

Information Technology Policy

Cable/Satellite Television (CATV) Services

Number

ITP-NET007

Effective Date

February 5, 1998

Category

Network

Supersedes

All Prior Versions

Contact

RA-ITCentral@pa.gov

Scheduled Review

November 2023

1. Purpose

The purpose of this Information Technology Policy (ITP) is to establish enterprise-wide standards and policy for the use of the Commonwealth's cable and satellite television (CATV) infrastructure located in the Commonwealth's Capitol Campus Complex and other Commonwealth owned buildings where it exists.

2. Scope

This ITP applies to all offices, departments, boards, commissions, and councils under the Governor's jurisdiction (hereinafter referred to as "agencies"). Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

3. Background

Commonwealth Media Services (CMS) manages the CATV infrastructure in the Commonwealth's Capitol Campus Complex and several Commonwealth owned buildings. CMS provides consulting and engineering design services that enable agencies to use the Commonwealth's CATV services. Agencies can use the services to view or broadcast content such as live or taped video or multimedia.

4. Policy

Agencies seeking CATV services shall review the information provided at <https://pacast.com/catv/> and contact CMS at gssvccmsrequest@pa.gov to determine whether CATV services through CMS are available for their location. If CMS CATV services are available for their location, agencies may utilize those services.

CATV wiring and installation services are provided by vendors on state contract at the expense of the agency. The agency's selected vendor shall meet with CMS staff to survey the physical location and review technical specifications before work begins.

Agencies shall contact CMS to obtain television compatibility information prior to the procurement of any televisions.

5. Responsibilities

5.1 Agencies shall:

- Contact CMS to obtain prior approval for the installation, expansion, modification, or removal of CATV services.
- Select a wiring and installation service vendor from the approved contract and ensure the vendor coordinates with CMS staff.
- Contact CMS to obtain television compatibility information.

5.2 CMS shall:

- Manage the CATV infrastructure located in the Commonwealth's Capitol Campus Complex and other Commonwealth owned buildings where it exists.
- Respond to agency requests related to CATV services, availability, and compatibility.

6. Related ITPs/Other References

- Definitions of associated terms of this policy are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/Glossary.aspx>
- Commonwealth policies, including Executive Orders, Management Directives, and IT Policies are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>
- [*Management Directive 205.34 Amended, Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*](#)
- [*Management Directive 220.1 Amended, Commonwealth Media Services*](#)
- [*ITP-NET010, Commonwealth of Pennsylvania Satellite Services & Equipment Policy*](#)

7. Authority

[*Executive Order 2016-06, Enterprise Information Technology Governance*](#)

8. Publication Version Control

It is the [Authorized User's](#) responsibility to ensure they have the latest version of this publication, which appears on <https://itcentral.pa.gov> for Commonwealth personnel and on the Office of Administration public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>. Questions regarding this publication shall be directed to RA-ITCentral@pa.gov.

9. Exemption from this Policy

In the event an agency chooses to seek an exemption from the guidance within this ITP, a request for a policy waiver shall be submitted via the enterprise IT policy waiver process. Refer to [*ITP-BUS004, IT Policy Waiver Review Process*](#) for guidance.

This chart contains a history of this publication's revisions. Redline documents detail the revisions and are available to CWOPA users only.

Version	Date	Purpose of Revision	Redline Link
Original	02/05/1998	Base Document	N/A
Revision	12/21/2010	ITP Refresh	N/A
Revision	11/07/2022	ITP Refresh Updated the owner/contact for the Commonwealth's CATV services to CMS Consolidated ITP-NET007 and OPD-NET007A into a single document Updated responsibilities Updated references Added requirement for agencies to contact CMS for television compatibility information	Revised IT Policy Redline <11/07/2022>