

	Policy # 2202
Subject: Filming in County Owned Assets and Facilities Policy Procedures	
Responsible Department: General Services	

1. Procedures

1. The County department responsible for the facility, property, or asset (e.g. Sheriff's Department, Probation) shall obtain approvals from the Office of Public Information (PIO) and the Department of General Services (DGS) to engage in filming activity on County property or within a County facility or asset prior to executing an agreement with a Production Company/Requestor.
2. The County department shall email the Production Company/Requestor's script to the PIO for review and approval. The PIO shall provide a written response to approve or disapprove the script.
3. The County department shall submit an emailed Work Request to the Director of DGS for approval of the filming activity on County property or within a County facility or asset. The Work Request shall include the following information:
 - a. Name of Production Company/Requestor, including legal entity reference.
 - b. Specific location of filming activity, including name of the County facility, address, and where in the facility (e.g. Main Jail – Secure Area; RCCC – Inmate Yard Area; etc.), or type of asset (e.g. patrol vehicle).
 - c. A Production Description from the Production Company/Requestor describing the proposed use of the facility, property, or asset, to include:
 - i. Production Information: A general statement of the character or nature of the proposed filming activity, including name of film, TV show, or program.
 - ii. Production Schedule: Anticipated dates and hours of filming activity.
 - iii. Production Staff: Number of anticipated filming crew members and their roles.
 - iv. Production Equipment: Description of filming equipment

to be used.

- d. Contact information for a representative of the Production Company/Requestor, including name, address, phone, and email.
 - e. Written confirmation that the PIO has approved the script.
 - f. A copy of the Application for Movie & Television Productions and the Special License issued by the Department of Finance-Tax and Licensing Division.
 - g. A copy of the draft Production Agreement (a separate service agreement between the responsible County department and the Production Company/Requestor).
4. If the DGS Director approves the requested filming activity, the DGS Director will forward the Work Request to the DGS Real Estate Division (RED). Access will be granted based on execution of a Permit to Enter (PTE) for filming on County property and/or within its facilities. Alternatively, for filming in a County asset, access will be granted upon completion of a Release of Liability and Assumption of Risk Form and Waiver of Liability and Assumption of Risk Relating to Coronavirus/COVID-19 While Participating in County of Sacramento Ride-Along Activity (collectively Release and Waiver). Issuance of the required PTE or Release and Waiver will be completed by RED.
 5. The responsible County department shall set up an internal order with RED for real estate staff time to facilitate the PTE or Release and Waiver. (The responsible County department should seek reimbursement for RED staff time from the Production Company/Requestor through the Production Agreement.)
 6. Filming will not be allowed if disruptive to regular operations and will only be allowed in approved areas. Film crews will be escorted and observed on site by County personnel and any facilities and/or assets utilized will be restored to their original condition or better upon completion.
 7. Once filming has completed the Office of the County Executive will appoint staff along with the responsible County department to review the final copy to be aired in order to assure the content is appropriate, not harmful to the County, staff, and/or others being filmed.
 8. Elected officials or appointed directors of County departments whose operations may be affected by a particular use shall be notified by the Director of DGS.