

SOUTHWESTERN OAKLAND
OAKLAND CABLE
COMMISSION

POLICIES
AND
PROCEDURES

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SOUTHWESTERN OAKLAND
CABLE COMMISSION
33300 Nine Mile
Farmington, MI 48336

POLICIES AND PROCEDURES
FOR ACCESS

MISSION STATEMENT

The mission of community access for the Southwestern Oakland Cable Commission (SWOCC) is to bring local residents, schools, governments, religious organizations, service groups and businesses together through constructive, prudent uses of communication technologies to build and enhance community.

STATEMENT OF PURPOSE

The Southwestern Oakland Cable Commission has made provisions for Public Access to provide residents of Novi, Farmington and Farmington Hills with the opportunity, training and tools, free-of-charge to create and/or distribute non-commercial/non-profit video programming and information to the community on the local cable system (s). Through its franchise agreement with the cable operator, SWOCC provides one public access channel. SWOCC also provides a studio production facility, designated equipment, and playback and staff technical and administrative support

All policies and procedures stated herein refer to the SWOCC facilities unless otherwise stated.

PREFACE

SOUTHWESTERN OAKLAND CABLE COMMISSION (SWOCC)

SWOCC is the consumer's representative in matters regarding the cities of Farmington, Farmington Hills, and Novi's (including Novi Township) franchise contract with the cable operator and cable regulation, including rates and customer service. The Executive Director, among other duties shall oversee the day-to-day functions of access programming, outreach to community individuals and groups, and guidance and training for cable television production.

SWOCC is comprised of two members from each of the communities it represents (Novi, Farmington and Farmington Hills): the city manager and one elected official from each.

SWOCC maintains an administrative office and a video production facility for the governments of Novi, Farmington and Farmington Hills. This facility is equipped with a studio, equipment for live and recorded shoots, edit suites and dubbing capabilities. The main purpose of this facility is for government production, however on availability, it is used for community access productions.

CABLE ACCESS COMMITTEE (CAC)

The CAC is an advisory committee established to make recommendations to SWOCC regarding the operation of the community access facilities, equipment and channels. The CAC is responsible for periodic examination of these policies, and recommends appropriate revisions as needed.

The committee is comprised of volunteer members from each of the three communities (Farmington Hills, 4 members; Farmington, 2 members; Novi, 3 members) appointed by that city's mayor and/or city council.

PUBLIC SCHOOLS TV-10

Novi and Farmington Public Schools have cable access equipment and facilities provided by the cable operator and the school system. Each district provides policies for use of school designated equipment, televising school events and programming on the schools' cable channel TV-10. Contact the individual school districts for a copy of pertinent policies.

INFO TV-12

INFO TV-12 (Information Network of Novi, Farmington and Farmington Hills in Oakland County) is the public access channel for the three communities. All public access programming produced at the SWOCC and is cablecast on this channel.

GOVERNMENT CHANNELS 8 & 13 & 15

The City of Novi cablecasts on channel 13, Farmington and Farmington Hills cablecast on channel 8. Programming includes live city council and other committee meetings, and special programming produced by each city. Contact the individual city for specific channel policies.

COMMUNITY BULLETIN BOARD INFO TV-12

To submit information to the Channel 12 Bulletin Board, you must be a non-profit organization. The message must be non-commercial and serve the interest of the three communities. The message must be no longer than one (1) page and will be run up to three (3) months if it is not date-sensitive.

DEFINITIONS

COMMUNITY ACCESS - Public, Educational and Governmental Access (PEG) cable programming.

PUBLIC ACCESS - An entity created by franchises to allow individuals access to the creation and transmission of cable programs without cost or editorial override by the access entity or cable operator.

GOVERNMENT - In this context government refers to the cities of Novi, Farmington and Farmington Hills.

STAFF - Paid Community Access employees of SWOCC. Staff is available to train and assist volunteers. Staff will not produce or crew productions for volunteers. A staff person must be present for all community studio shoots. One staff person is available for each production, unless otherwise approved by the Executive Director. SWOCC staff may also produce SWOCC and government productions.

PRODUCER - The volunteer who creates, plans, writes and is responsible for content, and makes the decisions regarding the production.

Producer must adhere to all policies and procedures, including but not limited to:

- Scheduling studio and staff time.
- Scheduling and attending a pre-production meeting.
- Obtaining certified crew for all equipment and positions.
- Obtaining, setting up and striking set.
- Arriving first and leaving last (arrival time is at least one hour prior to shoot and will be confirmed at the pre-production meeting.)
- Turning in completed B-roll, (3/4" format), open, close, music and PSAs at time of production. (Shooting B-roll and/or bumping video must be scheduled and completed prior to shoot.)
- Reviewing duties, camera shots, etc. with crew a minimum of one half hour prior to shoot.
- Making sure that crew has returned all equipment to its proper place, (cameras and dolly wheels locked down) and cleaned up all areas (coffee cups, scripts, etc.).
- The safety and actions of all talent and guests.
- Post production including editing, labeling, logging, etc.
- Turning in CG information according to posted procedures.

OBSCENITY - According to the Alliance for Community Media (a non-profit membership organization committed to assuring everyone's access to electronic media), a cable program is obscene if a) the average person, applying contemporary community standards for the cable medium, would find the material, taken as a whole, appeals to prurient (sexual) interest; b) the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable state law; and c) the work, taken as a whole, lacks serious literary, artistic, political or scientific value.

INDECENCY - The FCC describes indecency as "any programming that describes or depicts sexual or excretory activities or organs in a patently offensive manner as measured by contemporary community standards for the cable medium".

SLANDER - The speaking of false and malicious words concerning another whereby injury results to his reputation.

LIBEL - A false and unprivileged publication in print, writing, pictures or signs of defamatory material.

DEFAMATION - The unprivileged publication of false statements which result in injury to another (injure reputation, diminish the esteem, respect, goodwill or confidence, or to excite adverse, derogatory or unpleasant feelings or opinions against another).

ELIGIBILITY

A RESIDENT IS any person who:

- Resides within the cities of Novi, Farmington or Farmington Hills.
- Owns property or a business within the city limits of Novi, Farmington or Farmington Hills.
- Is employed by a business of Novi, Farmington or Farmington Hills.
- Those affiliated with an organization in the cities of Novi, Farmington or Farmington Hills may be eligible only when volunteering on projects sponsored by that organization.

Proof of Eligibility, such as a driver's license or utility bill may be required upon request.

The person must be 18 years of age or older to be eligible to use access facilities, equipment and channels. A Residency Verification Form must be completed.

Those persons under age 18 may qualify for certain community access services by having a parent or legal guardian accept full legal and financial responsibility for the actions of the minor by signing the Residency Verification Form.

WORKSHOPS AND CERTIFICATION

All residents submitting outside programming must complete the residency form, application for cablecast, and attend an orientation workshop.

Free training workshops are provided for access to production facilities and equipment. Access users must successfully complete the workshop and be certified by staff. Producers and crew persons must be certified in the corresponding facility in order to reserve the studio or use equipment.

Certification is dependant upon workshop attendance and the ability to use equipment properly.

Those with prior experience in video production may bypass some training courses by successfully passing a test administered by staff.

If staff determines that a producer or crew person demonstrates an inability to perform a previously certified skill, uses equipment in a negligent manner, or fails to participate in any access production activity for more that twelve (12) months, they may be required to recertify.

Beginning May 1, 1996, all residents who desire to create access programming, crew or use the facilities must attend the Orientation Workshop. This will be offered in a two-hour session at the SWOCC facilities.

GENERAL POLICIES

It is the responsibility of the access user to know and understand all applicable policies and procedures.

SWOCC facilities and equipment are available for use free-of-charge and may be used only for productions intended for cablecast on the community access channels. If a producer derives income from the use of access equipment or an access program (this includes the sale, lease or rental of the program or the use of the program for marketing purposes), the producer must pay to SWOCC the monetary value of the equipment or production (see Commercial Policies below).

SWOCC assume no responsibility for the actions of an access user, and shall be indemnified and held harmless for any claims or damages resulting from the access user's utilization of INFO TV-12 services.

The access user assumes complete financial and legal liability for activities during utilization of SWOCC facilities, services and equipment. Damage to or loss of equipment can be cause for immediate suspension of the access user's right to facility and equipment use until full compensation is made, or a repayment contract is signed. Should the access user fail to meet the terms of the repayment contract, the user's rights will be suspended until full payment is made or until the user is no longer in default.

Access users shall exercise extreme care of all production facilities and equipment, and are expected to return equipment in the same condition as when the equipment was checked out.

Certified producers and crew may not represent themselves as an employee of, representative of, or a producer for SWOCC, or INFO TV-12 producers and crew may only represent themselves as independent producers who can access production equipment and programming time on INFO TV-12.

RULES OF CONDUCT

The access user shall not engage in activities that violate federal, state, or local laws and ordinances.

The access user is expected to be courteous and respectful to staff and other access users at all times.

No alcoholic beverages or drugs are allowed on any community access premises.

Access to production facilities shall be denied to any person reasonably suspected to be under the influence of alcohol or illegal drugs.

No smoking is allowed in any community access facility.

SWOCC is not responsible for any materials (video tapes, equipment, furniture, etc.) brought into or left at any community access facility.

No food or drink is allowed in any studio, control room, edit suite, or other places designated off-limits for these activities.

No producer, crew, talent or guest may use offices, storage areas closets, office machinery/equipment, phones, or supplies without permission of staff. Staff, office machinery/equipment, phones and supplies are for business use only. No personal use will be authorized.

The access user shall not interfere with the production and/or studio usage of another access user or the orderly conduct of SWOCC business.

UTILIZATION AND RESERVATION

The SWOCC meeting room is available to be reserved by anyone meeting the residency requirements. The user does not have to be certified.

An Application for Utilization of the Access Channels and Facilities form must be completed prior to use of facilities and/or equipment.

Facility usage will not be approved until the producer complies with all staff requests, including completion of the Application for Utilization and prior certification.

SWOCC studio and equipment use is on a first come first serve non-discriminatory basis. Emergencies excepted as determined by Executive Director.

Staff must be available in order to use the studio.

Reservations for studio, production, and or equipment should be made at least two weeks in advance, but no earlier that two months prior to the date of production. Special Government and Community events excepted.

Any reservation may be cancelled by staff without advanced notice and/or denied due to lack of available staff or equipment, or if staff believes the continued use of the equipment may cause damage to same.

A SWOCC staff member must be personally contacted in order to make reservations for studio and/or equipment. Leaving a message does not constitute a reservation until confirmation is received from staff.

Reservations will not be accepted by or for a second party.

A fifteen (15) minute grace period will be allowed for all reservations. A user arriving more than fifteen minutes late may forfeit the reservation. An access user is expected to call if unable to make an appointment.

An access user must finish promptly at the scheduled time.

Failure to use facilities productively may restrict the access user's right to use the facility.

Any access user who cancels two scheduled studio times in a six-month period will be under review and may have access privileges revoked for up to three months. In the event of another occurrence, full privileges may be revoked indefinitely. Access staff may authorize cancellations due to special circumstances (i.e. inclement weather).

A pre-production meeting with a community access staff person is mandatory and must be scheduled at least one week before each shoot. If the producer is also talent, the associate producer or director must also attend the pre-production meeting.

All details of the scheduled shoot must be confirmed at the pre-production meeting. The producer will be given a copy of the signed pre-production sheet with a copy retained by staff. Any changes are at the discretion of staff.

If difficulties occur during the production, a post-production meeting may be required before another production may be scheduled.

STUDIO

Each studio shall establish rules, which shall be approved by the CAC, for the use of the facility and post said rules in a conspicuous place for review by users and other participants. These shall include but shall not be limited to the following:

A producer may work on two programs simultaneously; however, one of those programs must be completed before an additional program (third program) can be executed.

Studios are for shooting television programs only and are not rehearsal houses. A dress rehearsal/run through can be completed immediately prior to shooting, within the scheduled studio time.

All remote footage for a studio production is to be completed and submitted prior to the studio shoot.

A studio program should be completed within the allotted production time. A completed show includes: color bars and count down, title/open, music (if applicable), public service announcements (if applicable), remote footage (if applicable, credits/close, and the tape properly logged and labeled. Under extenuating circumstances, and at staff approval, two hours of editing time per 30 minute program may be granted.

The Studio may be reserved for a maximum of four (4) hours during facility hours and a maximum of twice (2) per month. Additional hours may be scheduled for multiple shows if produced at one hour block. Additional dates may be scheduled within one week of an open date by a producer who has reached their monthly limitations.

Studio lighting is set up by staff only. Lighting requests must be finalized during the pre-production meeting. Minor lighting adjustment at the time of the shoot is at staff discretion.

The producer is responsible for crew and all aspects of the production as outlined in the procedures.

Only authorized personnel and crew are allowed in the control room.

Staff will act as technical advisors only and are not available as crew.

Studio audiences must have a crew person assigned to supervise and will be escorted into the studio just prior to taping, and escorted out immediately after.

All crew, guests and talent should wait in the green room until the producer and/or staff authorizes entry into the studio.

SWOCC studios no longer stores sets for Public Access shows but instead provides generic sets for public use.

REMOTE EQUIPMENT

A remote production (a program comprised of at least 90% video shot off-premises and requiring post production) may be allowed up to 10 equipment loans (including studio equipment) and 20 hours of editing time, per 30 minute program. Extensions may be granted after review of production progress by staff.

Remote equipment for community access use is available at SWOCC Studios. The access user must be certified for remote production and complete an Application for Remote Equipment before checking out equipment.

Remote equipment may be reserved for a period of 24 hours unless prior arrangements have been made with a community access staff person.

Check-in and check-out of remote equipment shall occur only during facility hours.

One portable unit per access user is allowed.

A maximum of 2 hours of tapestock is allowed for any one remote. Tapes must be edited and a show produced before equipment is loaned again.

Remote equipment may not leave Oakland County without prior staff approval.

Remote equipment may not be transferred to another producer/crew person.

Equipment must be returned in the same condition as when loaned. If damage occurs, it must be reported promptly. If equipment damage is deemed to be due to the negligence of the user, the user may be held financially responsible, and may be denied future use.

If equipment is not returned on time (as scheduled upon checkout) and other arrangements are not made with staff, this may constitute theft and police may be notified.

PRODUCTION VAN

The producer must complete a Production Van Request Form at least two weeks in advance.

The production van is to be used within the service area unless prior arrangements have been made.

A Pre-production survey must take place with a staff person prior to approval of a van shoot.

A Production Van Confirmation Report must be submitted to a staff person at least one week prior to the event.

A staff person shall drive the van to and from the location of the shoot, make all connections to the van, balance all equipment, and act as technical advisor during the shoot, but is not available as crew.

The role of the producer is to secure all certified crew members for the van shoot and to oversee the set-up and breakdown of all equipment, obtain all release forms, obtain permission to shoot at the location, and have a detailed script.

The kinds of productions for which the van will be considered include, but are not limited to: sporting events, major community events (such as parades), documentaries, musicals, on-the-spot news shows, religious programming, public meetings, and some talk shows. The van should not be used to substitute for available portable equipment when acceptable quality can be achieved. Van use is discouraged for shoots that will produce less than 30 minutes of programming or that will require extensive editing. The goal of a van shoot is to have a completely edited production by the end of the shoot (indicated through pre-production planning). Producers are encouraged to produce longer programs or more than one 30 minute program when possible; however the maximum program length of a single program should not exceed two hours.

"LIVE" SHOW

A producer of a "live" show must submit the Application for Cablecast and Statement of Compliance at the pre-production meeting.

A minimum of six taped shows by both the producer and director is required before the scheduling of a live show will be approved.

Due to technical and staff requirements, there must be a need to shoot live. Staff will review the application and determine if need is justifiable.

Valid reasons include:

- o Call in program inviting an at-home audience to participate.

Note: It is the producer's responsibility to obtain additional crew to answer phones and to ensure that viewers will call in. If few calls are received, the reason for going live is no longer valid.

- o Breaking News - such as election night coverage
- o Simulcast - if program is to be cablecast on more than one channel, i.e. A school function may air on TV-10 and INFO TV-12.
- o Current events - sports games, parades, activities as they are occurring.
- o Special events - i.e. "Cable in the Classroom" LIVE Electronic Field Trips.

To shoot a live show, an Application for Live Show must be submitted to a production staff person and to the program director (so that studio and cable time can be coordinated), with a confirmed guest/topic list, at least four weeks prior to the date of the show.

Live programming from the SWOCC studio must be approved by the executive director.

A pre-production meeting is mandatory for all live shows.

Live shows must run on time. If a show runs over, it may be cut off by the following scheduled program.

Missing or canceling a "live" time slot any time after it has been scheduled merits cancellation of future shows.

A live show will be subject to frequent reviews. If there is no longer a need to go live, the show will require a taped format.

EDITING

Editing is the responsibility of the program producer, not staff. The producer must sign up for the Editing Overview class before scheduling any edit time.

A pre production meeting must be scheduled before any editing project.

A maximum of 1 ½ hours drive space is allowed per edit session project.

The editor may have only one edit project on the system at a time.

Edit sessions may not exceed four (4) hours unless approved by staff.

Edit system may not be used for logging of footage. Time code burn may be placed on VHS dub for logging outside of SWOCC Studios.

A maximum of two edit sessions per week is allowed per producer.

A project may remain on the non-linear edit system for a maximum of 5 days.

A log sheet (consisting of in-points and out-points of all clips to be utilized) must be presented before editing time can be scheduled.

Editing of long-format shows (more than 1 hour) must be approved by staff and additional time may be requested.

Long-format shows must be edited and off the system within 72 hours.

PROGRAMMING

PROGRAM OWNERSHIP AND COPYRIGHT

The ownership and copyright of an access program belong to the individual or group producing the program. (See definition of producer under definitions).

PROGRAM CONTENT

The producer is responsible for the content of the program and is required to sign an Application for Cablecast and Statement of Compliance form.

All productions must include the following disclaimer in closing credits:

"VIEWS AND OPINIONS EXPRESSED BY PRIVATE INDIVIDUALS IN THIS PROGRAM DO NOT NECESSARILY REFLECT THOSE OF SWOCC OR ITS MEMBERS."

The producer shall not submit material that is unlawful, such as, but not limited to:

- a. Material which is obscene,
- b. Material which violates copyright or trademark laws.

The producer shall not submit material that is defamatory, libelous or slanderous.

The producer shall not submit material that advertises or promotes a commercial product or service, or directly solicits funds for commercial or private gain (through a call to action).

The FCC restricts indecent programs on TV or radio to the hours between 10 p.m. and 6 a.m. Producers must notify SWOCC when a program contains adult material and it must be scheduled after 10 p.m.

The producer is responsible for obtaining signed release forms from all talent.

SUBMISSION FOR CABLECAST

A completed INFO TV-12 Application for Cablecast & Statement of Compliance must accompany each tape submitted for cablecasting. This includes each program in a series. Producers may photocopy a completed application, as long as each application has an original signature and date.

Definition: Presenter – the resident who signs the application for cablecast and submits a program for playback. The presenter is not necessarily the program producer, but has received producer permission for cablecast. In order to best accommodate ALL presenters, SWOCC will accept and input one program up to one hour per week, per presenter (or the equivalent of four hours per month where programs are longer than 1 hour). Each producer is permitted up to four (4) hours of programming per month.

SWOCC will make every effort to provide a secure facility to keep all tapes and programs.

SWOCC cannot be responsible for the loss of content of any tape.

SWOCC may assist producers with the promotion of the program (i.e., press releases, newspaper articles, flyers).

Programming for cablecast must be submitted on a digital format.

Both the tape and the tape box must be clearly labeled with the title, subject, and correct length.

All shows submitted for cablecast must contain at least 10 seconds of color bars and tone, and a countdown preceding the program. The program must begin within the first two minutes of the tape. A minimum of 30 seconds of black must immediately follow the program.

SWOCC will not be responsible in any way for the technical quality of access programs produced by others and reserves the right to reject any program displaying unstable signal quality on standard cablecasting equipment as further indicated below. Tapes will not be pre-screened for content but may be examined to assure technical standards.

A program will not be cablecast unless it meets certain standards, specifically, the audio must be free of hum, with levels of at least -7db, video levels of at least 30 I.R.E., and the video must have solid control track and display limited video drop out. If the program director determines that the quality of a tape is poor or may damage the equipment, the program may be suspended and the producer notified.

Outside programming requests are taken only from "residents" within the franchise area. Outside programming must meet all the requirements listed above. Scheduling or non-acceptance of outside programming depends upon availability of time slots (local programming takes precedence). Those requesting outside programming are responsible for submitting a digital copy and completing an INFO TV-12 Application for Cablecast & Statement of Compliance form.

PROGRAM SCHEDULING

Scheduling will take place only after a program tape is submitted.

All programs must be submitted to SWOCC two (2) weeks ahead of time (excluding series).

Producers may request preferred time slots and staff will work to accommodate such requests.

Playback is on a first-come, first-serve non-discriminatory basis.

SWOCC has no obligation to cablecast a program more than once.

Shows may be cablecast additional times upon request or when time slots become available until the producer withdraws the tape from circulation.

Regular programming may be moved or bumped to accommodate special event programs. If this occurs, staff will make efforts to contact the producer.

It is the producer's responsibility to deliver any programs not produced in the SWOCC facilities to SWOCC and to pick up the program after its last cablecasting. SWOCC will not assume delivery costs.

Programming procedures will be developed by SWOCC staff and approved by the CAC.

SERIES PROGRAM SCHEDULING

A series is a program produced on a regularly scheduled basis, either daily/nightly, weekly, bi-weekly or monthly. It is produced by the same producer, runs under the same title and deals with related subjects.

Four (4) completed programs must be received before a series time slot is designated. Producers must have two (2) completed programs submitted at all times.

A series will be given a regular time slot of a half hour or an hour. Each show must be within five (5) minutes of its allotted time slot, i.e., a 30 minute show must be between 25 and 35 minutes long.

To maintain a series time slot, new episodes must be provided.

An access user who produces one show per week will be given a weekly evening time slot. One who produces a show monthly will be given a bi-weekly evening time slot. Single programming will be given times as available.

Weekly and monthly series programs will be cablecast during the same time slot for the duration of the series, as long as the producer abides by all policies herein.

Program scheduling will be reviewed each calendar quarter (Jan, April, July, and Oct).

A waiting list will be maintained for time slots and names will be added on a first-come, first serve non-discriminatory basis. A producer can be on the waiting list only once.

If a producer requests a specific time slot which is currently unavailable, the series may be assigned a different slot and moved into the requested slot when it becomes available.

Failure to follow these policies could result in the loss of a time slot.

VIDEO TAPES

SWOCC is not responsible for loss of or damage to submitted videotapes.

Videotapes may not leave the SWOCC facilities without staff approval.

A producer cannot obtain a copy of, or the master tape, until the program has been cablecast on INFO TV-12.

Only the producer is eligible to obtain a copy or master tape of the program.

A tape may be "purchased" by a producer by replacing the tape with a comparable tape of the same length.

SOURCE TAPES

Source tapes will be retained until program is edited; remote video will be kept for six months (maximum) and studio footage will be kept three months (maximum) from the date the footage was shot.

After use, source tapes are erased and reused.

A program should be completely shot and edited within a three month time frame. Extensions are at the discretion and approval of staff.

SWOCC will keep intro, close and music tapes as long as the producer remains active. These tapes will be kept for up to six months from the last production date.

COMPLETED PROGRAMS

A completed program will be kept for a minimum of one year from the completion date. The producer will be notified before programs are erased, however it is the producer's responsibility to resubmit for cablecasting if so desired or to "purchase" the tape.

If a program, such as a promotion or public service announcement is to be cablecast each year at a specific time (i.e. Jaycees Haunted House promotion at Halloween), that tape will be kept as long as quality is acceptable.

All program tapes will be stored at SWOCC and may be checked out by the producer or with the producer's written permission for one week only.

DUBBING TAPES

SWOCC will dub two 1/2-inch tapes at no charge. Additional tapes will be dubbed at \$10.00 per half hour. The producer is responsible for providing the tapes.

Copies for contest entries will be dubbed at no charge when submitted with a completed contest entry form.

BICYCLING TAPES

Bicycling of tapes to other cable companies is the sole responsibility of the producer.

To bicycle a tape to another cable company, the producer can elect to do one of the following:

1. Make a copy of the master tape on the producer's own tape.
2. "Purchase" the master tape.
3. Check the master tape out for one week.
4. Borrow a tape from the SWOCC community access tape library to make a copy of the master (two tapes can be borrowed at one time from the library for up to three months).

COMMERCIAL POLICY

The producer of an access program shall not derive income from the broadcast, telecast, cablecast or other reproduction of an access program or the use of access equipment or facilities (this includes the sale, lease or rental of the program or the use of the program for marketing purposes).

If a producer derives profit/income from any program produced with SWOCC or Time Warner equipment, staff or facilities the producer shall notify the SWOCC Executive Director immediately and pay the amounts due for services, studio and/or equipment use. Facility and staff cost are available upon request.

If it is discovered that the producer has derived income from an access program or the use of access facilities, the executive director shall demand immediate payment as outlined above.

Once a producer pays to SWOCC the monetary value of the studio, equipment, staff services and volunteer personnel services used to produce an access program, the producer shall be permitted to sell or otherwise derive income from the use of the access program.

FACILITY USE FOR COMMERCIAL TELEVISION PRODUCTION

The producer will pay the monetary value as determined by SWOCC for use of the studio, equipment, staff services, and volunteer personnel services used for producing the program.

Only certified volunteers may crew on commercial shoots, as long as there is a release form on file in recognition of the producer's intent.

A Producer Release Contract is mandatory.

Distribution is the sole responsibility of the producer.

UNDERWRITING

Underwriting (the exchange of goods, service and/or money) is allowed only for the support/improvement of a production. (For example, a business may provide financial assistance, materials, equipment, location, artist fees, or other forms of in-kind support). Underwriting is not allowed for the personal gain of the producer, crew or sponsor or for the payment of labor and time.

All underwriting must be registered with SWOCC on the INFO TV-12 Application for Cablecast & Statement of Compliance.

Contributors may be recognized in the program credits under the following conditions:

1. List the type of service provided by the contributor.
2. An official slogan or jingle may be used as long as it is used elsewhere in their advertising. For example: "Flowers for the set were supplied by Flowers Forever, Inc...bringing joy through flowers to Oakland County."
3. One credit cannot be longer than 10 seconds.
4. All underwriters credits shall together appear for no longer than 30 seconds.
5. The credit may be given once before and once after the actual program.
6. The credit cannot be within the content of the program.
7. SWOCC accepts no liability for any disputes arising from underwriting contracts.

SUSPENSION OF PRIVILEGES

Staff may immediately refuse service if the resident/user abuses or fails to comply with any policy, rule or procedure stated herein or communicated by staff in any other manner.

Staff will complete a Documentation Form to alert the Executive Director of any violation of these policies. The Executive Director will determine action, up to and including suspension of facility privileges.

APPEAL

If an access user wishes to dispute any policy decision or resulting action taken by SWOCC, the following process applies:

1. Request a meeting with the Executive Director.
2. If unresolved, the access user may appeal the decision of the executive director to the CAC by submitting a request for review in writing to the CAC by delivery to the SWOCC executive director at least seven working days prior to the next regularly scheduled CAC meeting. The CAC shall place the request for review on the agenda for review and determination.
3. If the access user desires to appeal the determination of the CAC, a request for review shall be submitted in writing to SWOCC by delivery to the SWOCC Executive Director at least seven working days prior to the next regularly scheduled SWOCC meeting. SWOCC shall place the request for review on the agenda for review and determination.

Penalties imposed may remain in effect throughout the appeals process.

All cable access users agree to employ this appeal process as an exclusive means of dispute resolution prior to any resort to any court system.

All policies shall be interpreted and construed so as to conform with federal, state and local law.

Before using equipment or facilities all access users must sign a policy compliance form supplied by SWOCC which reads:

“I have read and understand the policy and procedure handbook of the Southwestern Oakland Cable Commission and have received a copy. I agree to comply with the policies and procedures contained therein.”

SOUTHWESTERN OAKLAND CABLE COMMISSION

SEXUAL HARASSMENT POLICY

Policy Statement

It is the policy of the Southwestern Oakland Cable Commission (SWOCC) to provide an environment that is free of sexual harassment. Sexual harassment by any employee, supervisor, vendor, contractor or others working for, or doing business with SWOCC will not be tolerated. Sexual harassment is a serious violation of SWOCC policy that will result in disciplinary action up to and including discharge. Charges of this nature will be thoroughly investigated and will result in appropriate corrective action.

Definition

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Procedure

Any applicants or employees who believe they are subject to conduct constituting sexual harassment shall immediately report the incident in writing to either the Executive Director or the Chair of SWOCC. Charges will be promptly investigated and appropriate action taken.

APPROVED BY SWOCC

MAY 14, 1996