



OPERATING POLICIES

Approved by the Lake County Board – October 2000
Updated by Finance and Administrative Committee – September 2013

LCTV
Lake County Communications Division
18 N County St – 9th Floor
Waukegan, IL 60085

LAKE COUNTY TELEVISION OPERATING POLICIES

Introduction

The purpose of LCTV is to make government more accessible and understandable to Lake County residents by airing public meetings and providing informational and educational video programming about county services, programs, and activities. Programming shall be consistent with and in support of the County Board's mission, values and strategic goals.

The Communications Division shall administer the county government channel under policy direction from the Lake County Board.

The Lake County Communications Manager is responsible for generating program ideas, and for implementing and overseeing their production, either directly, or by delegation. All programming decisions are to be made by the Lake County Communications Manager according to these policies and guidelines.

Channel Policies

NON-EDITORIAL: The channel shall provide direct, non-editorial information concerning the operations, services and deliberations of government to the Lake County residents.

NEUTRAL: The channel shall present information/content in an unbiased, neutral, factual manner with no intent to support a particular political party, platform, individual or issue.

NON-COMMERCIAL: The channel will not cablecast paid advertising or any program that depicts a product, business and/or service that has the purpose of benefiting a profit-making enterprise.

NON-DISCRIMINATORY: The channel shall not discriminate on the basis of race, color, creed, national origination, sex, sexual orientation or physical ability.

NON-SECTARIAN PROGRAMMING: The channel will not broadcast any programming that presents or promotes any particular religious group or belief.

LIVE COVERAGE: The channel will give priority to live coverage of Lake County public meetings.

Editorial Control

The Lake County Television Manager is responsible for all programming decisions in accordance with these policies. LCTV is not obligated to air material submitted from any source or to air productions or bulletin board submissions in their entirety.

In the event an applicant wishes to appeal a decision of the Lake County Communications Manager, a written appeal for review of request may be made to the Communications Manager within ten (10) business days after the applicant's request has been denied.

The appeal will be reviewed by a committee comprised of the Communications Manager, a selected Department Head, and a representative of the County Administrator's Office. If the Review Panel denies the appeal, a written request to review may be made to the Financial and Administrative Committee of the Lake County Board. The written request shall be made within ten (10) business days of the appealed denial and a copy should also be sent to the Communications Manager.

Program Content and Production

1. All department heads or their designees, and County officials are eligible to request production services or air time.
2. LCTV staff and equipment shall only be used to produce programs directly related to Lake County government or that have a direct nexus to Lake County government, and for air on LCTV.
3. Reoccurring/regularly scheduled programs are limited to four per year/per department.
4. Programs produced from outside sources must meet technical standards and the content must be directly related to the respective department's services and functions.
5. Requests from individual Lake County residents will be referred to the appropriate public access entity as LCTV is intended as a public access channel for the county government and its departments.
6. Lake County Television shall not be used to produce video programming for private or commercial organizations.
7. Programming shall not include declared candidates for elected office. Candidates for elected office may not use the channel as a part of a campaign effort. This exclusion does not apply to persons who receive air time as part of official County meeting coverage, special election coverage and coverage of incumbents performing official duties.

Programming Restrictions

- a. Any advertising of a commercial product or service
- b. Any information concerning any lottery, gift enterprise, or similar promotion offering prizes based in whole or part upon lot or chance
- c. Any obscene, indecent, defamatory, or salacious material.
- d. Any material that promotes specific religious beliefs or religious philosophies
- e. Any material which violates Federal, State or local law.
- f. Any copyrighted material unless written permission has been obtained from the copyright holder.

Programming Priorities and Scheduling:

- a. Live and recorded public meetings and other government-funded or sponsored meetings/activities.:
 - i. Lake County Television is responsible for providing television coverage of every official regularly scheduled County Board meeting.
 - ii. Live coverage of regularly scheduled County Board meetings shall be the programming priority of Lake County Television.
 - iii. Coverage of additional meetings will be possible based upon staff and facility capabilities
 - iv. Expansion of Lake County Television meeting coverage responsibilities shall be subject to the approval of the Financial and Administrative Committee of the County Board.
 - v. All public meetings will be covered gavel-to-gavel. The meetings will be replayed in their entirety. Any editing will only occur for the addition of title and credit pages for broadcasting of taped replay.
 - vi. When a televised meeting goes into "closed session," the Lake County Television meeting producer may display a message describing the current status of the meeting or play taped segments during the break. When a televised meeting goes into "recess," the Lake County Television meeting producer will follow the above procedure or continue live coverage of the meeting room during the break.

- vii. Videotapes of County meetings are intended for broadcasting purposes only and shall not be considered the official record of the meetings.
- b. Emergency Information
 - i. The channel may be used to facilitate communications with residents during a declared emergency in Lake County.
 - ii. Emergency programming will be subject to staff and facility limitations.
- c. News/Informational Programs
 - i. News and informational programs will focus on Lake County issues, special activities, events and county services.
- d. Special Event Coverage
 - i. Coverage of special events will be provided based upon staff and facility capabilities.
 - ii. Special event coverage may include press conferences, special call meetings and other county sponsored events.
- e. Public Service Announcements (PSAs)
 - i. PSAs for government activities and events shall be produced for County departments and agencies.
 - ii. Other government-sponsored PSAs
- f. Regularly Scheduled/Re-occurring Programs
 - i. Programs directly related to Lake County government services, functions and operations.
 - ii. These programs will be given regular time slots.
 - iii. Programs are limited to four per year per department
 - iv. Programs produced by LCTV will have a higher priority than those produced by outside sources.
- g. Computer Bulletin Board (Character Generator) Programming
 - i. The Computer Bulletin Board will be used to post information pertaining to County government and its agencies. Sources of information or messages displayed on the Computer Bulletin Board shall be limited to those generated by:
 - a) Departments or Divisions of Lake County government.
 - b) Request or publication of the State of Illinois government
 - c) Request of government agencies to which departments or divisions of Lake County are affiliated, including but not limited to Forest Preserve, SWALCO, Lake County municipalities.
 - d) Promotional information about Lake County functions or Lake County-sponsored events.
 - e) Notices of an emergency nature, including but not limited to severe weather, civil emergencies, and hazardous waste.
 - ii. Municipal information, messages and press releases from Village, Township, City, County and State departments may be included on the Bulletin Board.
 - iii. Requests should be received in writing at least two (2) weeks in advance of the desired start date of airing. Requests may be submitted via electronic mail. Exceptions apply to messages of an emergency nature that affect residents' health and safety, which will be included in the display sequence as soon as possible.

- iv. Lake County Television Staff may edit submitted materials to conform to space and technical limitations.
- v. The Computer Bulletin Board will be shown during non-programming hours and between regularly scheduled programs as needed.
- h. Other
 - i. Programs may be produced which do not fit into any existing program series. These programs will be considered “specials” and may be of any format. These programs must comply with the requirements for new programming on Lake County Television.
 - i. Outside programming acquisition:
 - i. Programming may be acquired from organizations or entities other than Lake County and must meet the appropriate technical standards and adhere to these policies.

Program Copyright

1. All videotapes used for production of television programs by the staff of LCTV shall remain the property of LCTV and Lake County, Illinois.
2. LCTV and Lake County shall hold the copyright on all original published programs produced for LCTV. All copyright and permissive use decisions will be made on an individual basis by the Lake County Communications Manager.

Amendments to Operating Policies

1. This policy may be amended upon recommendation of the Communications Department, and approved by a majority vote of the Financial and Administrative Committee of the County Board.