

COVINGTON COMMUNITY TELEVISION  
POLICIES AND PROCEDURES

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## COVINGTON COMMUNITY TELEVISION POLICIES AND PROCEDURES

### I. INTRODUCTION

The policies and procedures outlined herein are designed to make the most effective use of the Covington Community Television (CCTV) equipment, facilities, staff and volunteers, to ensure that resources are used only for intended purposes and to provide all who wish to participate an opportunity to do so on a fair and non-discriminatory basis.

These policies and procedures shall remain in effect until the Mayor and Council of the City of Covington (the City) approve a revised edition or authorize amendments hereto. Any amendments will be posted on the City's web site.

CCTV reserves the right to waive any self-imposed regulation when such a waiver is deemed to be in the interest of the City.

#### A. Statement of Purpose for PEG Channels

Public, Educational and Government (PEG) access channels exist to give individuals who otherwise might not have access to the media an opportunity to display and showcase their talent, knowledge, interests and any other information with the rest of their community, and thereby enhance the quality of life in the community.

#### B. What is CCTV?

CCTV is the result of the franchise agreement between the City and the local cable service provider, Charter Communications, Inc. CCTV is a department of the City of Covington, a Georgia municipal corporation. CCTV provides and maintains video production and post production equipment, playback and cable-casting equipment, training, and channel time to individuals and organizations that meet qualification criteria (referred to herein as "producers"). However, we encourage the use of professional production companies to assure quality and provide greater flexibility in production. These resources are

available for the production and presentation of programming by and for the public on a first-come, first-served, non-discriminatory basis. CCTV exists to further the educational missions of local schools and institutions, and provides a medium through which community members can communicate personal ideas and views to local television viewers.

C. Funding, Management and Governance

CCTV's funding comes primarily from franchise fees paid to the City by Charter Communications, Inc. Additional funding is sought in the form of donations from individuals, corporations and other organizations. Further operating funds are obtained from nominal fees and charges for some services provided by CCTV or from sponsorships or paid announcements, and air time charges for certain programming, including any for profit compensation oriented activities.

D. Mission Statement and Philosophy

CCTV exists to encourage citizens to exercise their right to free speech, to foster awareness of their community through democratic use of electronic media by providing access to cable television, and to provide programming, both locally produced and otherwise acquired, to provide information about our community, state and country.

To this end, CCTV is committed to providing an opportunity for members of the community to use cable television to communicate their views. CCTV makes available channel time on the cable system as well as access to and training in the use of production resources. CCTV seeks to present a broad range of programming that expresses a diversity of perspectives; to establish a broad base of community understanding of and involvement in public access television; to encourage community support for PEG productions; and to furnish an electronic conduit for uncensored free expression. CCTV further intends to assess community response to programming on the public access channels and to aid in the development of additional programming; to ensure continued community access to and use of these channels through sound management; and to participate in the development of additional community uses of telecommunications technology.

E. Location and Hours

CCTV's offices and facilities are presently located at Covington City Hall, 2194 Emory Street, Covington, Georgia 30014.

Telephone: 770-385-2000

Fax: 770-385-2060

Email: [mculbertson@cityofcovington.org](mailto:mculbertson@cityofcovington.org)

Website: [www.cityofcovington.org](http://www.cityofcovington.org)

Hours of operation:

Monday through Friday 9:00 a.m. - 5:00 pm, and by appointment. Visitors are encouraged to call before visiting to ensure that someone will be in the office.

F. User Eligibility and Fees

CCTV wishes to remove as many barriers to participation as possible while still serving the needs of the funding Communities. CCTV encourages the use of professional production providers. However, toward this end CCTV provides limited equipment and facilities which are available for use free of charge for public purposes to be telecast on CCTV channels by any of the following:

1. Residents of Newton County;
2. Employees of a company doing business permanently in Newton County for the purpose of providing authorized community information related to the company;
3. Employees of Newton County or any municipality or school in Newton County for use by their Employers as authorized by their Employer and related to their Employer's activities and programs;
4. Campaign organizations of any local candidates appearing on a ballot in Newton County; and
5. Students attending educational institutions full time in Newton County, as authorized by such institution.

All eligible potential participants must meet the following additional

requirements to make use of CCTV equipment and facilities:

1. Provide proof of eligibility. A driver's license, employee ID, student ID, etc.;
2. Pay any required participation fee;
3. Read and agree to these policies and procedures;
4. Successfully complete the appropriate training to become certified to use

equipment and facilities.

Participants are volunteers, not employees of CCTV, and should not represent themselves as such, nor speak on behalf of CCTV without prior approval of CCTV director of the City.

#### G. Minors' Eligibility

CCTV serves participants of all ages. Participants under the age of eighteen cannot be held to any legally binding agreement. Therefore, a parent or legal guardian must co-sign all required forms and take full responsibility for the actions and behavior of the minor, as well as financial responsibility for any damage to CCTV equipment or facilities.

In cases where a school or other organization involving minors is acting as a Participant the representative of the school shall have the option of acting as co-signer, or obtaining the necessary signatures from parents or guardians.

## II. PROGRAMMING

#### A. General Policies

Producers of programs are solely responsible for and should be familiar with the content of that program. This includes but is not limited to issues of:

1. Libel
2. Invasion of privacy
3. Copyright infringement
4. Commercial content

5. Mature content
6. Obscenity

Programs produced by anyone with equipment other than that of CCTV will be accepted only if they comply with all requirements of locally produced material.

If a program has mature content or themes (nudity, adult language, violence, and graphic medical procedures, etc.) the participant shall inform CCTV of the nature of the content prior to scheduling. CCTV will then schedule the cablecast between the hours of 10:00 pm and 4:00 am. In addition, the program must contain a disclaimer at the beginning which states verbatim:

*"The following program contains material which may not be suitable for all viewers. Parental and viewer discretion is advised."*

This disclaimer must be in white letters on a black background, be of a font and size easy to read, and remain on screen with no audio other than a voiceover of the text for ten seconds.

Participants must sign a Cable Time Request form which includes language that will indemnify CCTV from any liability of any kind whatsoever that might arise from the cablecast of the program.

#### B. Program Requirements

Programs can be submitted for cablecast on DVD or Mini DV Tape. Programs not on these formats must be transferred by a qualified service provider to one of the approved formats prior to being cablecast. CCTV will transfer at standard duplication rates, plus the cost of stock. Other technical requirements may be applicable, depending on the types of equipment utilized and the nature of the program to be telecast.

Programs must include the following:

1. 30 seconds of black video with no audio;
2. Titling (2 minutes of black video with no audio to allow for titling);
3. The program content also must meet technical standards as set forth below, contain no prohibited material, and follow guidelines for commercial content; and

4. The end of the program must have at minimum a credit for the producer, and correct sponsor acknowledgment (in cases where sponsorship or underwriting were obtained), and a slate of black video background with white letters that reads verbatim:

*"This program was provided by an independent producer solely responsible for its content. The opinions expressed do not necessarily represent the views of CCTV, its staff, underwriters or the citizens or officials of the City of Covington."*

1. Any program presented without having met these requirements can have them dubbed in by CCTV at the standard duplication rate. No exceptions will be made to this policy.

C. Technical Standards

Each program must meet minimal technical standards to be cablecast. Technical standards are based on the premise that no program should cause a viewer to think that their TV or other home equipment, CCTV, or the Charter Communication cable system is having technical difficulties. The following standards shall apply:

1. Lack of signal or control track (snow) must not appear anywhere within the program.
  2. Video must track within acceptable limits. No rolling, tearing, or jumping.
  3. Colors must accurately reproduce original colors. Flesh tones will be the standard by which this standard is judged.
  4. White levels which are too high and distort the audio portion of the signal are unacceptable.
  5. Audio must be understandable; levels that are between -20dB and -1dB during playback are appropriate.
  6. Program media may only contain the program being cablecast.
- Standards may be waived in cases where the program is of a "one time" event.

In such cases, the producer may provide a written explanation to the Director. A disclaimer advising viewers that portions of the program may have technical problems must then be inserted at the head of the program.

CCTV reserves the right to withhold cable-casting of programs which do not meet minimum technical standards.

The CCTV schedule runs from 12:00:00 am Sunday to 23:59:59 Saturday. The schedule is finalized at end of business Monday prior to the scheduled week. In order to be listed in the schedule, programs must be submitted for air no later than close of business the Friday before the schedule is finalized.

D. Labeling Requirements

Programs must be labeled on the media (and case if applicable) in legible lettering with the following information:

1. Complete program name (and first air date, if in a series);
2. Total running time (not including head and tails black, color bars or any other content not intended for cablecast) in hours, minutes and seconds;
3. Cue time: Position on the tape for pre-roll, 3 seconds before the program begins; and
4. Producer's name and telephone number.

E. Series Programs

A series is defined as a program that is cablecast in a regular time slot on the same day, daily, weekly or monthly, that features a consistent theme or format. Series slots will be allocated at the discretion of the Director if ample time remains for other programs. To receive a series slot, a producer must have at least two complete episodes already produced, and demonstrable pre-production plans for the third and fourth. Demonstrable plans include a script, a production schedule, or partial production already in progress.

Series slots will be forfeited if the producer fails to provide new original programming for more than two consecutive time slots. A waiver may be obtained by

submitting a written request for an extension showing the reason and length of time for a hiatus. Waivers will be granted at the sole discretion of the Director.

F. Scheduling

Before any program will be scheduled, it must comply with the above stated program requirements, along with submission of the completed paperwork.

All time slots are available on a first-come, first-served basis. Specific time slot requests will be honored when possible, but CCTV reserves the discretionary right to schedule programs to meet the needs of the community. In some cases, programs of a time-critical nature will pre-empt scheduled programming.

All furnished programs that meet program requirements will be shown at least once. CCTV reserves the right to schedule any program, including series programs, as often and in any time slot as may be deemed appropriate. However, the producer reserves the right to limit playback and can so indicate when the program is submitted.

The following list will determine priority of cablecast whenever there is a scheduling conflict:

1. Productions produced at CCTV or by CCTV users;
2. Community events not produced at or by CCTV users;
3. Any programming not produced locally; and
4. Repeats of previously cablecast programs.

G. Political Programming

CCTV encourages political candidates and other citizens to use the public access channel to communicate their political views. Candidates and other providers of political programs, as well as the programs, themselves, are subject to the same policies and procedures as any other user of CCTV.

CCTV encourages participants to exercise their First Amendment rights. Any complaints regarding the content of a program will be referred to the producer. Any complaint that a program is in violation of CCTV policy will be reviewed by the Director. If

the program is found to contain prohibited content, it will be immediately removed from cablecast. For a period of sixty days, all subsequent programs submitted by that producer will be reviewed for compliance prior to cablecast at the discretion of the Director. Any subsequent violation of the prohibited content policy will result in a permanent requirement of review at the expense of the producer.

#### H. Viewer Feedback

Audience Feedback: CCTV strongly encourages and welcomes feedback from its audience. All comments should be addressed to:

Covington Community Television  
P. O. Box 1527  
Covington, Georgia 30015

Feedback can also be made available to the producers of specific shows through their contact information, or through CCTV. CCTV offers a wide variety of ways to communicate: mail, phone, fax or email. Periodic email surveys may be utilized to keep in touch with what the community thinks and feels about CCTV.

### III. USE OF EQUIPMENT AND FACILITIES

#### A. General Policies

1. CCTV equipment and facilities are available for use on site only for programs to be shown on PEG channels. Use for private, recreational or commercial purposes is available only with the prior written consent of the Director.
2. Programming must be submitted within 14 days of the use of equipment or facilities.
3. No food or beverages are permitted in the CCTV area. Bottled water with a closing sports cap is permitted.
4. Smoking is not permitted anywhere in the CCTV facilities.

5. Participants may only access areas of the building utilized by CCTV. This includes the common entry, public bathrooms, and rooms occupied by CCTV.

6. Equipment is available only to participants who have properly trained in its use, or are otherwise certified by the Director.

7. Participants may not be indebted to the City of Covington on any account more than 60 days past due.

B. Reservations

Participants wishing to use equipment or facilities to produce a program must reserve equipment and/or facilities by appointment with a CCTV staff member scheduled in advance on a time available basis. Equipment and facilities are available for participants to reserve on a first-come first-served basis.

Participants are responsible for the CCTV facilities and equipment utilized by them. This includes responsibility for the actions of guests, assistants, and others, and for loss, damage, or theft.

C. Studio Facilities

1. Studio facilities may be reserved for blocks of one hour for every thirty minutes of show time, not to exceed eight hours in one day;

2. Producers are strongly encouraged to test all equipment prior to starting a show;

3. Producers are responsible for enlisting adequate crew. All crew must be listed on reservation forms, and certified for the job they are to perform;

4. CCTV staff must be present for studio use;

5. No crew or talent should arrive more than fifteen minutes earlier than reservation unless specific arrangements have been made with CCTV staff;

6. Taping must be completed on time unless additional time is available and authorized by CCTV staff;

7. Studio must be clean and ready for next use at the end of a reserved

period. A charge will be assessed for cleaning or studio strike whenever a participant fails to properly restore the studio after use; and

8. Studio use outside of normal hours must be approved by CCTV staff at time of reservation.

D. Cancellations/No Shows

Cancellations must be effected at least twenty-four hours in advance. Failure to do so may result in a temporary suspension or loss of privileges. Reservations are not transferable. If a producer fails to show up within fifteen minutes of reservation time, the equipment or facilities may be used by any waiting participant.

E. Training and Certification

CCTV offers opportunities for interested members to become familiar and comfortable with equipment and facilities. Certification is required for most equipment and facilities use, and workshops will be offered to meet the needs of the community and individuals. Experienced producers and other volunteers may bypass classes by demonstrating proficiency with the equipment, subject to the approval of the Director of Operations.

1. Orientation - Required for use of CCTV equipment

This short class will introduce new users to the facility and present an overview of applicable CCTV policies. This requirement may be fulfilled by attending and registering for membership at an open house, a workshop, or scheduling a meeting with the Director. A certificate will be issued to each participant who completes this requirement and presents proof of eligibility. This is the only requirement for any person wishing to submit a program to be cablecast.

2. Basic Editing - Participant eligibility required

Covers the basics of using the available editing equipment, editing techniques and theory. Participants will have the opportunity to bring in their own footage to use in practice for certification. Completion of this class will certify the user to reserve and use the

CCTV editing facilities.

#### IV. PROGRAM OWNERSHIP AND DISTRIBUTION

##### A. Content Rights and Responsibilities

Producers maintain copyrights and ownership of the programs they produce and must release CCTV from any and all liability resulting from cablecast of the program. Producers may, at their discretion, limit the number of times a program may be cablecast. The use of the CCTV name, logo or anything intended to identify the program as a production of CCTV is prohibited unless written approval is obtained from the Director by a written request, accompanied by a summary of the program content. Review of the program may be necessary to obtain such approval.

##### B. Disposition of Programs, Duplications, Distribution

1. No duplicates will be made for distribution, nor will any program be loaned to other channels or persons without the prior express written permission of the producer.

2. It is the producer's responsibility to pick up their program after four weeks of cablecast submission. Any program left at CCTV longer than four weeks will be deemed abandoned and become the property of CCTV, and CCTV shall thereupon be authorized to dispose of or recycle such media in any manner that it may deem appropriate. Producers who are unable to pick up their programs within the specified amount of time may leave a self addressed prepaid mailer to ensure the return of their media.

3. CCTV will charge producers the current rate for duplication.

4. Producers must take all media with them during production and post-production. CCTV will not be responsible for media left at the facility.

##### Duplication Rates:

Rates are per copy, and do not include cases, custom labeling, or stock media. Blank media costs will be at the prevailing local retail rate for comparable stock.

Duplications will be made at CCTV's cost for labor and supplies, plus stock.

C. Underwriting, Sponsorship, Business-Friendly Programs

Producers are encouraged to seek grants or underwriting to assist with any costs of their production. Sponsorship for programs may be obtained for goods, services, in-kind contributions and/or donations that aid programs. Because CCTV offers its equipment and facilities at no charge to the user, the non-profit nature of PEG channels and governing laws, the following policies shall pertain to the crediting of underwriters and sponsors of programs:

1. Credit for underwriting can be shown only at the end of a program's credits. The sponsor's name, business, and the general nature of their business can be listed, for no more than fifteen seconds. Black and white logos are permitted. Spoken words or any audio, advertisements, music, motion video, calls to action or other graphics apart from logos are not permitted.

2. It is likely that a business will have an interest in producing a program that in some way relates to their business. For example, a restaurant owner may wish to produce a cooking show, a plant store may wish to produce a gardening show, a fabric store may wish to produce a quilting show or a gym may wish to produce a show about physical fitness or self defense. Sponsorships shall be permitted as long as the content of the program is informative and educational in nature, benefits the general public, and does not specifically seek to sell a product or service. Names of businesses may be mentioned, but not phone numbers, addresses, locations or hours of operation of the sponsor. The program must be essentially for the benefit of the public. Evaluation of programming in this regard shall be at the sole discretion of the Director.

## V. STANDARDS OF CONDUCT

A. General Standards

1. It is expected that all participating individuals will conduct themselves

in a responsible, mature and appropriate manner at all times, and never interfere with the orderly conduct of any CCTV activities or programs, or that of its users. Time spent at CCTV facilities is to be used for producing programming for the channel, training, or for specific volunteer purposes only. (Loitering will not be permitted.)

2. Any action or behavior that adversely affects the safety of others or the security of CCTV is prohibited. CCTV has a zero-tolerance policy towards verbal or physical abuse, threats or acts of violence toward any person. Any such behavior will result in the immediate removal of the individuals involved from the facilities of CCTV and permanent revocation of CCTV participation privileges.

3. Possession or use of any illegal substance or weapon is prohibited.

4. CCTV computers, fax machines, and telephones are for use by CCTV staff only.

5. CCTV will not be responsible for personal property of participants or others brought to or left in CCTV facilities.

B. Eating, Drinking and Smoking

Food, gum and beverages are not permitted in any CCTV area. Smoking is not permitted anywhere in the CCTV premises.

C. Drug and Alcohol Use

Being under the influence of alcohol or illegal drugs while using CCTV equipment or facilities is prohibited.

D. Interaction with Staff and Volunteers

CCTV reserves the right to refuse to provide access to any person or group: who is under the influence of alcohol or drugs; who interferes with the orderly conduct of business; who refuses to cooperate with or in any way abuses CCTV staff, volunteers, and community members; who has misused CCTV equipment or facilities or has abused the privileges of CCTV.

E. Harassment Policy

It is the policy of CCTV to provide an environment in which all participants may work and learn in an atmosphere of respect for the dignity and worth of all its participants. CCTV facilities shall be maintained free of sexual harassment. Sexual harassment is not only illegal but also unacceptable and impermissible conduct toward which CCTV will maintain a zero tolerance policy. Harassment on the basis of sex constitutes unlawful sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal and/or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of achievement or related matters, (2) submission to or rejection of such conduct by an individual is used as the basis for achievement or related matters affecting that individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance, ability to achieve, or creating an intimidating, hostile or otherwise offensive environment. Any behavior of this nature should be reported to the Director and/or the Mayor and Council of the City.

F. Statement of Non-Discrimination

No prospective participant or group shall be denied access to CCTV equipment or facilities or programming time on the basis of race, color, sex, age, disability, religious or political affiliation or sexual orientation.

## VI. RULES VIOLATIONS AND PENALTIES

A. Minor Violations

Minor violations include but are not limited to:

1. Failure to cancel reservations, no show;
2. Late return of equipment without approval;
3. Mishandling of equipment;
4. Eating, drinking, or smoking in inappropriate areas;

5. Failure to return facilities to proper condition after use;
6. Handling off-limits equipment or being in off-limits areas;
7. Loitering; and
8. Neglect of policies and procedures

B. Penalties for Minor Violations

Penalties for minor violations will be based on a 12-month rolling calendar.

1. First offense - Verbal warning;
2. Second offense - Written warning;
3. Third offense - 30 day suspension; or
4. Fourth offense - Permanent suspension

C. Major Violations

Major violations include, but are not limited to:

1. Unauthorized or commercial/profit-making use of equipment or facilities;
2. Harassment of any individual;
3. Falsifying forms;
4. Taking equipment without authorization;
5. Abuse of equipment, including attempted repair or reconfiguration;
6. Providing false statements and/or information regarding CCTV facilities and/or its programming to the press or any electronic media;
7. Committing any unlawful act while on the premises or while using CCTV facilities;
8. Vandalism; and
9. Theft

D. Penalties for Major Violations

Penalties for Major Violations will not be based on a rolling calendar:

1. First offense: 90-day suspension of all privileges;

2. Second offense: Permanent forfeiture of privileges plus assessment against the violator of any costs incurred.

No penalty shall be interpreted so as to deny the violator the use of access to channel time, only the privilege of use of CCTV equipment and facilities.

E. Grievance Procedures

Participants are strongly encouraged to resolve differences at the CCTV staff level. Any grievance regarding CCTV policies shall first be discussed with the CCTV Director. If such discussion does not result in a satisfactory resolution, or if the grievance is against the Director, a formal grievance may be filed with the City Manager using the following procedure:

Anyone aggrieved by the management of CCTV, a decision or practice of the Director or any interpretation of these policies may file a written appeal to the City Manager and provide a copy of same to the Director. The appeal should specifically describe the grievance and cite applicable CCTV policies. Supporting documents and statements may be included. The City Manager will, within thirty days of receipt of written grievance, hold a hearing on the appeal. No formal rules of evidence or procedure will be required for such a hearing, but the City Manager will hear all evidence he deems relevant to the matter, and will permit all involved parties to address the issues raised. Within thirty days of the close of a hearing, the City Manager will issue a final written decision and serve copies of same on the complainant by certified mail, return receipt requested.