



BROOMFIELD KCCB 8 GOVERNMENT ACCESS CHANNEL POLICY

At the end of this document please find links to the Channel 8 Air Time Request Form, and the Channel 8 Bulletin Board Request Form (Addenda A and B)

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I. Purpose

The purpose of these regulations is to describe the use of KCCB 8. KCCB 8 is a government-access channel as provided for in the Telecommunications Policy Act of 1984, as amended. As a government channel, KCCB 8 is not required by law to offer access to other than the government. However KCCB 8 does offer opportunities for other entities in which the City and County of Broomfield has an official interest or sponsorship to be heard as provided for within this policy. This policy is not intended to make KCCB 8 a public forum.

II. Objectives

The objectives for use of KCCB 8 are as follows:

1. To serve as an information source in the case of a local emergency situation (e.g., flood, fire, and crime).
2. To provide live coverage of City Council meetings or hearings.
3. To increase the knowledge of the residents in the City and County of Broomfield about the functions and responsibilities of municipal government, and the functions of the various departments and boards or commissions.
4. To cover City and County-sponsored special events as resources allow.
5. To work with and provide information from other levels of government (state and federal).
6. To serve as an on-going source of community information for the residents in the City and County of Broomfield.

III. Programming and Services

Channel 8 provides live televised coverage of the Broomfield City Council meetings as well as produces a variety of original programming including:

- Public service announcements
- Informative shows about city services
- Documentaries providing information of local interest
- Special event coverage such as Fourth of July activities and Broomfield Days
- Greater Metro Television Consortium Programming

In order to meet the objectives of KCCB 8, activities will include the following prioritized programming and services:

1. Programming of an emergency nature involving public safety or health matters. In the case of an emergency, regularly scheduled programming may be interrupted or canceled. The City and County Manager's Office or his/her designee must approve the content and scheduling of any emergency programming.
2. Broadcast of City Council meetings or hearings as approved by the City and County Manager's Office and/or the Video Production Manager.
3. Programming of various City and County departments, their service or issues.
4. Programming involving City and County sponsored events.
5. Programming of an informational nature about State and Federal government and/or City or County boards, commissions and authorities and/or agencies that use public dollars.
6. Bulletin board listings and programs which feature governmental information or services, cultural, historic or educational material, topics of local interest and flavor whether entertaining, educational or informational, from other entities in which the City and County of Broomfield has an official interest or sponsorship.

IV. KCCB 8 Usage/Scheduling Policies - Programming from outside sources

1. Airtime on KCCB 8 may be requested for a pre-produced program or series, providing the program is suitable and meets the requirements for airing on the channel.
2. To submit a program for consideration, a **Program Requirements Form/Air Time Request Form** (Addendum A) must be submitted 14 days prior to the anticipated airdate.
3. The program will be screened for compliance with Channel Objectives and City and County Policies and for technical quality. The program may be accepted or rejected, in whole or in part, by the City and County Manager's Office, and or Video Production Manager based on any or all of the qualifying criteria.
4. If accepted, the Manager of Video Production will determine when and how often the program will appear in the KCCB 8 schedule.
5. It is the responsibility of the applicant to obtain all copyrights, permissions and all clearances to all portions of the submitted program including, but not

limited to, video, performance, music, song, theatrical and film rights. The Video Production Manager may require the applicant to sign a statement that all approvals have been secured.

6. Videotape masters and footage will be retained by KCCB 8 as deemed necessary.
7. KCCB 8 will be responsible for the scheduling of programs and public service announcements. While every effort will be made to accommodate scheduling needs relative to events, all program scheduling is at the sole discretion of the Video Production Manager.
8. Programs are subject to repeat airings. Any repeat airing shall be at the sole discretion of the Video Production Manager.

V. KCCB 8 Usage/Scheduling Policies - Bulletin Board

1. Bulletin board listings are available for promotional announcements for City and County-sponsored events, programs, and activities. Promotional announcements for events, charities or outside organizations in which the City has no official interest or sponsorship shall not be permitted.
2. Listings may not solicit or promote violence, unlawful conduct or discrimination.
3. Written information submitted to KCCB 8 for inclusion in the Bulletin Board listings program sequence may be edited at the discretion of the Video Production Manager to maximize the impact, clarity and efficiency of the message.
4. Bulletin board listing scheduling is at the sole discretion of the Video Production Manager.
5. Information submitted for Bulletin Board listings must be accompanied by a KCCB 8 Bulletin Board Information Request Form (Addendum B) and submitted to the Video Production Manager for content approval at least 15 days prior to requested broadcast time. No announcements will be taken over the phone, except in the case of an emergency.
6. No classified advertising, commercial messages or commercial solicitations of funds will be allowed on KCCB 8. Bulletin board listings may not list items for sale, solicitations for donations or memberships.
7. Receipt of a public service message does not guarantee its appearance on KCCB 8. The date and the length of run of any message will be determined solely by the Video Production Manager.

8, KCCB 8 is not responsible for the accuracy of information received from outside sources.

VI. Programming Acquisition and Exchange

Liaison and exchange with other governments involved with programming/broadcasting will be established and maintained. Cooperative arrangements and agreements with educational programmers, broadcasters, cable companies and other production groups may be established for efficient operations and communications in the City and County.

VII. Copyright issues

KCCB 8 has the ability to receive and hold copyrights transferred to it under §105 of the United States Copyright Law. This includes the assignment of copyrights to KCCB 8 from “work for hire” productions.

All KCCB 8 copyrighted programs will remain under the copyright control of the City and County of Broomfield unless one of more of the following apply:

1. The program is produced strictly as a “work for hire” for, and funding is provided by, an entity other than KCCB 8 or the City and County of Broomfield.
2. Language in a grant, or other funding source, which pre-exists in the production of the work, establishes a different, related entity as the copyright holder.
3. An agreement is signed and approved, prior to production of the work, granting ownership of copyright to a different, related entity, such as the funding source or the host, moderator, or creator of the program.

Copyright clearance must be obtained in advance for copyrighted materials used within a program or (for outside programming) for the entire program itself.

VIII. Sponsorship or Underwriting of KCCB 8 Programs

KCCB 8 will accept, at its discretion, sponsorship or underwriting of programs. Any sponsored program (in full or in part) by a commercial, civic or private entity may carry a brief underwriting statement at the end and/or beginning of the program, which will be stated in a manner previously approved by Channel 8 staff or one of the following ways:

“This program is sponsored in part by _____.”

“This program is made possible through a grant made from _____.”

_____.”
“The following/preceding program is made possible through a grant from
_____.”

Corporate Logos may be accepted; however, no “call to action” or other “advertising” type language will be accepted.

Sponsorship in general

1. No advertisement shall be shown on KCCB 8. For the purposes of this policy, “advertisement” shall mean any message or other programming material which is intended: (a) to promote any service, facility or product offered by any person who is engaged in such offering for profit; or (b) to support or oppose any candidate for political office or political issue before the voters.
2. Each sponsor acknowledgement shall be reviewed by KCCB 8. Length, content, order and sequence of appearance of acknowledgements shall be discussed with client prior to receipt of master tape/DVD.
3. A business that wishes to sponsor programming on KCCB 8 shall make application to the KCCB 8 staff. The application should identify the company, what programming is to be sponsored and at what level of sponsorship such business wishes to be considered.
4. KCCB 8 shall review all applications for sponsorship and the availability of such programming for sponsorship. The City and County Manager or designee shall have the sole discretion to determine whether to approve any application for sponsorship on KCCB 8. KCCB 8 makes no representations that it will approve any application for sponsorship.

IX. Video Tape Check out Procedures

All requests for viewing, checkout, or dubbing of KCCB 8 videotapes or DVD’s will be processed by the City and County Manager’s Office. Tapes or DVD’s will only be available for 30 days from the date of airing.

1. KCCB 8 original programming may be checked out for 24 hours, a \$20 deposit is required. Upon return of the original tape or DVD the \$20 will be refunded.
2. The tapes or DVD’s made available for checkout may be copied, unless otherwise stated on the tape.
3. KCCB 8 does not provide tape-copying services.
4. Requests for dubs are subject to availability of facilities, equipment, staff time and production funds. Costs are set forth in Addendum C.

X. Omissions and errors

KCCB 8 shall not be held responsible for the inaccuracy of information or programming due to human or technical error.

XI. Prohibitions on use

The facilities and resources of KCCB 8 shall not be used for the following:

1. Obscenity, pornography, nudity, violent, or indecent material as determined by the Video Production Manager.
2. Programming that is discriminatory, slanderous, libelous or defamatory
3. Any advertisements supporting or opposing a political candidate or ballot measure. Candidates for election or reelection to any office shall not be permitted to "use" the municipal cable channel, except as may be part of a formal public meeting from the time of their legally qualified candidacy until after the election. The municipal channel is exempt from providing equal opportunities to a candidate under Section 76.205 of the Rules and Regulations of the Federal Communications Commission ("FCC") for time incumbents spend on the channel when performing the routine duties of their position, including participation in regular and special sessions of the City Council, and other public meetings. Notwithstanding the above, political candidate forums, where all candidates for a particular office have equal opportunity to participate or public forums on a ballot issue where all sides have equal opportunity to participate may be cablecast.
4. Any advertisements for the sale of goods or services.
5. Programming that violates local, state and federal laws.
6. Programming that violates FCC rules and regulations.
7. Lotteries, gambling, or other games mentioning prizes.
8. Any promotional material concerning products or services presented for the purpose of any solicitation of funds or items of value by other than government or non-profit groups.
9. Programming which promotes religious beliefs or religious philosophies.
10. All material, which is intended to defraud the viewer or designed to obtain money by false or fraudulent promises or representations.

The Video Production Manager reserves the right to review all programs, proposed and completed, to determine compliance with these Programming Regulations and Channel Objectives. Any program under consideration may be accepted as presented, may be turned down completely, or may be given conditional approval. In the case of conditional approval, a program may be deemed appropriate and worthy, except for stated objectionable or offensive program portions, which will be listed as needing revision or deletion from the program. The producer of the program will then have the option of making all specified changes or withdraw the program from consideration altogether.

XII. Grievance Procedures

Any person(s) wishing to protest decisions made by the Video Production Manager (e.g., playback and production schedule, refusal to carry a program due to content or length, or any conflict arising as to these Policies) may file an appeal to the City and County Manager's Office.

Any applicant wishing to file an appeal must submit a detailed report regarding the complaint to the Video Production Manager within ten (10) days after the disputed action. The City and County Manager's Office will determine the merits of the appeal, and render a written decision within fourteen (14) days after receiving the appeal.

XIII. Production personnel and equipment

1. All equipment and services for KCCB 8 are operated by KCCB 8 staff. Use is subject to approval by the Manager of Video Production.
2. KCCB 8's staff and resources and its facilities are for the use of the following in order of their priority: 1) Broomfield City and County Government, 2) other government agencies, and 3) outside productions, as approved.
3. Only qualified and proficient personnel shall utilize KCCB 8 facilities and equipment.
4. KCCB 8 may recover cost of productions and equipment replacement or repair caused by damage, plus any rental or leasing costs necessary to continue KCCB 8's program and production capacity, as it deems necessary.
5. \$1 million on-location insurance coverage may be required.

[Channel 8 Air Time Request Form \(Addendum A\)](#) 

[Channel 8 Bulletin Board Request Form \(Addendum B\)](#) 