the use of the RCTV equipment and facilities.
- Makes technical repairs to cabling and equipment of RCTV equipment as able. Processes equipment for repair by outside vendors.
- Creates and maintains a volunteer database and equipment inventory.
- Assists the cable television committee chairperson with the preparation of the annual budget and the purchasing of equipment and supplies.
- Performs administrative duties as required. Processes mail, voicemail, and email. Assists with correspondence, as necessary.
- Attends Cable TV Committee meetings and reports on the status of RCTV.
- Operates camera equipment; a computer and general office equipment, such as a calculator, copier, facsimile machine, and telephone.

Knowledge, Skills, and Abilities:

- Ability to work independently with minimal supervision and direction.
- Proficient in the operation and installation of video, audio, graphics, and computing-related equipment and software.
- Proficient in the use of videotape-based and computer-based video editing.
- Ability to train and assist residents with developing and producing programs for use on RCTV.
- Proficient in the use of Windows-based operating systems.
- Familiarity with graphics presentation software.
- Familiarity with computer networking.
- Ability to manage, teach, and coordinate volunteers, both youth and adult.
- Maintains a flexible schedule, including evening and possible weekend hours as required.

Other Requirements:

Performs other related duties as required or requested by the Town Manager.

Physical Activity Requirements:

Position requires participation in physical activities, including heavy lifting and carrying. The employee is required to be in and maintain upper and lower body strength and good overall physical condition.

- Lift: up to 10 lbs.: Frequently Required; 11-25 lbs.: Occasionally Required; 26-50 lbs.: Not Required; Over 50 lbs.: Not Required
- Bending: Frequently Required.
- Carry: up to 10 lbs.: Occasionally Required; 11-25 lbs.: Occasionally Required; 26-50 lbs.: Not Required; Over 50 lbs.: Not Required
- Reaching: above shoulder height: Occasionally Required; at shoulder height: Frequently Required; below shoulder height: Occasionally Required
- Push/Pull: Occasionally Required.
- Twisting: Frequently Required.

Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for receiving instructions and information.
- Sight: Necessary for performing the job effectively.
- Licensure/Certification Requirements: N/A

Summary of Occupational Exposures:

Some exposure to cleaning fluids and copy machine toner.

EEO Statement:

The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Signatures:

This job description has been approved by all levels of management:

Town Manager: _____ Date: _____

Finance Director: _____ Date: _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____

Appendix 2:

Position Title: Government Access Media Operator (GAMO) Department: Cable

Reports To: Cable Coordinator Status: Part-time, Per Diem Benefits: None

Date: October 2010

GENERAL SUMMARY:

Under the general direction of the Cable Coordinator and Cable Committee Chair, responsible for managing functions of the meeting room console during televised meetings on an as-needed basis. The meetings covered include:

Town & School Deliberative Sessions

Regularly scheduled Town & School Board and Committee Meetings

One-time meetings held by Town boards, School Board, committees, or departments (e.g., Public Hearings)

Any other meeting as determined by the RCTV Coordinator or Cable Committee Chair.

ESSENTIAL FUNCTIONS:

Ability to follow and utilize the RCTV Console Operating checklist to set up and test video and audio equipment before meetings, provide video & audio coverage of the meeting (including appropriate switching of video sources), maintaining high-quality audio levels on the air and in the room, and monitoring the return signal on RCTV's access channels.

Troubleshooting and correcting technical problems.

Recording meetings from "call to order" to "adjournment."

Labeling and securing recording media for archival and replay use.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge of video equipment, computers, and the production process. Training will be provided by the Cable Coordinator or qualified experienced Government Access Media Operators.

OTHER DUTIES AND RESPONSIBILITIES:

Ability to work late nights, including evenings and weekends.

Promotes and maintains positive community relations.

Ability to interact effectively with a wide variety of people.

Performs other related duties as required.

As Town employees, Operators represent the Town and RCTV and shall comply with all dress, safety, and other items in the Town of Raymond Personnel Policy Manual.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment.

Occasional walking, lifting, carrying, standing, climbing, and periods requiring uncomfortable physical positions.

Brief periods of strenuous physical exertion, requiring the ability to lift, carry, and position heavy objects of no more than 50 lbs., utilizing proper body mechanics and techniques.

May spend extended periods using robotic camera controllers, computers, video, and audio controls. This requires eye-hand coordination, finger dexterity, close vision, color vision, and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Appendix 3

RCTV – Raymond Community Television

Phone: 895-6405

Email: rctvnh@gmail.com

Website: www.raymondstv.org

Statement of Compliance

Producer/Endorser: _____

Program: _____

Address: _____

Phone: _____

Email: _____

I have read and agree to abide by the policies and procedures of Raymond Community Television. Additionally:

- 1) I am familiar with the nature of this program and accept full responsibility for its content.
(initial) _____
- 2) I understand that the following material is prohibited, and I alone am responsible (not RCTV) to make sure the program complies with the following:
 - Advertising material designed to promote the sale of commercial products or services, or material which identifies any product, service, trademark, or brand name in a manner which is not reasonably related to the non-commercial use of such a product, service, trademark, or brand name on the program.
 - Commercial programming which in whole or in part depicts, demonstrates, or discusses products, services, or businesses with the intent or substantial effect of benefiting or enhancing a profit-making enterprise.
 - The direct solicitation or appeals for funds or other things of value for all purposes except for non-profit organizations.
 - Material which is obscene as defined in New Hampshire RSA Chapter 650.
 - Any programming that constitutes or promotes any lottery or gambling enterprise that is in violation of any local laws.
 - Material which constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which may violate any local, state, or federal law.
 - Campaign Advertising

(initial) _____

- 3) I have obtained all the clearances and releases (permissions) from all organizations, individuals, and groups that are necessary to legally record and/or cablecast this program. (initial) _____
- 4) In recognition of the fact that neither RCTV staff nor any employees or representatives of the Town of Raymond or Comcast are censoring the content of this program, I understand and agree to indemnify and hold harmless RCTV, the Town of Raymond, and Comcast from any liability or other injury (including reasonable costs of defending claims or litigations) arising from or in connection with claims for failure to comply with any applicable laws, rules, regulations, or other requirements of local, state, and/or federal authorities; for claims of libel, slander, invasion of privacy, or infringement of common or statutory copyright for unauthorized use of trademark, trade name, or service mark; for breach of contractual or other obligations owing to third parties by the company; and for any other injury or damage in law or equity which claims result from the producer/sponsor's use of RCTV or PEG (Public, Education, Government) channels. (initial) _____
- 5) I am aware that PEG channels, the RCTV Studio, and its equipment cannot be used for financial gain or other commercial purposes. I understand that all programs made utilizing the RCTV studio and equipment must be cablecast on one of the PEG channels unless such use has been specifically outlined as an exception in the Policies and Procedures. (initial) _____
- 6) I understand that the RCTV staff may cablecast this program as often as they deem appropriate and that scheduling times are at the discretion of the RCTV Coordinator or their designee. (initial) _____
- 7) I understand that the RCTV staff may make this program available for viewing online at the time they deem appropriate. (initial) _____

By signing this document, the submitter agrees to these terms and acknowledges that failure to comply with these guidelines may result in the rejection of programming content and/or future submission privileges.

Signature: _____ Date: _____

(If the producer or endorser is a minor, a parent or legal guardian's signature is required.)