



VILLEtv22 Camera and Editing Equipment Access Policies

- 1. VILLEtv camera and editing equipment will be stored in the Emergency Management Services (EMS) room in Police Headquarters.**
- 2. Only persons approved by the Somerville Cable Television Committee (Committee) may enter the EMS room. To access the room, each person must present his or her VILLEtv identification badge to the police dispatcher on duty and sign in on a VILLEtv log sheet in the dispatcher area.**
- 3. Identification badges will be given to all Committee members and to VILLEtv production team members certified by designated committee members as trained on the use of VILLEtv camera equipment.**
- 4. Persons will receive a password to utilize VILLEtv editing equipment after certification by designated committee members as trained on the use of that equipment.**
- 5. Independent producers working on a one time project for VILLEtv may enter the room and use VILLEtv equipment only upon receiving authorization from the Chair or, in his or her absence, the Vice-chair. The Police dispatchers will be notified of this authorization. Entry into the EMS room must be scheduled in advance and will require the showing of a picture identification document such as a driver's license. A password for utilization of the editing equipment will have an expiration date. This process applies to independent producers who have a "one-time project" relationship with VILLEtv.**
- 6. No person shall touch, tamper with or attempt to use EMS equipment stored in the EMS room.**
- 7. Only two persons may be in the EMS room utilizing the editing equipment at any one time.**



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- 8. Persons using the editing equipment will sign an Editing Log Sheet in the EMS room certifying start and end times and that the equipment was in good working order upon leaving.**
- 9. Normally, camera equipment will be borrowed for a period not exceeding 24 hours. Persons borrowing camera related equipment must complete a VILLEtv Portable Equipment Request Form in the EMS room. Upon picking up the equipment, the user will note pickup and return date and time and project to be taped. Upon returning the equipment, the borrower will sign the form certifying that the equipment is in good working order.**
- 10. If any of the equipment malfunctions or is broken, the user must immediately notify the Chair or, in his or her absence, the Vice-chair. Further, a VILLEtv Incident Report Form in the EMS room must be completed.**
- 11. Equipment may be used (editing) or borrowed (camera) between the hours of 8:00 a.m. and 10:00 p.m.**
- 12. Scheduling the use of camera and editing equipment will be on a first come – first served basis.**
 - A. A scheduling week shall run from 8:00 a.m. Saturday to 10:00 p.m. the following Friday.**
 - B. To reserve equipment usage for a particular week, a user must contact an equipment scheduler by 6:00 p.m. of the preceding Thursday. Example: A person wanting to schedule the use of or borrow equipment between 8:00 a.m. Saturday, October 16 and 10:00 p.m. Friday, October 22, would need to contact the scheduler prior to 6:00 p.m. Thursday, October 14.**



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C. The scheduler will deliver the weekly schedule to the dispatchers between 6:00 p.m. Thursday and 8:00 p.m. Saturday.

D. Equipment schedulers will normally be assigned such duties for a month and VILLEtv production team members will be notified of the scheduler rotation well in advance.

E. Persons prescheduling the use of equipment are expected to provide notice to the scheduler if the appointment is to be cancelled. A dispatcher would be contacted by the prospective user only if the scheduler cannot be reached.

F. Normally, scheduling will be made via Email if both user and scheduler utilize Email.

13. Persons who do not preschedule the use of camera or editing equipment will be able to use the equipment if it is available and not prescheduled. Persons scheduling equipment use in advance will always have priority for such usage. Example: A person wanting to use the editing equipment from 3:00 p.m. to 6:00 p.m., would have to terminate usage at 4:30 p.m. if someone had prescheduled usage for 4:30 p.m.

14. Dispatchers will be contacted by persons other than scheduling personnel only in those circumstances where a last minute cancellation of prescheduled equipment usage is necessary and a scheduler cannot be reached.