



POLICY MANUAL

Daily Operations - Miscellaneous Videotape Copying

Revised: 08-07-98

Code: 1 – 14 – 12

Book Chapter Subject

Page 1 of 1

12.0 Purpose: Establish guidelines for prohibiting videotape copying.

12.01 Scope: All Fire Department personnel

12.02 GOAL

To provide a clear understanding of the legal issues involved in videotape copying.

12.03 BACKGROUND

The Media Services Division of the Clovis Fire Department has, in the past, had requests to copy videotapes. As a reminder, reproduction of copyrighted videotapes is illegal without written consent from the producer of the material.

Government Code 504, Section (c) Paragraph 2 states, in part:

In a case where the copyright owner sustains the burden of proving, and the court finds, that infringement was committed willfully, the court in its discretion may increase the award of statutory damages to a sum of not more than \$100,000....

12.04 POLICY

The Media Services Division of the Clovis Fire Department, in order to prevent the involvement of the City of Clovis and/or the Clovis Fire Department in activities inconsistent with:

FEDERAL LAW (Title 17, U.S. Code, Section 501 and 506), unauthorized reproduction, distribution, or exhibition of copyrighted motion pictures and videotapes, and to avoid FBI investigation of criminal copyright infringement (Title 17, U.S. Code, Section 506)

shall require written documentation from the producer of the videotape, granting permission to copy any or all of their material.

The ability to defeat electronic copy guarding protection is available; however, this violates the same copyright laws and therefore **shall not be used by any Clovis Fire Department employee using department owned equipment or facilities.**