

	<i>Jefferson County Policies & Procedures</i>		
Policy Name:	Cable Channel Policy	Approved:	11/10/20122
Policy Number:	903 (2011-2)	Author:	Boyde
Associated:			

PURPOSE:

The Jefferson County local government Cable Channel 17 is to be used for County related business or Non-Profit organizations that are not for partisan political or religious purposes. Placing ads or short snippets of events does not imply endorsement by the County Commission or staff of the viewpoints presented.

POLICY:

The Jefferson County Commission encourages the widest possible use of Channel 17 by government agencies and nonprofit community groups.

Advertisement may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.

Advertisements are subject to denial if the information is deemed inappropriate, contains foul language, nudity or is for political or religious use.

Users agree to abide by all regulations of the Cable Channel Policies and accept responsibility for the content submitted.

PROCEDURES:

All exceptions to this policy must be brought before the Jefferson County Commission for a vote during its regular meeting. Organizations authorized to use the Cable Channel are as follows:

- County appointed Commissions, Boards and Authorities
- Elected officials (County, State, etc.)
- County departments
- Community Non-Profit Organizations who have events open to the public
- Municipalities

Groups interested in using the Cable Channel must submit their information via email at cablestation@jeffersoncountywv.org in the form of:

- PowerPoint presentations or Word documents. They must be in landscape orientation. Must include contact information and answer the questions of who, what, when and where.
- Video content must be 15-60 seconds long. We can only accept MPEG4 and WMV formats.

The County Commission reserves the right to cancel any advertisements on the Cable Channel. Any violation of the rules could lead to privileges of future advertisements being revoked.