



# MONONA TERRACE COMMUNITY AND CONVENTION CENTER

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## Monona Terrace Closed Circuit Television Monitoring and Recording Policy

### Purpose:

The purpose of this policy is to set forth guidelines for monitoring and recording Closed Circuit Television (CCTV) at Monona Terrace Community and Convention Center. CCTV monitoring is used to enhance the security and safety of our guests, as well as to detect and deter criminal activity in and around the facility.

### Policy:

Video monitoring for Monona Terrace security purposes will be conducted in a professional, ethical, and legal manner. Personnel responsible for video monitoring will be trained and supervised in the responsible use of this technology.

Legitimate safety and security purposes for CCTV monitoring are:

- Safety of individuals, property and facility
- Monitoring of any activity or behavior that seems out of the ordinary
- Investigation of criminal activity

Monitoring of individuals based on characteristics such as race, gender, ethnicity, sexual orientation, disability, or other protected classifications is prohibited.

The CCTV system will not be routinely monitored for purposes of assessing work performance or job competency. However, Monona Terrace Management expressly reserves the right to use all video evidence in conducting any personnel investigation and in imposing appropriate discipline.

Video monitoring will not be used in areas where there is a reasonable expectation of privacy such as office space, locker rooms, break rooms and restrooms.

Video surveillance will not be used to monitor legitimate union activities or membership. If management has a reasonably objective belief that misconduct will be or has been engaged in as a result of union membership or meetings, surveillance of such activities can be conducted.

Recorded images will be stored in a secure location in the Command Center. Access will be limited to the Monona Terrace Director, Director of Operations, Operations Manager and Assistant Operations Manager. Recordings will be viewed on a need-to-know basis and in such a manner as to avoid public viewing. Recordings will be turned over to the proper authorities if warranted.