

# Video Surveillance Policy and Plan

Per [APM 3-17](#), a written surveillance camera policy must be adopted within 30 days of implementation of the surveillance camera system. The written policy must be reviewed by the IT Director, the City Attorney, and the Human Resources Director, and be on file and available to the public for review with the City Clerk.

Date:	10/30/2017
Policy:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Update
Department/Division:	Finance Department
Completed by:	Eric Veum

## OBJECTIVES

Circumstances which necessitate the use of surveillance cameras.

The Finance Department is utilizing surveillance cameras solely for its office security. A camera is located outside of room 406 and 414 of the CCB so that personnel can identify individuals prior to granting admittance.

## LOCATION(S) AND SIGNAGE

Physical location and description of the areas to be observed.

The cameras are located in the fourth floor hall of the CCB outside of rooms 406 and 414.

Temporary Location  Permanent Location

Signage (location and sample text):

Signage is located outside of room 406 and 414.

CCB 406 and 414 signage wording: "THIS AREA UNDER VIDEO SURVEILLANCE"

## CAMERA DETAILS

Video Only  Video and Audio

Utilizing the City's standardized enterprise camera system? If not, indicate other system and specify business/technical reasons.

The Finance Department is utilizing the City's standard enterprise camera system maintained by City IT.

Level of detail expected (e.g., facial recognition, license plate recognition, monitoring traffic flow only, overview of an entire city park).

The purpose of the surveillance is facial recognition to grant entry into office space.

**ACCESS TO RECORDINGS\***

The personnel, by position, that will have access to either the cameras or the recordings, and the circumstances under which such personnel will have access to either the cameras and/or the recorded data.

Finance staff admitting individuals into Finance offices will have immediate view access to cameras. MPD will have access to recordings as needed along with City IT staff.

**RETENTION AND DISPOSITION**

Video recordings that are part of a continuous loop are not considered a record per [MGO 3.70\(3\)\(b\)5](#), unless it is further downloaded, printed or separately preserved, at which point the recording becomes a record. Retention and disposition of video records is governed by [RDA GS000051 Surveillance Recordings](#).

Indicate retention periods and disposition process (how will videos be purged/deleted).

Video recordings will follow City retention policy.

Location on the network where the videos will be stored/retained.

Recordings that are downloaded at the request of the Finance Department will be stored on the Finance Departments shared drive and maintained according to the City's retention policy (minimum of 120 days or see above noted Surveillance Recordings retention policy). Video recordings requested by MPD will be maintained and stored per MPD policy.

Process to ensure records are not destroyed in the event of an investigation, civil/criminal litigation, public records request or if a public records request can reasonably be expected.

Video recordings maintained by Finance will follow the City's open records policies.

Reviewed by:

\_\_\_\_\_  
IT Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Attorney's Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date

Received by City Clerk:

\_\_\_\_\_  
Date

*\*Unless otherwise prohibited by law, the Madison Police Department (MPD) will be provided with immediate access to all data or recordings that may constitute evidence of a crime. The MPD shall determine, in consultation with the Dane County District Attorney's Office, whether to obtain a warrant to take custody of such data or recording.*