

**TRI-PAR ESTATES PARK & RECREATION DISTRICT
POLICY & PROCEDURE**

ITEM 3.2.7 AUDIO/VIDEO/TV/CAMERAS

The Trustee whose assigned area of responsibility is AUDIO/VIDEO/TV/CAMERAS shall have the responsibility and authority to manage the following operations, per Bylaws Article 5 and Procedure Item 3.1.

AUDIO/VIDEO:

1. Supervise maintenance of the communications equipment and systems, including PA system, microphones, video cameras and TV sets.
2. Supervise and educate volunteer operators of the equipment.
3. Utilize outside professional help for repairs to equipment when necessary.
4. Make recommendations for additions or upgrades when appropriate.

TELEVISION:

1. Monitor and approve content to be broadcast on Community news channel, and the security channel from our camera system.

CAMERA SYSTEM:

1. Supervise maintenance of the security cameras, recorders and broadcasting equipment.
2. Train staff in operation of the items that are available for our use.
3. Maintain relations with vendors of equipment to maintain efficient operation.
4. Communicate with Comcast as necessary to maintain the connection between our equipment and the broadcast channel.

06/16/2015