

Policy: Utilization of Technology

Adopted by Board of Park Commissioners: October 2023

The BPRYCS Department is continuously identifying new technology resources to enable the department to operate more efficiently and better serve the community. Technology resources utilized by the department include: communication and security systems, energy and records management systems, data management and sharing systems, lighting and irrigation systems, work orders and assignment applications, financial systems, class registration systems, graphic and web design tools, social media, photo tools and storage devices/applications, document creation tools, and payroll systems. The purpose of this policy is to catalogue all technology being utilized in the administration of department services and outline a process for retiring technology and pursuing new ones.

It shall be the responsibility of the BPRYCS staff and organizational members to demonstrate user responsibility, ethical and professional use of the technological tools and services provided as they are property of The City of Bristol and their purpose is to facilitate and support organizational functions and community accessibility. This policy shall also be in accordance with the Information Technology Procurement as described in Sec. 2.Q. of The City of Bristol's Purchasing Manual, and includes receiving authorization of use by IT (hardware, credit card & networking impacting software), Comptrollers (financial software), and/or Corporation Counsel (contractual agreements) prior to acquisition.



Utilization of Technology

Technology	Communications & Security Systems	Energy & Records Management	Data Management & Sharing Systems	Lighting & Irrigation Systems	Work Orders & Assignment Applications	Financial Systems	Class Registration Systems	Graphic & Web Design Tools/Services	Social Media	Photo Tools & Storage	Document Creation Tools	Payroll Systems
Accucom					<input checked="" type="checkbox"/>							
Alarm New England	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>				
(a)squaredstudio												
Authorized.net					<input checked="" type="checkbox"/>							
BeFunky									<input checked="" type="checkbox"/>			
BlueInk										<input checked="" type="checkbox"/>		
Camera									<input checked="" type="checkbox"/>			
Canva								<input checked="" type="checkbox"/>				
CivicPlus	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>		
Dilinger		<input checked="" type="checkbox"/>										
Control Link			<input checked="" type="checkbox"/>									
Constant Contact	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>									
DropBox										<input checked="" type="checkbox"/>		
DUO	<input checked="" type="checkbox"/>											
Facebook								<input checked="" type="checkbox"/>				
Google Docs			<input checked="" type="checkbox"/>									
Google Drive			<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>		
Go! Motion	<input checked="" type="checkbox"/>											
Instagram								<input checked="" type="checkbox"/>				
Interact Landmark			<input checked="" type="checkbox"/>									
Kronos												<input checked="" type="checkbox"/>
Landline	<input checked="" type="checkbox"/>											
Microsoft Office										<input checked="" type="checkbox"/>		
MUNIS	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
MyRec	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						
Nitro Pro										<input checked="" type="checkbox"/>		
O Drive		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									
Outlook	<input checked="" type="checkbox"/>											
Radio/Intercom	<input checked="" type="checkbox"/>											
Samsara	<input checked="" type="checkbox"/>											
Smartphone	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Survey Monkey			<input checked="" type="checkbox"/>									
Synergy Fire Systems	<input checked="" type="checkbox"/>											
Team Snap	<input checked="" type="checkbox"/>											
TicketTailor						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

Key of Applications:

<ul style="list-style-type: none">• Accucom: Workorder system.• Alarm New England: Security systems.• (A)squared Studio: Web design, development, and graphic services.• Authorized.net: Credit card payment processor.• Befunky: Graphic design and photo editor.• Blueink: Electronic notarization, e-signature, and document creator.• Camera: Digital imaging device.• Canva: Graphic design tool.• CivicPlus: Government digital interaction platform for community engagement.• Control Link: Remote facility management system.• Constant Contact: Digital marketing platform.• Dillinger: Records and information management system.• Dropbox: Digital file hosting service.• Duo: Cybersecurity, multi-factor remote authentication product.• Facebook: Social networking platform.• Google Docs: Digital work processor and editor.• Google Drive: Digital file storage and synchronization service.• Go! Motion: Motion-detecting data collection interface.• Instagram: Photo and video sharing social networking platform.• Interact Landmark: Lighting and irrigation system.• Kronos: Payroll management system.	<ul style="list-style-type: none">• Landline: Telephone communication system.• Microsoft Office: Desktop productivity applications for document creation and maintenance.• Munis: ERP system for the management of government financials, procurement, human resources, payroll and revenues.• MyRec: Recreation and registration management platform.• Nitro Pro: Document creation, editing, and e-signature tool.• O-Drive: Cloud-based file management and storage service.• Outlook: E-mail communication and personal information manager system.• Radio/Intercom: Two-way frequency communication system.• Samsara: GPS fleet tracking platform.• Smartphone: Mobile communication, social networking and photo storage tool.• Stripe: Multinational financial payment processing software.• Survey Monkey: Online survey development and analytics software.• Synergy Fire System: Fire sprinkler and fire alarm systems.• Team Snap: Team management software.• Ticket Tailor: Event ticketing platform.• TotilPay: Point-of-sale system for EBT, SNAP, and WIC payments.• Zoom: Video communication software.• Zubtitle: Online video subtitling and editing tool.
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Technology Improvements

Current and new technology resources will be reviewed annually by BPRYCS staff and the Policy & Strategy Committee. As needs change staff may opt to retire outdated technologies and report changes on an annual basis through the policy manual approval. New technology may be pursued, thoroughly vetted and referred to the Finance Committee for approval as part of the annual budget process.