**City of Madison, Wisconsin**
**City Assessor's Office**

# Annual Surveillance Technology Report

## 2025

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# Introduction

## Summary

There have been no changes to technology in the prior year.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
   1. *An inventory of current Surveillance Technology and the applicable policies;*
   2. *How the Department has used the data collected by its Surveillance Technology;*
   3. *How any Surveillance Data is being shared with other entities;*
   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| **N/A** | | | |

# Usage of Surveillance Technology

## Surveillance Data Usage

Not applicable.

## Sharing Data with Other Entities

Not applicable.

## Safeguarding Individual Information

Not applicable.

## Complaints or Concerns

Not applicable.

# Appendix A: Supporting Policies

Not applicable.

**City of Madison, Wisconsin**

**Building Inspection**

# Annual Surveillance Technology Report

**2025**

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# Introduction

## Summary

No changes from previous year. No surveillance technology used.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|:---:|:---:|:---:|:---:|
| None | N/A | N/A | N/A |

# Usage of Surveillance Technology

## Surveillance Data Usage

N/A

## Sharing Data with Other Entities

N/A

## Safeguarding Individual Information

N/A

## Complaints or Concerns

N/A

# Appendix A: Supporting Policies

N/A

**City of Madison, Wisconsin
Community Development Authority (CDA) – Housing
Operations**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

No changes have been made to CDA Housing Operations surveillance technology during the past calendar year.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| **Facility cameras** | **Two exterior cameras, 22 interior cameras covering eight floors of residential building** | **Parkside – 245 S. Park St.** | **Cameras** |

# Usage of Surveillance Technology

## Surveillance Data Usage

Data is used/reviewed to follow up on resident concerns, complaints and potential crimes that occur within the building.

## Sharing Data with Other Entities

Data is not shared with other entities. However, MPD has access to the data through their department.

## Safeguarding Individual Information

The CDA is federally funded and subject to the requirements of federal statutes that limit the disclosure of information about public housing and multifamily housing residents and recipients of the Housing Choice Voucher Program. Any data collected from surveillance technology is protected the same as all CDA records and files.

## Complaints or Concerns

The department has not received and complaints or concerns about it's surveillance technology.

# Appendix A: Supporting Policies

N/A

**City of Madison, Wisconsin**

**Office of City Attorney**

# Annual Surveillance Technology Report

## 2025

# Table of Contents

# Introduction

## Summary

The OCA utilizes a dome security camera in its lobby outside the front service window. Several specific staff have access to view video captured by the camera.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Main Entrance Camera | A fixed-dome camera is located in the lobby outside the main entrance into the OCA Office. It captures visitors and staff that enter the main entrance doors. | City-County Building Suite 401 | Fixed-dome camera |

# Usage of Surveillance Technology

## Surveillance Data Usage

The camera in the lobby of CCB Suite 401 is used for security purposes and allows designated OCA staff to see who is entering or waiting in the lobby and whether the front desk staff needs assistance.

## Sharing Data with Other Entities

Our understanding is that the security camera vendor retains recorded video which is available for a period of time in the event that it is needed for law enforcement or other purposes.

## Safeguarding Individual Information

Access to view live and recorded video is restricted to specific necessary staff designated by the City Attorney who use the video only for business. Video is secured by the camera vendor.

## Complaints or Concerns

The OCA has not received any complaints regarding its use of the security camera.

# Appendix A: Supporting Policies

No supporting written policies.

**City of Madison, Wisconsin**

**Department of Civil Rights**

# Annual Surveillance Technology Report

**2025**

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# Introduction

## Summary

DCR does not have any surveillance technology installed in our office space. DCR is located on the 5th floor of the City County Building in room 523. There are two points of entry and exit. The main entrance where our reception is located is the primary point of entry/exit used by members of the public, and City staff. The second point of entry/exit, located at the back of the office is staff use only.

## Ordinance Requirements

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1. *An inventory of current Surveillance Technology and the applicable policies;*
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3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| N/A | N/A | N/A | N/A |

# Usage of Surveillance Technology

## Surveillance Data Usage

Not Applicable

## Sharing Data with Other Entities

Not Applicable

## Safeguarding Individual Information

Not Applicable

## Complaints or Concerns

Not Applicable

# Appendix A: Supporting Policies

Not Applicable

**City of Madison, Wisconsin**

**City Clerk's Office**

# Annual Surveillance Technology Report

## 2025

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# Introduction

## Summary

Clerk's Office has no surveillance.

## Ordinance Requirements

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1. *An inventory of current Surveillance Technology and the applicable policies;*
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3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

## Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|:---:|:---:|:---:|:---:|
| N/A | N/A | N/A | N/A |

# Usage of Surveillance Technology

## Surveillance Data Usage

N/A

## Sharing Data with Other Entities

N/A

## Safeguarding Individual Information

N/A

## Complaints or Concerns

N/A

# Appendix A: Supporting Policies

N/A

**City of Madison, Wisconsin**

**Common Council**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

The Common Council Office moved to a new office that now has a lobby camera and a vestibule camera.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

    (a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

    (b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

        1. *An inventory of current Surveillance Technology and the applicable policies;*
        2. *How the Department has used the data collected by its Surveillance Technology;*
        3. *How any Surveillance Data is being shared with other entities;*
        4. *How well Surveillance Data management protocols are safeguarding individual information; and*
        5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

    (c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Lobby Camera (CN Lobby 1) | A fixed-dome camera is located in the lobby of our office. It captures visitors and staff that enter the lobby. | Room 505 City-County Building | Fixed-dome camera |
| Vestibule Camera (CN CCB Fl. 5 Vestibule) | A fixed-dome camera is located in the vestibule between the Common Council Office and the Office of the Independent Monitor. It captures visitors and staff that enter the vestibule. | Vestibule Between Room 505 and Room 501 City-County Building | Fixed-dome camera |

# Usage of Surveillance Technology

## Surveillance Data Usage

The lobby camera and the vestibule camera are both used as part of the Common Council's security monitoring. The five members of the Common Council staff have access to the livestreams from these cameras.

## Sharing Data with Other Entities

The Madison Police Department Forensic Services Unit has access to the data from the lobby camera and vestibule camera. This is a team of 17 investigators that investigate higher level crimes and can export and save video from the system for evidence purposes, if needed.

## Safeguarding Individual Information

Access to the camera system is limited to individuals who may need to monitor or access recordings.  Internal or public request for recordings will be reviewed by Common Council Management prior to release.

## Complaints or Concerns

The Common Council is not aware of any complaints or concerns about its Surveillance Technology.

# Appendix A: Supporting Policies

N/A

**City of Madison, Wisconsin**
**DPCED/CDD/Madison Senior Center**

# Annual Surveillance Technology Report

## Report for 2024

# Table of Contents

# Introduction

## Summary

No changes to technology have been made since 2013. Since 2013, the Madison Senior Center located at 330 West Mifflin Street has had 13 video cameras installed on the interior and exterior of the facility for security purposes. There are cameras installed at all main entrances/exits. Facial recognition is expected from these vantage points. Other cameras point to general communal areas and exterior courtyard and drive areas in order to oversee general behaviors. Camera video is accessed through the City network using Genetec software.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
   1. *An inventory of current Surveillance Technology and the applicable policies;*
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   3. *How any Surveillance Data is being shared with other entities;*
   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| **Axis M3204 (8 total)** | **Indoor 1 MP Color Camera, no audio** | •**Main Entrance/Exit**<br>•**Vestibule Entrance/Exit**<br>•**Dining Area**<br>•**Lounge Area**<br>•**Front Desk Area**<br>•**2nd Fl Elevator Entrance**<br>•**2nd Fl Front Hallway**<br>•**2nd Fl Back Hallway** | **Camera** |
| **Axis P3364-VE (5 total)** | **Outdoor Color Camera, no audio** | •**Exterior Driveway**<br>•**Exterior Main Entrance**<br>•**Mid Courtyard**<br>•**(2) Exterior Courtyard/ Entrance/Exit Areas** | **Camera** |
| **Genetec** | **Video surveillance software installed by City IT** | **City Network** | **Software** |

# Usage of Surveillance Technology

## Surveillance Data Usage

Video surveillance is for the purpose of security at the Madison Senior Center. In 2024, security entailed: 1) Live surveying by the Community Resources Manager, Facility Operations Manager, and/or Facility Operations Assistant during business hours to ensure safety of attendees; and 2) Replaying footage for the purpose of researching complaints of thievery, misconduct or behavioral problems, or property damage. Video data is automatically retained on the City network for approximately 2 weeks. Cameras can be remotely accessed through the City network using Genetec software.

## Sharing Data with Other Entities

No surveillance footage was shared in 2024

## Safeguarding Individual Information

To ensure privacy, only three administrative staff have access to Madison Senior Center's video surveillance system – the Community Resources Manager, Facility Operations Supervisor and Facility Operations Assistant. In the event footage needs to be exported and saved, the footage will be stored either 1) on an external drive and locked in the MSC safe which the Community Resources Manager and Facility Operations Supervisor only have access, or 2) on the City network's U drive where only the staff person who saved it has access.  It will be saved for the appropriate time limit until it can be purged.

Public awareness notices are printing in the monthly newsletter and on signs located at the front desk. They state: *Public spaces (interior and exterior) at the Madison Senior Center are monitored by staff on video security cameras; participants and visitors may be recorded.*

## Complaints or Concerns

No complaints or concerns in 2024

# Appendix A: Supporting Policies

**Video Camera Surveillance Policy for Madison Senior Center:**

## Madison Senior Center

**Video Camera Surveillance Plan**
**Madison Senior Center Policy 1-16**

Objectives and the scope of video surveillance
The Madison Senior Center has video cameras installed on the exterior and interior of the facility for security purposes.  Security entails: 1) live surveying by the Community Resources Manager, Facility Operations Supervisor, and/or Facility Operations Assistant  during business hours to ensure safety of participants and guests.
2)  replaying footage for the purpose of researching complaints of thievery; misconduct or behavioral problems; property damage.

Level of detail and recording area
There are cameras installed at all main entrances/exits.  Facial recognition is expected from these points. Other cameras are pointing to general communal areas and exterior courtyard and drive areas in order to oversee general behaviors.  Cameras do not have audio.  Software used to view video is Genetec installed by City IT.

Provided notification(s) to participants
There are public notices at two locations at the front desk where participants sign-in. These notices state the following: "***Public spaces (interior and exterior) at the Madison Senior Center are monitored by staff on video security cameras; participants and visitors may be recorded."*** This same statement is also found in the Senior Center's monthly newsletter – The Messenger.

Location of cameras
All 13 cameras are located on Madison Senior Center property.  Locations are:
Exterior (5 cameras):
1) Courtyard leading to grocery store and facility exit, 2) Mid-courtyard, 3) Courtyard leading to apartments and rear facility entrance/exit, 4) Main entrance/exit, 5) Driveway
Interior Main Floor (5 cameras):
6) Lounge, 7) Dining, 8) Front desk, 9) Main entrance/exit, 10) Rear vestibule entrance/exit
Interior 2nd Floor: (3 cameras):
11) Hall leading to Craft Room, 12) Front corridor and elevator entrance/exit, 13) Back corridor

Permanently or temporary placement?
Permanent placement

Persons in agency allowed view access
The Community Resources Manager, Facility Operations Supervisor, and the Facility Operations Assistant are allowed viewing access. Records may also be shared with authorized individuals directly involved in investigating an incident.

Plan on training regarding the use, retention and storage
No official training on software usage. Online guide will be used if necessary. City IT retains and stores video for 14 days. If footage needs to be exported off the server and saved, it will be stored on an external drive in a locked safe, or on the City Network's U drive where it cannot be accessed by other staff, until it can be purged.

Those allowed to export any needed footage.
Community Resources Manager and/or Facility Operations Supervisor.

**City of Madison, Wisconsin**

**DPCED Office of the Director**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

No change

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

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1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

## Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |

# Usage of Surveillance Technology

## Surveillance Data Usage

None

## Sharing Data with Other Entities

N/A

## Safeguarding Individual Information

N/A

## Complaints or Concerns

None

# Appendix A: Supporting Policies

None

**City of Madison, Wisconsin**

**Employee Assistance Program**

# Annual Surveillance Technology Report

**2025**

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# Introduction

## Summary

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

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(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|

No surveillance equipment.

# Usage of Surveillance Technology

## Surveillance Data Usage

N/A

## Sharing Data with Other Entities

N/A

## Safeguarding Individual Information

N/A

## Complaints or Concerns

N/A

# Appendix A: Supporting Policies

N/A

**City of Madison, Wisconsin**

**Economic Development Division**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

The Economic Development Division does not have or use surveillance technology.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
|  |  |  |  |

# Usage of Surveillance Technology

## Surveillance Data Usage

N/A

## Sharing Data with Other Entities

N/A

## Safeguarding Individual Information

N/A

## Complaints or Concerns

N/A

# Appendix A: Supporting Policies

None, as we don't have or use surveillance technology.

City of Madison, Wisconsin

Engineering Division

# Annual Surveillance Technology Report

2024

# Table of Contents

# Introduction

## Summary

In 2024, no operational changes were made to surveillance technology policies or inventory used by Engineering.  The policy was updated to reflect current software being utilized. No complaints were received.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

*(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

*(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

    *1. An inventory of current Surveillance Technology and the applicable policies;*

    *2. How the Department has used the data collected by its Surveillance Technology;*

    *3. How any Surveillance Data is being shared with other entities;*

    *4. How well Surveillance Data management protocols are safeguarding individual information; and*

    *5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

*(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| *2 Building Cameras* | *A PTZ camera is installed to record motion events in the area of the building indicated.* | *Madison Municipal Building* – Rear Entrance Driveways | *PTZ camera* |
| *1 Building Camera* | *A PTZ camera is installed to record motion events in the area of the building indicated.* | *Madison Municipal Building* – Building Inspection Counter | *PTZ camera* |
| *4 Building Cameras* | *A PTZ camera is installed to record motion events in the area of the building indicated.* | *Madison Municipal Building – First Floor Entrance Lobbies* | *PTZ camera* |
| *2 Building Cameras* | *A PTZ camera is installed to record motion events in the area of the building indicated.* | *Madison Municipal Building – CDA Housing Interview Room Hallway* | *PTZ camera* |
| *1 Building Camera* | *A PTZ camera is installed to record motion events in the area of the building indicated.* | *Madison Municipal Building – CDA Housing Department Lobby* | *PTZ camera* |
| *2 Building Camera* | *A PTZ camera is installed to record motion events in the area of the building indicated.* | *Madison Municipal Building – Second Floor Stairwells* | *PTZ camera* |
| *1 Building Camera* | *A PTZ camera is installed to record motion events in the area of the building indicated.* | *Madison Municipal Building – Second Floor Meeting Room Hallway* | *PTZ camera* |

# Usage of Surveillance Technology

## Surveillance Data Usage

In 2024, City Engineering used the data collected by these IPC cameras for the following legitimate safety and security purposes:

- Ensuring normal and secure operation of the facility for public events and meetings.
- Ensuring proper use of parking spaces and clear access of two building driveways.

## Sharing Data with Other Entities

No MMB camera data was shared with other entities in 2024.

## Safeguarding Individual Information

Access to cameras is restricted to the Deputy City Engineer - Facilities and the Facilities Services Coordinator. No other Engineering Division staff has been granted access.

The Engineering Division does not store camera data locally in Engineering except in rare situations when a specific event in the building is under investigation. Any such data is deleted after the conclusion of each investigation. In order to store video clips from these cameras, Engineering must request assistance from City IT, who can download as requested and send to Engineering Facilities.

All other surveillance data from these cameras is stored and accessed through Genetec Security Desk and managed by City IT. Data from these cameras is automatically overwritten after 14 days.

## Complaints or Concerns

The Engineering Division has not received any complaints or concerns about its Surveillance Technology use.

# Appendix A: Supporting Policies

**Madison Municipal Building**

**Camera Surveillance Technology Departmental Policy**

**Revised July 1, 2025**

**Jim Wolfe, P.E., City Engineer**

## Location

Madison Municipal Building, 215 Martin Luther King Jr Blvd, Madison WI

## Responsible Agency

The City of Madison Engineering Division, a division of the Department of Public Works.

## Purpose

The purpose of this policy is to set forth guidelines for monitoring and using Internet Protocol Cameras (IPC) at the Madison Municipal Building (MMB) and to ensure compliance with Administrative Procedure Memorandum (APM) No. 3-17. IPC monitoring is used to enhance the security and safety of our employees and visitors, as well as to detect and deter criminal activity in and around the facility.

## Camera Locations and Signage

The exhibit titled Security Camera Plan shows the locations of all IPC cameras in the building.

Signs informing employees, elected officials, and visitors using the building of the presence of video recording shall be placed at all entrances and shall read "Notice, Video Surveillance in Use on These Premises".

## Policy Overview

Only two staff in Engineering currently have access to these cameras; the Deputy City Engineer - Facilities and the Facilities Services Coordinator. Recordings will only be viewed on a need-to-know basis and in such a manner as to avoid public viewing.

This system will record video only. Audio shall not be recorded.

This policy does not cover the cameras used by the City IT Media Team to record meetings in certain meeting rooms within the building. The rooms where the City IT Media Team recording can take place are shown on the exhibit entitled Security Camera Plan.

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

## Policy Elements

**Circumstances which necessitate the use of Surveillance Technology.**

Legitimate purposes for IPC monitoring in the MMB are:

- Ensuring the safety of individuals, property, and the facility;
- Monitoring of any activity or behavior that seems out of the ordinary;
- Investigation of possible criminal activity;
- The IPC system will not be routinely monitored for purposes of assessing work performance or job competency. However, the Engineering Division, and the City agencies housed within the Building, expressly reserves the right to use all video evidence in conducting any personnel investigation and in imposing appropriate discipline; and/or
- To ensure the proper operation of doors that are controlled remotely and to verify the appropriate and secure use of the building and its public meeting spaces.

**Training protocols.**

All Engineering staff that currently have access to these IPC cameras have been trained on the use of the Genetec Security Desk software and have been involved in the creation of this departmental policy and the annual report for this policy.

There is currently no plan to provide access to these cameras to additional staff. If such a need were to arise, these staff would be trained on the use of the cameras and would carefully review this policy and the most recent annual department report on the use of surveillance technology by and with the Facilities Services Coordinator.

**Position(s) responsible for the account management and administration of the Surveillance Technology.**

The Facilities Services Coordinator is responsible for account management and administration of the Surveillance Technology.

**Position(s) responsible for receiving complaints regarding the Department's use of Surveillance Technology.**

The Deputy City Engineer - Facilities is responsible for receiving and reviewing complaints regarding the Department's use of Surveillance Technology.

**Process for determining roles and access to Surveillance Technology.**

A guiding principle of this process will be to restrict access to these cameras as narrowly as possible while still maintaining safe and successful day-to-day operations as laid out above.

Currently only two Engineering staff have access to these cameras. If any additional staff access is determined to be necessary, it will be restricted to those staff in the Engineering Facilities groups. The Deputy City Engineer - Facilities will review the request and the need and make a determination.

**Process to ensure access to Surveillance Technology is revoked when employee no longer has job-related need to said access.**

By restricting access to this technology up front, Engineering intends to minimize this issue as much as possible.

The Department will verify each time any employee changes positions or ends City employment that no changes are needed to their Surveillance Technology access. Engineering will also review the job-related need for Surveillance Technology access as part of the annual report required by APM 3-17 each year.

**Position(s) responsible for training staff and reviewing staff access and use of the Surveillance Technology**

- Facilities Services Coordinator is responsible for training staff.
- Deputy City Engineer - Facilities is responsible for reviewing staff access and use.

**Madison Police Department Access.**

The Engineering Division will provide the Madison Police Department with immediate access to all data recordings that may constitute evidence of a crime, unless otherwise prohibited by law.

In the event the Department becomes aware that evidence of a crime may be recorded on these IPC cameras, the following procedure will be followed:

- Notify the Engineering Facilities Services Coordinator, Deputy City Engineer - Facilities, and City Engineer.
- Staff will contact the Madison Police Department Forensic Services Unit directly to ensure the proper segments of video are preserved for this use. Engineering staff do not have the ability to save video themselves.

**Retention Period.**

City IT automatically overwrites video stored on the Genetec Security Desk system after 14 days.

If downloaded video is saved by MPD in an investigation of the possible commission of a crime, they are responsible for all records retention compliance.

If video is saved for another valid investigatory or open-records purpose, Engineering will follow the procedure laid out below.

**Privacy.**

All camera locations in the MMB were carefully considered during the design process with to ensure that they cannot be used to monitor the interior of any dwelling where a reasonable expectation of privacy exists. No private dwellings are visible from these cameras. No restrooms, locker rooms, or private offices are visible from these cameras. The cameras are all in common areas of the building, and focused primarily on building entrances and main building corridors.

These cameras do not have audio recording capability.

**Procedures for ensuring that records are not destroyed during the pendency of any public records request, investigation or civil or criminal litigation.**

Engineering does not have the permissions to save video files from these cameras.

In order to store video clips from these cameras, Engineering must request assistance from City IT, who can download as requested and send to Engineering Facilities.

During the investigation of a possible commission of a crime, Engineering staff will follow the procedure outlined above and have the Madison Police Department Forensic Services Unit make and maintain the necessary records for those investigations. Madison Police Department has relevant permissions to download and save video clips without Engineering's involvement.

In the case of a valid request for these files that does not involve the Madison Police Department, all requests to save files will be first approved by either the Deputy City Engineer - Facilities or the City Engineer. Engineering will then work with City IT to save and obtain the appropriate files. Staff will notify the City Engineer (one of our Records Custodians) that we are now in possession of these files, and work with them to ensure compliance with APM 3-6.

Security Camera
Plan - Level 0

PLANNING

PUBLIC ZONE

BUILDING INSPECTION

ADA height (30" AFF)

Bar Height (42" AFF)

**KEY**

■ Security Camera Location

▪▪▪ Public Zone

Madison Municipal Building | Design Meeting 2    8

Security Camera Plan - Level 1

CITY CHANNEL CAMERAS IN THIS ROOM

HOD

CDA

TEPU

PUBLIC ZONE

KEY

Security Camera Location

Public Zone

Table reused from Room 260

Table reused from Room 260

Madison Municipal Building | Design Meeting 2    9

Security Camera Plan - Level 2

CITY CHANNEL CAMERAS IN THIS ROOM

CITY CHANNEL CAMERAS IN THIS ROOM

PUBLIC ZONE

HR

HR
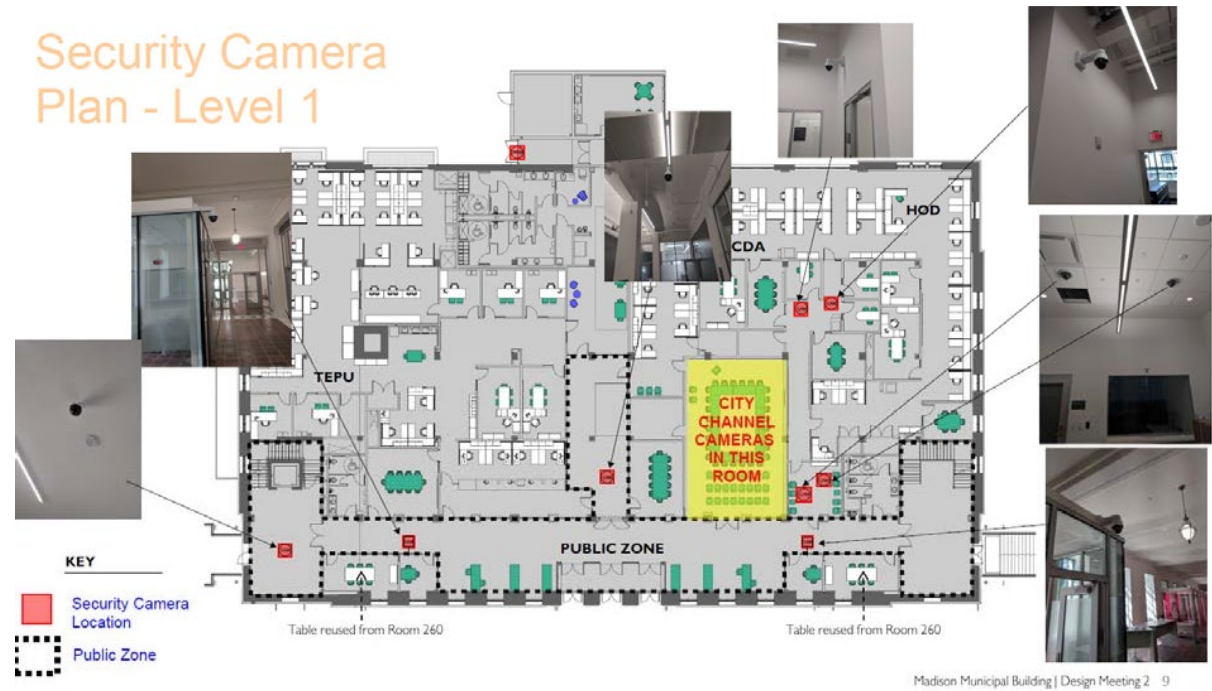
KEY
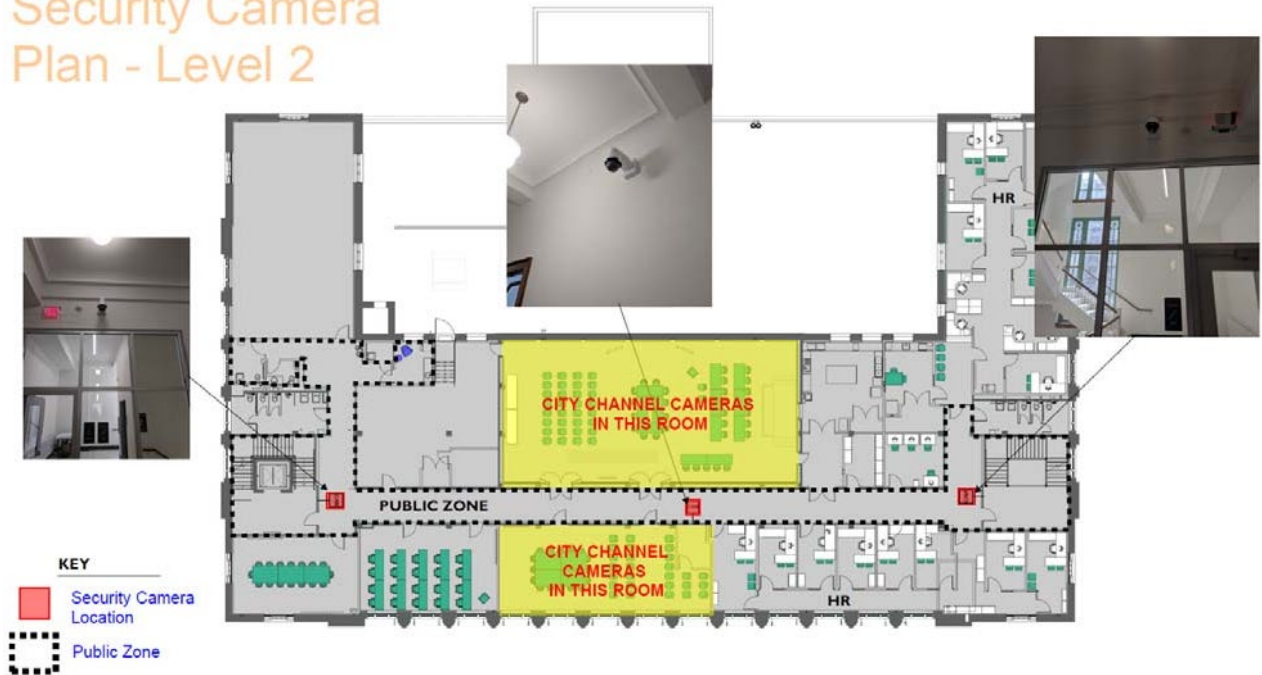Security Camera Location
Public Zone

Madison Municipal Building | Design Meeting 2 10



Security Camera Plan - Level 3

EDD

CDD

EDD

CDD

KEY
Security Camera Location
Public Zone
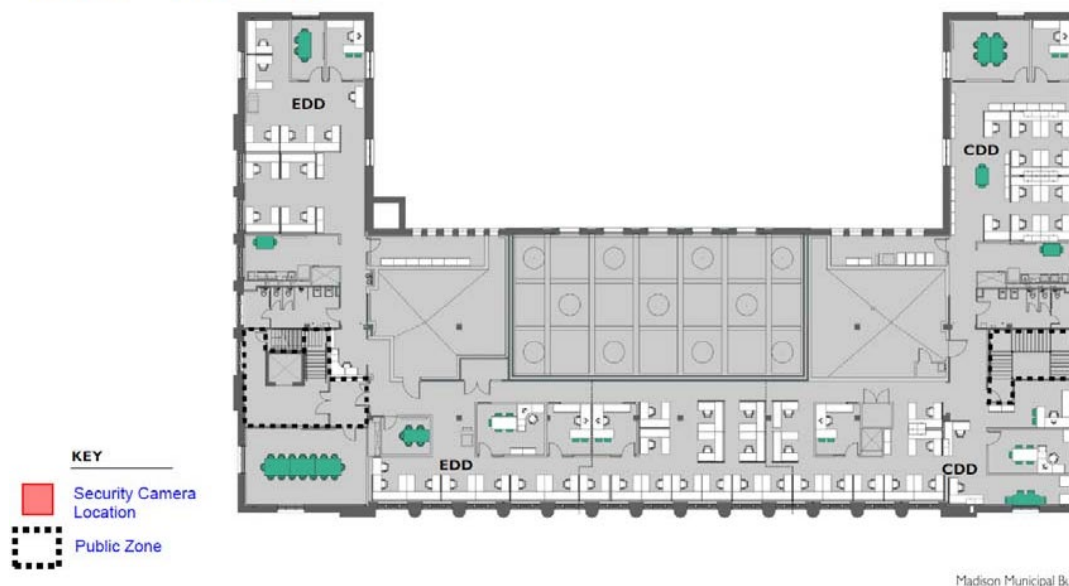
Madison Municipal Building | Design Meeting 2 11

**City of Madison, Wisconsin**
**Finance Department**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

The Finance Department occupies suites 406, 414 and 101 in the City County Building (CCB). The Finance Department did not make any changes to its policy, but did make some changes to its inventory due to the completion of the Treasury office. These changes are noted in our camera inventory. Proir to this, the last change was the addition of access equipment for suite 414 in 2019. This change removed a hallway camera and installed a new access system with camera (non-recording) installed.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> *(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> *(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
> 1. *An inventory of current Surveillance Technology and the applicable policies;*
> 2. *How the Department has used the data collected by its Surveillance Technology;*
> 3. *How any Surveillance Data is being shared with other entities;*
> 4. *How well Surveillance Data management protocols are safeguarding individual information; and*
> 5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> *(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Suite 406 camera | Camera to allow staff to see who is entering office | Outside suite 406 | Camera |
| Suite 414 camera | Camera to allow staff to see who is entering office | Outside suite 414 | Camera |
| Suite 101 cameras | Seven (7) cameras to view suite entrances and lobby, office and vault areas.  Two cameras in the public lobby.  Two cameras at the front counter (these can also see into the public lobby).  Two cameras in the vault. One camera in the Parking Utility room. | Inside suite 101 | Camera |

# Usage of Surveillance Technology

## Surveillance Data Usage

The cameras outside of suites 406 and 414 are used as part of the Finance Department's security access. When a customer arrives at either location, they push a button to gain access and staff is able to see and communicate with the customer prior to allowing access. Front desk staff in suite 101 can also access the camera outside suite 406 to see individuals seeking access.

Cameras in suite 101 are used to monitor individuals entering/exiting the suite. In addition, cameras can be used to monitor staff activities in the office and vault areas.

## Sharing Data with Other Entities

The Finance Department has given the Madison Police Department access to the cameras in suites 406 and 101. The camera for suite 414 does not record and only sends video to the phone of the person that is being requested to provide access.

## Safeguarding Individual Information

Access to the camera system is limited to individuals who may need to monitor or access recordings. Internal or public request for recordings will be reviewed by Finance Management prior to release.

## Complaints or Concerns

The Finance Department is not aware of any complaints or concerns about its Surveillance Technology.

# Appendix A: Supporting Policies

The Finance Department has signs posted outside suites 406 and 414 informing individuals that the areas are under video surveillance and there is a sign posted at the entrance of the CCB indicating the premise is under video surveillance.

**City of Madison, Wisconsin**

**Fleet Service Division**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

No changes were made to the Fleet Service Division surveillance technology in 2024.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Nakoosa Main 1 | Exterior camera monitoring the patio area at the main entrance of the Nakoosa Trail Fleet Facility | Nakoosa Trail | Camera |
| Nakoosa Main 2 | Exterior camera monitoring the main entrance of the Nakoosa Trail Fleet Facility | Nakoosa Trail | Camera |
| Nakoosa Main 3 | Exterior camera monitoring the patio area at the main entrance of the Nakoosa Trail Fleet Facility | Nakoosa Trail | Camera |
| Nakoosa Main 4 | Exterior camera monitoring the patio area and front drive at the main entrance of the Nakoosa Trail Fleet Facility | Nakoosa Trail | Camera |
| Comm North 2 | Exterior camera monitoring the north side and parking lot of the Communications section of the facility | Nakoosa Trail | Camera |
| Comm North 3 | Exterior camera monitoring the north side and parking lot of the Communications section of the facility | Nakoosa Trail | Camera |
| Comm North 4 | Exterior camera monitoring the north side entrance and parking lot of the Communications section of the facility | Nakoosa Trail | Camera |
| East Service Drive 3 | Exterior camera monitoring the driveway along the east side of the facility and Nakoosa Trail gated entrance | Nakoosa Trail | Camera |
| East Service Drive 4 | Exterior camera monitoring the driveway along the east side of the facility | Nakoosa Trail | Camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Nakoosa Main Entrance | Interior camera monitoring the entryway and reception area at the Visitor Entrance of the Nakoosa Trail Fleet facility | Nakoosa Trail | Camera |
| Nakoosa Main Entrance Quad View | Interior camera monitoring the entryway and reception area at the Visitor Entrance of the Nakoosa Trail Fleet facility | Nakoosa Trail | Camera |
| Comm Customer Hall | Interior camera monitoring the entrance and open office area of the Communications Shop in the Nakoosa Trail facility | Nakoosa Trail | Camera |
| North Service Drive 1 | Exterior camera monitoring the North service drive of the Nakoosa Trail facility | Nakoosa Trail | Camera |
| North Service Drive 2 | Exterior camera monitoring the North service drive of the Nakoosa Trail facility | Nakoosa Trail | Camera |
| North Service Drive East | Exterior camera monitoring the North service drive of the Nakoosa Trail facility | Nakoosa Trail | Camera |
| North Service Drive West | Exterior camera monitoring the North service drive of the Nakoosa Trail facility | Nakoosa Trail | Camera |
| Comm Gate 1 | Exterior camera monitoring the entrance area of the Communications Shop at the Nakoosa Trail facility | Nakoosa Trail | Camera |
| Comm Gate 2 | Exterior camera monitoring the parking lot and Nakoosa Trail outside of the Communications Shop area at the Nakoosa Trail facility | Nakoosa Trail | Camera |
| Comm Gate 3 | Exterior camera monitoring the gate entrance off of Nakoosa Trail | Nakoosa Trail | Camera |
| Comm Gate 4 | Exterior camera monitoring the drive area and service bay garage doors in the Communications Shop area at the Nakoosa Trail facility | Nakoosa Trail | Camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Comm Yard 3 | Exterior camera monitoring the parking lot and drive area behind the Communications Shop area at the Nakoosa Trail facility | Nakoosa Trail | Camera |
| Light Yard 4 | Exterior camera monitoring the gated entrance, drive area, and fuel station behind the Light Duty Shop at the Nakoosa Trail Fleet facility | Nakoosa Trail | Camera |
| Fleet Gate 1 | Exterior camera monitoring the driveway and employee parking lot to the west of the Nakoosa Trail Fleet facility | Nakoosa Trail | Camera |
| Fleet Gate 2 | Exterior camera monitoring the gated entrance to the parking lot behind the Light Duty Shop at the Nakoosa Trail Fleet facility | Nakoosa Trail | Camera |
| Fleet Gate 3 | Exterior camera monitoring the fenced lawn behind the Nakoosa Trail Fleet facility | Nakoosa Trail | Camera |
| Fleet Gate 4 | Exterior camera monitoring the Nakoosa Trail Fleet facility driveway to Commercial Avenue | Nakoosa Trail | Camera |
| Main Driveway 1 | Exterior camera monitoring the driveway between the employee parking lot at the Nakoosa Trail Fleet facility | Nakoosa Trail | Camera |
| Main Driveway 2 | Exterior camera monitoring the walled area of the parking lot behind the Light Duty Shop at the Nakoosa Trail Fleet facility | Nakoosa Trail | Camera |
| Main Driveway 3 | Exterior camera monitoring the driveway to Commercial Avenue and the employee parking lot | Nakoosa Trail | Camera |
| Main Driveway 4 | Exterior camera monitoring the driveway and employee parking lot | Nakoosa Trail | Camera |
| Nakoosa Trail East (Parts Gate 1) | Exterior camera monitoring Nakoosa Trail and the driveway to the Parts gate of the Nakoosa Trail Fleet facility | Nakoosa Trail | Camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Nakoosa Trail West (Parts Gate 2) | Exterior camera monitoring Nakoosa Trail | Nakoosa Trail | Camera |
| Fleet Parts Gate 3 | Exterior camera monitoring the gated entrance to the Parts Delivery area of the Nakoosa Trail Fleet facility | Nakoosa Trail | Camera |
| Fleet Parts Gate 4 | Exterior camera monitoring the driveway to the Parts gate of the Nakoosa Trail Fleet facility | Nakoosa Trail | Camera |
| Fleet Parts Delivery 1 | Exterior camera monitoring the garage door entrance to the Fleet Parts Warehouse | Nakoosa Trail | Camera |
| Fleet Parts Delivery 2 | Exterior camera monitoring the service drive and loading zone outside the Fleet Parts Warehouse | Nakoosa Trail | Camera |
| Fleet Parts Delivery 3 | Exterior camera monitoring the Fleet Parts Warehouse loading zone and the service drive outside the Heavy Duty Shop | Nakoosa Trail | Camera |
| Fleet Parts Delivery 4 | Exterior camera monitoring the doorway to the Fleet Parts Warehouse and Heavy Duty Shop | Nakoosa Trail | Camera |

# Usage of Surveillance Technology

## Surveillance Data Usage

In 2024, Fleet used the data collected by these IPC cameras for the following legitimate safety and security purposes:

- Ensuring normal and secure operation of the facility
- To investigate an employee complaint
- To investigate the circumstances around a shop equipment malfunction

## Sharing Data with Other Entities

In 2024, the only camera data shared with entities outside of the Fleet Service Division was with City of Madison's Risk Management staff, reviewing the circumstances that led to shop equipment malfunction. No other surveillance technology data was shared in the last calendar year. Radio Shop has additional access to cameras within their area of the building.

## Safeguarding Individual Information

Access to camera recordings is restricted to the Fleet Superintendent, Fleet Operations Manager, and Assistant Fleet Superintendent, the latter two with the permission of the Fleet Superintendent. Live viewing is restricted to the two Fleet Forepersons.

Fleet does not store camera data except in rare situations when a specific event in the building is under investigation.

All other surveillance data from these cameras is stored and accessed through ExacQ Vision and managed by City IT. Data from these cameras is automatically overwritten after 14 days.

## Complaints or Concerns

Fleet has not received any complaints or concerns about its Surveillance Technology use in 2024.

# Appendix A: Supporting Policies

**Camera Surveillance Technology Departmental Policy**

**Revised 7/6/23**

**Mahanth Joishy, Fleet Superintendent**

Location

Based at (1)  4151 Nakoosa Trail and (2) 1501 West Badger Road.

Responsible Agency

The City of Madison Fleet Division, a division of the Department of Public Works.

Purpose

The purpose of this policy is to set forth guidelines for monitoring and using Internet Protocol Cameras (IPC) at Fleet Facilities and to ensure compliance with Administrative Procedure Memorandum (APM) No. 3-17. IPC monitoring is used to enhance the security and safety of our employees and visitors, as well as to detect and deter criminal activity in and around the facility.

Camera Signage

Signs informing employees, elected officials, and visitors using the building of the presence of video recording shall be placed at all entrances and shall read "Notice, Video Surveillance in Use on These Premises".

Policy Overview

Five Fleet staff have access to the system.  Recordings will only be viewed on a need-to know basis and in such a manner as to avoid public viewing.

This system will record video only. Audio shall not be recorded.

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

Policy Elements

1.   Circumstances which necessitate the use of Surveillance Technology.

 Legitimate purposes for IPC monitoring in Fleet facilities are:
- Ensuring the safety of individuals, property, and the facility;

- Monitoring of any activity or behavior that seems out of the ordinary;
- Investigation of possible criminal activity;
- The IPC system will not be routinely monitored for purposes of assessing work performance or job competency. However Fleet expressly reserves the right to use all video evidence in conducting any personnel investigation and in imposing appropriate discipline; and/or
- To ensure the proper operation of doors that are controlled remotely and to verify the appropriate and secure use of the building and its public meeting spaces.

2. Training protocols.

All Fleet staff that receive access to these IPC cameras have been or will be trained on the use of the ExacqVision software and have received this policy.

There is currently no plan to provide access to these cameras to additional staff. If such a need were to arise, these staff would be trained on the use of the cameras and would carefully review this policy and the most recent annual department report on the use of surveillance technology by the Superintendent.

3. Position(s) responsible for the account management and administration of the Surveillance Technology.

The Fleet Superintendent is responsible for account management and administration of the Surveillance Technology in partnership with City IT.

4. Position(s) responsible for receiving complaints regarding the Department's use of Surveillance Technology.

The Fleet Superintendent is responsible for receiving and reviewing complaints regarding the Department's use of Surveillance Technology.  If Superintendent is absent the Operations Manager will be the backup.

5. Process for determining roles and access to Surveillance Technology.

A guiding principle of this process will be to restrict access to these cameras as narrowly as possible while still maintaining safe and successful day-to-day operations as laid out above.

Currently only five Fleet staff have access to these cameras. Fleet Superintendent will review this list on an annual basis.

6. Process to ensure access to Surveillance Technology is revoked when employee no longer has job-related need to said access.

By restricting access to this technology up front, Fleet intends to minimize this issue as much as possible.

The Department will verify each time any employee changes positions or ends City employment that no changes are needed to their Surveillance Technology access. Fleet will also review the jobrelated need for Surveillance Technology access as part of the annual report required by APM 3-17 each year.

7. Position(s) responsible for training staff and reviewing staff access and use of the Surveillance Technology

Fleet Superintendent is responsible for staff training, access and use.

8. Madison Police Department Access.

Fleet will provide the Madison Police Department with immediate access to all data recordings that may constitute evidence of a crime, unless otherwise prohibited by law.

In the event the Department becomes aware that evidence of a crime may be recorded on these IPC cameras, the following procedure will be followed:

- Notify the Fleet Superintendent.
- Staff will contact the Madison Police Department Forensic Services Unit directly to ensure the proper segments of video are preserved for this use.

9. Retention Period.

Fleet does not have the permissions necessary to save video clips from these IPC cameras themselves. City IT automatically overwrites video on the ExacQvision system after 14 days. If downloaded video is saved by MPD in an investigation of the possible commission of a crime, they are responsible for all records retention compliance.

If video is saved for another valid investigatory or open-records purpose, Fleet will follow the procedure laid out below.

10. Privacy.

All camera locations were carefully considered during the design process to ensure that they cannot be used to monitor the interior of interior dwelling where a reasonable expectation of privacy exists. No private dwellings are visible from these cameras. No restrooms, locker rooms, or private offices are visible from these cameras. The cameras are all in common areas of the building, and the cameras do not have audio recording capability.

11. Procedures for ensuring that records are not destroyed during the pendency of any public records request, investigation or civil or criminal litigation.

Fleet does not have the permissions to save video files from these cameras. During the investigation of a possible commission of a crime, Fleet staff will follow the procedure outlined above and have the Madison Police Department Forensic Services Unit make and maintain the necessary records for those investigations.

In the case of a valid request for these files that does not involve the Madison Police Department, all requests to save files will be first approved by the Superintendent or Operations Manager. Fleet will then work with City IT to save and obtain the appropriate files. Staff will notify the Fleet Superintendent

(one of our Records Custodians) that we are now in possession of these files, and work with them to ensure compliance.

**City of Madison, Wisconsin**

**Human Resources**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

There have been no changes to City of Madison Human Resources Surveillance Technology used.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| N/A | Human Resources uses no camera technology to complete surveillance for any reason. | N/A | N/A |

# Usage of Surveillance Technology

## Surveillance Data Usage

*HR has no surveillance technology.*

## Sharing Data with Other Entities

N/A

## Safeguarding Individual Information

N/A

## Complaints or Concerns

N/A

# Appendix A: Supporting Policies

*We have no supporting policies.*

**City of Madison, Wisconsin**

**Information Technology**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

During 2023, Information Technology (IT) did not add any additional surveillance technology to our inventory. All cameras listed below are used for monitoring incidents and identifying when city staff or contractors are requesting access to an area that is locked.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Doorbell Camera | Cameras used as part of the doorbell system so that we can see who is at the front doors. | CCB Room 525 and 501 | Fixed |
| Help Desk Main Entrance | Cameras are used as part of the doorbell system so that we can see who is at the front doors. | CCB Room 500 – Main Entrance | *Fixed* |
| **Help Desk Back Hallway Entrance** | Cameras are used as part of the doorbell system so that we can see who is at the back entrance | CCB Room 500 – Back Hallway Entrance | Fixed |
| **Water Utility Data Center** | Entrance inside data center | Water Utility Data Center | Fixed |
| **Water Utility Data Center** | Rack view | Water Utility Data Center | Fixed |
| **CCB GA4 Storage Area** | Main entrance | CCB-GA4 Storage Area – Main Entrance | Fixed |
| **CCB GA4 Storage Area** | Back entrance | CCB-GA4 Storage Area – Back Entrance | Fixed |
| **CCB GA4 Storage Area** | Storage area | CCB-GA4 Storage Area – Storage Area | Fixed |
| **CCB GA4 Data Center** | Entrance | CCB-GA4 Data Center – Entrance | Fixed |
| **CCB GA4 Data Center** | Rack view 1 | CCB-GA4 Data Center – Rack View 1 | Fixed |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| **CCB GA4 Data Center** | Rack view 2 | CCB-GA4 Data Center – Rack View 2 | Fixed |

# Usage of Surveillance Technology

## Surveillance Data Usage

The Help Desk, Data Center and GA2 video are used ONLY for review of incidents that may occur in those areas such as damage, theft or unauthorized access The doorbell devices in Helpdesk area and 525 suite are used to identify customers for entrance to each area that may not have authorized access from the City's card access system.

## Sharing Data with Other Entities

Data is not shared with entities except for use as a part of an investigation. This investigation could be initiated by IT or the Madison Police Department in the event of damage, theft or unauthorized access to facilities.

## Safeguarding Individual Information

IT is not collecting any individual information with our camera usage. These cameras are solely used for monitoring incidents and identifying when customers are requesting access to an area.

## Complaints or Concerns

IT has not received any complaints or concerns related to its usage of surveillance technology.

# Appendix A: Supporting Policies

There are no IT-specific surveillance technology support policies currently.

**City of Madison, Wisconsin
/Library**

# Annual Security Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

In accordance with Memorandum No. 3-17 Page 3 and Madison, Wisconsin - Code of Ordinances - CHAPTER 23 - OFFENSES AGAINST PUBLIC POLICY -23.63 - USE OF SURVEILLANCE TECHNOLOGY. Madison Public Library added 3 local cameras at our Hawthorne location under the "exigent situation". Once the moratorium on adding new cameras is lifted, City IT will help us install city managed cameras.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Security Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Security Technology Report which will be submitted to the Common Council through a resolution. The Annual Security Technology Report will include:*
    1. *An inventory of current Security Technology and the applicable policies;*
    2. *How the Department has used the data collected by its Security Technology;*
    3. *How any Security Data is being shared with other entities;*
    4. *How well Security Data management protocols are safeguarding individual information; and*
    5. *Whether the Department has received any complaints or concerns about its Security Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Security Technology Report.*

# Security Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of security:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Security Cameras | Fixed cameras at certain Library locations | Central Library, 201 W. Mifflin St., 53703; Pinney Library, 516 Cottage Grove Rd., 53716; Meadowridge Library, 5726 Raymond Rd., 53711; Goodman Library, 2222 S. Park St., 53713, Lakeview Library, 2845 N. Sherman Ave, 53704, Hawthorne Library, 2707 E. Washington Ave, 53704 | Fixed and PTZ Cameras of varied resolution. |
| Security Camera | Fixed outdoor camera for voting drop box outside Goodman Library | 2222 S. Park St., 53713 | 1 Fixed Camera |

# Usage of Security Technology

## Security Data Usage

The Library uses screen shots from video to later identify subjects who may have violated the Library's Behavior Policy.

## Sharing Data with Other Entities

The Library only shares data internally with authorized staff.  If Law Enforcement wishes to view data that does not involve a Library Behavior Policy issue, a warrant is required.

## Safeguarding Individual Information

Data can only be accessed by authorized Library account holders.

## Complaints or Concerns

There have been no complaints registered against the Library's use of this data.

# Appendix A: Supporting Policies

**Employee Security Camera Training Acknowledgement**

I _____ received security camera training on _____.

Name Date

I also acknowledge that with the responsibility of being granted access to MPL's security cameras I will adhere to the following policies:

- A supervisor must be notified and provide approval before accessing footage.
- Cameras are only to be used to supplement incident reports or in the event of an appropriate police request.
- Sharing images or video outside of MPL's incident reports or police requests is strictly prohibited
- Cameras are not to be moved or adjusted
- Employees cannot share security credentials for others to log in with.

_____ _____

Signature/ Date

**City of Madison, Wisconsin
Mayor's Office**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

No Changes

## Ordinance Requirements

This document is prepared pursuant to M.G.O. 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
   1. *An inventory of current Surveillance Technology and the applicable policies;*
   2. *How the Department has used the data collected by its Surveillance Technology;*
   3. *How any Surveillance Data is being shared with other entities;*
   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Suite 403 dome security camera | Camera to allow staff to see who is entering | Suite 403 - near front desk | camera |

# Usage of Surveillance Technology

## Surveillance Data Usage

The camera near the front desk of 403 is for security. It allows other staff to see who is entering and if front desk staff need assistance.

## Sharing Data with Other Entities

Our understanding is that this camera does not record and is just used for live situations, should the need arise.

## Safeguarding Individual Information

Because no video is recorded, no individual information is retained or at-risk.

## Complaints or Concerns

# Appendix A: Supporting Policies

No supporting policies.

**2025 Annual Surveillance Technology Report**

City of Madison, Wisconsin

metro transit

# Table of Contents

# Introduction

## Summary

Metro Transit has made changes and additions to its surveillance systems in the last calendar year.

- All on-board bus video recording systems have been updated to replace obsolete equipment. These systems utilize existing cameras but the digital video recorders have been upgraded.
- The Hanson Rd. facility construction was completed including the installation of cameras on the exterior, interior, bus storage, and maintenance areas.
- Administration, Operations, Maintenance, and Bus storage facility cameras have been transitioned to the Genetec System supported and maintained by City IT.
- BRT station construction has been completed with the installation of cameras at the stations.

Below is a list of all technologies, cameras, locations, and recording software utilized by Metro. Appendix A contains the policy Metro has developed outlining technology types, usage, record sharing, record retention, and levels of access.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
   1. *An inventory of current Surveillance Technology and the applicable policies;*
   2. *How the Department has used the data collected by its Surveillance Technology;*
   3. *How any Surveillance Data is being shared with other entities;*
   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| ME1101 East Wash 1 | Exterior fixed camera using Genetec | E. Wash garage wall near Few St. | Camera |
| ME1101 East Wash 2 | Exterior Fixed camera using Genetec | E. Wash garage wall between Few and Ingersoll | Camera |
| ME1101 Maint B 1 | Interior fixed camera using Genetec | Maintenance Area B | Camera |
| ME1101 Maint B 2 | Interior fixed camera using Genetec | Maintenance Area B | Camera |
| ME1101 Driver Room A | Interior fixed camera using Genetec | 2$^{nd}$ floor training room | Camera |
| ME1101 Driver Room B | Interior fixed camera using Genetec | Temporary Exercise Room | Camera |
| ME1101 Dispatch A | Interior fixed camera using Genetec | Operations Dispatch | Camera |
| ME1101 Dispatch B | Interior fixed camera using Genetec | Operations Dispatch | Camera |
| ME 3A – Greeting Area | Interior fixed camera using Genetec | New Driver Break room entrance area | Camera |
| ME 3A – Ingersoll Vestibule | Interior fixed camera using Genetec | 1 S. Ingersoll Main Entrance Vestibule | Camera |
| ME E. Was & Ingersoll | Interior fixed camera using Genetec | Employee Entrance and outdoor break area | Camera |
| ME1101 Radio Room | Interior fixed camera using Genetec | Operations Dispatch | Camera |
| ME1101 Mechanic Room | Interior fixed camera using Exacqvison | Mechanic Breakroom | Camera |
| ME1101 Bus Storage A | Interior fixed camera using Genetec | 1101 Garage | Camera |
| ME1101 Bus Storage B | Interior fixed camera using Genetec | 1101 Garage | Camera |
| ME1101 Bus Storage C | Interior fixed camera using Genetec | 1101 Garage | Camera |
| ME1101 Bus Storage D | Interior fixed camera using Genetec | 1101 Garage | Camera |
| ME1101 Bus Storage E | Interior fixed camera using Genetec | 1101 Garage | Camera |
| ME1101 Bus Storage F | Interior fixed camera using Genetec | 1101 Garage | Camera |
| ME1101 Bus Storage G | Interior fixed camera using Genetec | 1101 Garage | Camera |

| ME1101 Bus Storage H | Interior fixed camera using Genetec | 1101 Garage | Camera |
|---|---|---|---|
| ME1101 Bus Storage I | Interior fixed camera using Genetec | 1101 Garage | Camera |
| ME1101 Bike Rack | Interior fixed camera using Genetec | 1101 Garage | Camera |
| ME1101 Door 4 | Interior fixed camera using Genetec | 1101 Garage | Camera |
| ME1101 Service Lane A | Interior fixed camera using Genetec | 1101 Garage | Camera |
| ME1101 Service Lane B | Interior fixed camera using Genetec | 1101 Maintenance Shop | Camera |
| ME1101 Service Lane C | Interior fixed camera using Genetec | 1101 Maintenance Shop | Camera |
| ME1101 Service Lane D | Interior fixed camera using Genetec | 1101 Maintenance Shop | Camera |
| ME1101 Yard A | Exterior PTZ camera using Genetec | 1101 Yard Wall | Camera |
| ME1101 Yard B | Exterior fixed camera using Genetec | 1101 Yard Wall | Camera |
| ME1101 Yard C | Exterior PTZ camera using Genetec | 1101 Yard Wall | Camera |
| ME1101 Parking Aisle A | Exterior fixed camera using Genetec | 1101 Yard Wall | Camera |
| ME1101 Parking Aisle B | Exterior fixed camera using Genetec | 1101 Service Lane Wall | Camera |
| ME1101 Parking Aisle C | Exterior fixed camera using Genetec | 1101 Service Lane Wall | Camera |
| ME1101 Parking Aisle D | Exterior fixed camera using Genetec | 1101 Service Lane Entrance | Camera |
| ME1101 Fire Lane | Exterior Fixed Camera using Genetec | 1101 Garage Roof | Camera |
| ME1101 Tank Room | Interior fixed camera using Genetec | 1101 Service Lane Area | Camera |
| ME1101 Subcontractor Room | Interior fixed camera using Genetec | 1101 Service Lane Area | Camera |
| ME1101 BG Shop | Interior fixed camera using Exaqvision | Room inside 1101 Garage | Camera |
| ME1101 Employee Entrance | Interior fixed camera using Genetec | Currently not operational due to renovation | Camera |
| ME1101 Hallway PTZ | Interior PTZ camera using Genetec | 1101 Hallway near maintenance shop | Camera |
| ME1101 Hallway A | Interior fixed camera using Genetec | Currently not operational due to renovation | Camera |
| ME1101 Hallway B | Interior fixed camera using Genetec | 1101 Common Area Hall | Camera |
| ME1101 Hallway C | Interior fixed camera using Genetec | 1101 Common Area Hall | Camera |
| ME1101 Hallway D | Interior fixed camera using Genetec | New Receiving area | Camera |

| ME1101 Hallway E | Interior fixed camera using Genetec | 1101 Common Area Hall | Camera |
|---|---|---|---|
| ME1101 Engine Shop A | Interior fixed camera using Genetec | 1101 Maintenance Shop | Camera |
| ME1101 Engine Shop B | Interior fixed camera using Genetec | 1101 Maintenance Shop | Camera |
| ME1101 Shop 01 | Interior fixed camera using Genetec | 1101 Maintenance Shop | Camera |
| ME1101 Shop 02 | Interior fixed camera using Genetec | 1101 Maintenance Shop | Camera |
| ME1101 Seat Shop | Interior fixed camera using Genetec | 1101 Maintenance Shop | Camera |
| ME1101 Meter Room | Interior fixed camera using Genetec | 1101 Maintenance Shop | Camera |
| ME1101 Bus Storage | Interior fixed camera using Genetec | 1101 Garage | Camera |
| ME1101 Wash Bay Exits | Interior fixed camera using Genetec | 1101 Service Lane | Camera |
| ME1101 Vault 1 | Interior fixed camera using Genetec | 1101 Service Lane | Camera |
| ME1101 Vault 2 | Interior fixed camera using Genetec | 1101 Service Lane | Camera |
| ME1101 Cash Room | Interior fixed camera using Genetec | 1101 Service Lane | Camera |
| ME1101 Overhead Doors A | Exterior fixed camera using Genetec | 1101 Service Lane | Camera |
| ME1101 Overhead Doors B | Exterior fixed camera using Genetec | 1101 Service Lane | Camera |
| ME1101 Overhead Doors C | Exterior fixed camera using Genetec | 1101 Service Lane | Camera |
| MT1101 Dispatch A | Audio using Genetec | 1101 Dispatch | Microphone |
| MT1101 Mechroom | Audio using Genetec | 1101 Mechanic Break Room | Microphone |
| MT1101 EmpEntrance | Audio using Genetec | Currently down due to renovation | Microphone |
| MT1101 BusStorage J | Audio using Genetec | 1101 Garage | Microphone |
| ME Metro Storage | Interior fixed camera using Genetec | 1 S. Ingersoll Garage | Camera |
| ME Cash Room New | Interior fixed camera using Genetec | Cash Room | Camera |
| ME NTP 1 | Exterior Fixed camera using Genetec | North Transfer Point | Camera |
| ME NTP 2 | Exterior fixed camera using Genetec | North Transfer Point | Camera |
| ME NTP 3 | Exterior fixed camera using Genetec | North Transfer Point | Camera |
| ME NTP 4 | Exterior fixed camera using Genetec | North Transfer Point | Camera |

| ME NTP 5 | Exterior fixed camera using Genetec | North Transfer Point | Camera |
|---|---|---|---|
| ME NTP 6 | Exterior fixed camera using Genetec | North Transfer Point | Camera |
| ME NTP 7 | Exterior fixed camera using Genetec | North Transfer Point | Camera |
| ME NTP 8 | Exterior fixed camera using Genetec | North Transfer Point | Camera |
| ME WTP Inbound A | Exterior fixed camera using Genetec | West Transfer Point | Camera |
| ME WTP Inbound B | Exterior fixed camera using Genetec | West Transfer Point | Camera |
| ME WTP Inbound C | Exterior fixed camera using Genetec | West Transfer Point | Camera |
| ME WTP Inbound D | Exterior fixed camera using Genetec | West Transfer Point | Camera |
| ME WTP Outbound A | Exterior fixed camera using Genetec | West Transfer Point | Camera |
| ME WTP Outbound B | Exterior fixed camera using Genetec | West Transfer Point | Camera |
| ME WTP Outbound C | Exterior fixed camera using Genetec | West Transfer Point | Camera |
| ME WTP Outbound D | Exterior fixed camera using Genetec | West Transfer Point | Camera |
| ME WTP Entrance | Exterior fixed camera using Genetec | West Transfer Point | Camera |
| ME 1245 West Reception B | Interior fixed camera using Genetec | 1245 Reception Window | Camera |
| ME 1245 West Reception A | Interior fixed camera using Exacqvison | 1245 Reception Window | Camera |
| ME 1245 West Hallway A | Interior fixed camera using Genetec | 1245 Common Hallway | Camera |
| ME 1245 West Hallway B | Interior fixed camera using Genetec | 1245 Common Hallway | Camera |
| ME 1245 CSC Overview | Interior fixed camera using Genetec | 1245 Customer Service Call Center | Camera |
| ME 1245 Finance Hall | Interior fixed camera using Genetec | 1245 Hallway near Finance department | Camera |
| ME 1245 West Downstairs | Interior fixed camera using Genetec | 1245 lower level near vending machine | Camera |
| ME 1245 East Hallway A | Interior fixed camera using Genetec | 1245 Common Hallway | Camera |
| ME 1245 East Hallway B | Interior fixed camera using Genetec | 1245 Common Hallway | Camera |
| ME 1245 Lost and Found A | Interior fixed camera using Genetec | 1245 Lost and Found Room | Camera |
| ME 1245 Lost and Found B | Interior fixed camera using Genetec | 1245 Lost and Found Room | Camera |
| ME 1245 Reception C | Interior fixed camera using Genetec | 1245 Reception Window | Camera |

| ME 1245 Reception D | Interior fixed camera using Genetec | 1245 Reception Window | Camera |
|---|---|---|---|
| ME 1245 East Mens Rm Exit | Interior fixed camera using Genetec | 1245 Exit Hall near mens room | Camera |
| ME 1245 Reception A | Fixed audio using Genetec | 1245 Reception Window | Microphone |
| ME 3829 Hanson Rd. Breakroom A | Interior fixed camera using Genetec | Employee breakroom | Camera |
| ME 3829 Hanson Rd. Breakroom B | Interior fixed camera using Genetec | Employee breakroom | Camera |
| ME 3829 Hanson Rd. Breakroom C | Interior fixed camera using Genetec | Employee breakroom | Camera |
| ME 3829 Hanson Rd. Buildings and Grounds A | Interior fixed camera using Genetec | Building and Grounds storage | Camera |
| ME 3829 Hanson Rd. Building and Grounds B | Interior fixed camera using Genetec | Building and Grounds storage | Camera |
| ME 3829 Hanson Rd. Building and Grounds C | Interior fixed camera using Genetec | Building and Grounds storage | Camera |
| ME 3829 Hanson Rd. Building and Grounds D | Interior fixed camera using Genetec | Building and Grounds storage | Camera |
| ME 3829 Hanson Rd. Bus Lane 1 | Interior fixed camera using Genetec | Maintenance drive aisle | Camera |
| ME 3829 Hanson Rd. Bus Lane 2 | Interior fixed camera using Genetec | Maintenance drive aisle | Camera |
| ME 3829 Hanson Rd. Bus Lane 3 | Interior fixed camera using Genetec | Maintenance drive aisle | Camera |
| ME 3829 Hanson Rd. Bus Lane 4 | Interior fixed camera using Genetec | Maintenance drive aisle | Camera |
| ME 3829 Hanson Rd. Entrance/Exit | Interior fixed camera using Genetec | Employee entrance/exit | Camera |
| ME 3829 Hanson Rd. Exterior 2 NE- Camera 01 | Exterior fixed camera using Genetec | Driveway gate | Camera |
| ME 3829 Hanson Rd. Exterior 2 NE- Camera 02 | Exterior fixed camera using Genetec | Driveway inside gate | Camera |
| ME 3829 Hanson Rd. Exterior 2 NE- Camera 03 | Exterior fixed camera using Genetec | Driveway along east side of building North to South | Camera |
| ME 3829 Hanson Rd. Exterior 2 NE- Camera 04 | Exterior fixed camera using Genetec | Fuel island, northside of building, part of employee parking lot | Camera |
| ME 3829 Hanson Rd. Exterior NE | Exterior fixed camera using Genetec | Driveway along east side of building South to North | Camera |
| ME 3829 Hanson Rd. Exterior NW | Exterior fixed camera using Genetec | North side of building with employee parking and fuel island | Camera |
| ME 3829 Hanson Rd. Exterior SE | Exterior fixed camera using Genetec | East side of building facing south | Camera |
| ME 3829 Hanson Rd. Exterior South | Exterior fixed camera using Genetec | South side of building/driveway | Camera |
| ME 3829 Hanson Rd. Exterior West | Exterior fixed camera using Genetec | West side of building/training area/driveway | Camera |

| ME 3829 Hanson Rd. Office Corridor Camera - 01 | Interior fixed camera using Genetec | Main employee hallway between shop and office/breakrooms | Camera |
|---|---|---|---|
| ME 3829 Hanson Rd. Office Corridor Camera - 02 | Interior fixed camera using Genetec | Main employee hallway between shop and office/breakrooms | Camera |
| ME 3829 Hanson Rd. Parts Storage Door | Interior fixed camera using Genetec | Parts department storage area | Camera |
| ME 3901 Hanson Bus Entrance Exterior | Exterior fixed camera using Genetec | Facing east side of building from light pole. Showing main bus entrance to garage | Camera |
| ME 3901 Hanson Bus Exit Exterior | Exterior fixed camera using Genetec | Facing east side of building from light pole. Showing main bus exit door from garage | Camera |
| ME 3901 Hanson Rd. Break Room A | Interior fixed camera using Genetec | Maintenance employee break room | Camera |
| ME 3901 Hanson Rd. Break Room B | Interior fixed camera using Genetec | Maintenance employee break room | Camera |
| ME 3901 Hanson Rd. Dispatch A | Interior fixed camera using Genetec | Operations dispatch room | Camera |
| ME 3901 Hanson Rd. Dispatch B | Interior fixed camera using Genetec | Operations dispatch room | Camera |
| ME 3901 Hanson Rd. Dispatch Vestibule | Interior fixed camera using Genetec | Operations dispatch driver check-in vestibule | Camera |
| ME 3901 Hanson Rd. Entrance/Exit | Interior fixed camera using Genetec | Operations dispatch vestibule driver entrance/exit | Camera |
| ME 3901 Hanson Rd. Exterior NE | Exterior fixed camera using Genetec | East side of building facing bus drive aisle/approach to charger | Camera |
| ME 3901 Hanson Rd. Exterior NW | Exterior fixed camera using Genetec | Employee parking lot/bus drive aisle | Camera |
| ME 3901 Hanson Rd. Exterior SE | Exterior fixed camera using Genetec | Charger, bus drive aisle | Camera |
| ME 3901 Hanson Rd. Exterior South | Exterior fixed camera using Genetec | South side of building, training platform, bus drive aisle | Camera |
| ME 3901 Hanson Rd. Gate/Parking Lot A | Exterior fixed camera using Genetec | Bus entrance/exit gate, staff car parking, employee parking lot | Camera |
| ME 3901 Hanson Rd. Gate/Parking Lot B | Exterior fixed camera using Genetec | Staff car parking, Bus drive aisle, garage entrance driveway | Camera |
| ME 3901 Hanson Rd. Gate/Parking Lot C | Exterior fixed camera using Genetec | Employee parking lot | Camera |
| ME 3901 Hanson Rd. Gate/Parking Lot D | Exterior fixed camera using Genetec | Employee parking lot | Camera |
| ME 3901 Hanson Rd. Hallway | Interior fixed camera using Genetec | Employee entrance/exit/hallway | Camera |
| ME 3901 Hanson Rd. Interior 1 NW | Interior fixed camera using Genetec | Bus storage area | Camera |
| ME 3901 Hanson Rd. Interior 2 SW | Interior fixed camera using Genetec | Bus storage area | Camera |
| ME 3901 Hanson Rd. Interior 3 N | Interior fixed camera using Genetec | Bus storage area | Camera |

| ME 3901 Hanson Rd. Interior 4 Bus Entrance | Interior fixed camera using Genetec | Bus storage entrance door | Camera |
|---|---|---|---|
| ME 3901 Hanson Rd. Interior 5 Bus Exit | Interior fixed camera using Genetec | Bus storage exit door | Camera |
| ME 3901 Hanson Rd. Interior S | Interior fixed camera using Genetec | Bus storage | Camera |
| ME 3901 Hanson Rd. Lounge A | Interior fixed camera using Genetec | Driver lounge/break room | Camera |
| ME 3901 Hanson Rd. Lounge B | Interior fixed camera using Genetec | Driver lounge/break room | Camera |
| ME 3901 Hanson Rd. Money Room Entrance/Exit | Interior fixed camera using Genetec | Money sorting/storage room | Camera |
| ME 3901 Hanson Rd. Money Room Overhead | Interior fixed camera using Genetec | Money sorting/storage room | Camera |
| ME 3901 Hanson Rd. Service Lane A | Interior fixed camera using Genetec | Bus service lane | Camera |
| ME 3901 Hanson Rd. Service Lane B | Interior fixed camera using Genetec | Bus service lane | Camera |
| ME 3901 Hanson Rd. W Exterior | Exterior fixed camera using Genetec | Bus drive aisle | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | JUNCTION Bay 1 | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | JUNCTION Bay 2 | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | HIGH POINT (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | WESTFIELD (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | GRAND CANYON (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | ISLAND (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | ROSA (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | WHITNEY-MINERAL POINT (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | REGENT-WHITNEY (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | EAU CLAIRE (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | SEGOE (Eastbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | SEGOE (Westbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | MIDVALE (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | SHOREWOOD (center running) | Camera |

| | 2 BRT Station Fixed Cameras using AXIS | UNIVERSITY BAY (center running) | Camera |
|---|---|---|---|
| | 2 BRT Station Fixed Cameras using AXIS | ORCHARD (Eastbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | ORCHARD (Westbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | EAST CAMPUS | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | EAST CAMPUS | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | EAST CAMPUS | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | STATE STREET (Eastbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | STATE STREET (Westbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | CAPITOL SQUARE (Eastbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | CAPITOL SQUARE (Westbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | BLAIR (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | PATERSON (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | BALDWIN (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | FIRST STREET (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | FOURTH STREET (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | MILWAUKEE-NORTH (Eastbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | MILWAUKEE-NORTH (Westbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | MARQUETTE (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | MELVIN-RETHKE (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | WRIGHT-FAIR OAKS (center running) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | ANDERSON-WRIGHT (Eastbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | ANDERSON-WRIGHT (Westbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | MENDOTA (Eastbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | MENDOTA (Westbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | THIERER-PORTAGE (Eastbound) | Camera |

| | 2 BRT Station Fixed Cameras using AXIS | THIERER-PORTAGE (Westbound) | Camera |
|---|---|---|---|
| | 2 BRT Station Fixed Cameras using AXIS | INDEPENDENCE (Eastbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | INDEPENDENCE  (Westbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | EAST SPRINGS (Eastbound) | Camera |
| | 2 BRT Station Fixed Cameras using AXIS | EAST SPRINGS (Westbound) | Camera |
| Smart Record | Phone recording software | 266-4466, 267-8760, 267-8761, 267-8781 are recorded phone lines | Software |
| | | | |
| Apollo | Bus Video Recorder | 78 buses utilize this system.  Each bus has 6 fixed cameras.  4 interior, 2 exterior.  Each interior camera is equipped with a microphone. | Video recording system with cameras and audio |
| Apollo | Bus Video Recorder | 16 buses utilize this system.  Each bus has 8 fixed cameras.  4 interior and 4 exterior.  Each interior camera is equipped with a microphone | Video recording system with cameras and audio |
| Apollo | Bus Video Recorder | 95 buses utilize this system.  Each bus has 11 cameras.  4 exterior and 7 interior.  Each interior camera is equipped with a microphone | Video recording system with cameras and audio |

# Usage of Surveillance Technology

## Surveillance Data Usage

**Bus Video/Audio Recording Systems** – Each revenue service vehicle is equipped with a digital video recorder (DVR), cameras, and microphones.  The data is utilized on an as needed basis to investigate accidents, customer feedback, passenger count verification, and security incident investigation.  Video and audio recordings are not reviewed or saved without merit to do so.  Bus video data is overwritten unless pulled and saved.

**Facility Video/Audio Recording Systems** – Metro facilities are equipped with cameras both in public and non-public areas.  Complete access with rights to save is only granted to a small group of management employees identified in the Metro Security Camera Surveillance Policy.  Frontline supervisors have rights to common area and exterior facility cameras with live view rights but cannot create or save clips.  Facility video/audio is reviewed and/or saved only when warranted.  It is utilized to resolve disputes, employee misconduct investigations, security incident investigations, and accident investigations in and around Metro facilities.  Common areas such as entrances, exits, hallways, exteriors, and parking lots may be live monitored for security purposes.

**Phone Recording Systems** – Metro utilizes recorded phone lines both internally and externally.  The publically distributed customer service phone line is recorded as well as the operations and maintenance internal phone numbers utilized by employees.  Phone calls are only reviewed or accessed when warranted to resolve disputes or to verify the correct information was provided.  The customer service supervisory staff may utilize phone recordings in coaching of customer service representatives.

## Sharing Data with Other Entities

**Bus Video/Audio Recording Systems** – Clips created from bus video systems are shared with other government entities upon request.  Metro has an established method of sharing with the school district, labor union, local law enforcement agencies, city attorney's office, work comp insurance carrier, and its vehicle insurance carrier. This insures timely investigation and conclusion of incidents and/or accidents that occur in and around buses.

**Facility Video/Audio Recording Systems** – Metro utilizes the same methods of sharing clips upon request from other governmental agencies and insurance partners as with bus video clips.

**Phone Recording Systems** – Metro would utilize the same methods of sharing phone recording clips upon request from other governmental agencies and insurance partners as with bus video clips.

***Requests for video or recordings from the general public, media, employees, outside insurance companies, government agencies that do not have an active relationship with Metro Transit, and all other video requests outside of established sharing relationships would be vetted by the Records Custodian before release.

## Safeguarding Individual Information

All surveillance records are stored and secured in established location on a video server.  This server is protected by City IT network security systems.

## Complaints or Concerns

Metro Transit has not directly received any complaints or concerns regarding video surveillance systems.

# Appendix A: Supporting Policies

**Metro Security Camera Surveillance Policy**

## Objectives
The primary objective of having video surveillance is to document what transpires when events occur that threaten the safety of customers and/or employees of the transit system. The installation of cameras, with signage alerting customers and employees, has also been a deterrent to disruptive behavior and provides a sense of security to riders and employees. In the case of personal injury accidents, a video record validates the facts.

## Locations
Metro Transit has security surveillance cameras at bus rapid transit stations, in buses, in the operations, maintenance, storage, and administration facilities.

- All bus rapid transit stations are equipped with security cameras. Footage is available in real-time via wireless connection to Metro staff and to the Madison Police Department.

- On-board video and audio surveillance equipment is installed on the entire fleet of revenue service vehicles.

- Facility cameras are located at 1245 E. Washington Ave, 1 South Ingersoll Street, 3901 Hanson Road, and 3829 Hanson Road in the following areas:

  - Common areas such as hallways, employee parking lots, building exteriors, bus storage and entrances, service lanes and maintenance areas, dispatch offices, breakrooms, and customer service center.
  - The cash-handling room where cash is counted and sorted from bus fare is also equipped with cameras.

- Cameras provide security for employees at the building entrances and other public areas. Footage is also used to resolve disputes and review incidents that may have occurred.

- There is signage in all locations providing notice that video (and audio on the buses) surveillance is present.

## Viewing/Downloading Footage

**Bus video systems**

Bus video systems use digital video recorders (DVR) to store information.  To access the footage, it may be viewed live via a secure cellular connection, segments of footage may be wirelessly downloaded for review, or the hard drive is pulled, and footage is reviewed.  If bus video is not downloaded and retained, all data will be overwritten when the hard drive reaches capacity.  If it is required to review multiple buses to search for an event, footage found to be irrelevant or reviewed as part of a process of elimination, may not be retained.   Footage is not live viewed or reviewed without a purpose or reason to do so.

**Facility video systems**

Facility video systems are connected to the enterprise system maintained and supported by the City Information Technology department.  Footage is viewed live, reviewed, and downloaded utilizing software provided by City IT on a secure network connection.  If facility video is not downloaded and retained, all data will be overwritten in 14 days per APM 3-9 (Attachment C).  Footage is not live viewed or reviewed without a purpose or reason to do so.

**Bus Rapid Transit Station Systems**

Bus Rapid Transit Station Systems utilize a digital video recorder to store information.  Station footage may be accessed live, reviewed, and downloaded via a secure cellular connection.  Footage is not live viewed or reviewed without a purpose to do so.

## Access to Storage

Retained video records are accessed for investigatory, training, coaching, and record sharing purposes only.  Records are only accessed and reviewed by individuals directly involved with an investigation, training, or records request.

- For safety and/or security incidents, facility, station, and bus video surveillance records are shared with individuals directly involved in investigating and following up on the incident.  This includes Metro management and supervisory staff, law enforcement officials, school officials, the City's insurance company, the bus operator, union officials, the offending individual, and others who may be directly involved in responding to the behavior.

  Metro Transit Rules of Conduct call for police intervention, arrest and/or prosecution in situations in which an individual's actions present an imminent

danger to the life or safety of him/herself or others, or to Metro property. Video evidence is particularly useful in enlisting police and prosecutorial support to enforce the policy in these emergency situations.

- Bus, station, and facility cameras may be utilized to investigate and resolve both internal and external complaints regarding employee behavior, disputes, or other related incidents. Metro management and supervisory staff have access to these systems and associated records.

- Bus video images may be used to monitor ride loads, boarding activity, and other planning purposes. Video access may be granted to Metro planning staff for this purpose.

- The on-board bus video is also used for training purposes. The ability to develop training videos showing our own operators handling real-life situations has been an excellent training tool. Metro Driver Instructors access the on-board video record created by management. Driver Instructors are not allowed to have access to pull hard drives or review facility cameras. This type of footage is displayed to employees in training. Metro management will gain the consent of known individuals shown in the footage before utilization in training sessions. The training specialist may request access to clips relevant to trainings. Requests will be reviewed by management who will determine whether relevant clips exist and appropriate for training sessions.

## Levels of Access
- On-board bus video systems – Full access (live, review, save, storage)
    - General Manager
    - Unit chiefs
    - Operations managers
    - Maintenance managers
    - Operations supervisors
    - Metro IT manager/staff specialists
- On-board bus video systems – Review only access (review, save, storage)
    - Maintenance supervisors
    - Planning unit staff
    - Customer service manager and supervisor
    - Records custodian
    - Safety and security coordinator
- BRT station video systems – Full access (live, review, save, storage)
    - General Manager
    - Unit chiefs
    - Operations managers

- - Maintenance managers
  - Operations supervisors
  - Maintenance supervisors
  - Metro IT manager/staff specialists
  - Safety and security coordinator
- Facility video systems – Full access (all camera views, live, review, save, storage)
  - General manager
  - Unit chiefs
  - Operations managers
  - Maintenance managers
  - Metro IT manager/staff specialists
  - Safety and security coordinator
- Facility video systems – Restricted access (limited common area camera views, live, review)
  - Operations supervisors
  - Maintenance supervisors

## System Usage

Video systems are utilized for investigative purposes in resolving employee related issues. Metro does not conduct random surveillance, video ride checks, or utilize video to monitor employee performance.

Metro staff may live monitor facility common areas for employee safety and security purposes or in the event of an emergency. These areas include but are not limited to:

- Employee parking lots
- Hallways
- Bus storage areas
- Building exterior camera views
- Building entrances and exits

Metro staff may live monitor BRT stations for passenger volume, safety and security, and other service-related reasons.

Metro staff may live monitor buses during a reported incident, accident, or traffic problem to communicate with emergency responders, road supervisors, or to otherwise aid the bus operator. Bus operators will be notified when live monitoring is taking place. Live monitoring will be terminated after the incident is resolved.

## Oversight

The general manager or designee is responsible for designating a video oversight and compliance manager for each unit utilizing video systems.  These individuals will be responsible for ensuring new and current employees within their unit have read and signed off on this policy, are trained to proficiency, and are utilizing the video systems in compliance with this policy and City video surveillance rules.

- Video surveillance system access determinations are made by Metro senior management based on business needs, public and employee safety and security needs, and position roles and responsibilities.
- Designated video oversight and compliance managers are trained and responsible for receiving and investigating complaints regarding surveillance technology usage.  Unit chiefs will be made aware of any complaints and investigation processes following.
- Designated video oversight and compliance managers are responsible for training new and current staff to be proficient in software usage, record retention, and system usage rules and policies.
- Designated video oversight and compliance managers are responsible for reviewing access and the usage of surveillance technology systems.

## Public Records

- In consultation with the City Attorney's office and insurance company, Metro will maintain, as a public record, records downloaded from the recorders in accordance with the video record retention policy outlined below.
- In cases where follow-up action is taken, the records will become part of the files for the incident and be maintained in accordance with the video record retention policy outlined below.
- In cases of vehicular accidents, the records provided to our insurance company will be maintained as part of their case file in accordance with their record retention policies.
- The Transit Human Resources Coordinator serves as the open records custodian for Metro Transit.  This includes video surveillance records.
- Records are stored on a secure network server maintained by the City of Madison Information Technology Department.

## Record Retention Policy:

| Category | Default |
|---|---|
| MPD-MetroVideo | |
| Transit General Mgr Requests | 365 Days |
| Complaints | 365 Days |
| Misc | 365 Days |
| Pedestrians | 365 Days |
| School<br>    School Name | 365 Days |
| Shop Misc | 365 Days |
| Policy/Fare Dispute<br>    Strollers | 365 Days |
| Workers Comp | 365 Days |
| Driver Violations | 365 Days |
| Driver Electronic Violations | 365 Days |
| Shop Employee Misconduct | 365 Days |
| Office Employee Misconduct | 365 Days |
| Accidents<br>    Fixed Route<br>    Paratransit<br>    Slip & Fall<br>    Bike or Ped<br>    Facility | 4 Years |
| Refresher Training | 4 Years |
| Safe Streets | 4 Years |

Updated January 15, 2009
Updated May 5, 2011
Updated December 17, 2012
Updated March 20, 2014
Updated June 22, 2018 – Phil Gadke – Operations General Supervisor
Updated August 26, 2020 – Phil Gadke – Operations General Supervisor
Updated June 23, 2022 – Justin Maki – Safety Coordinator
Updated June 8th, 2023—Justin Maki—Safety Coordinator
Updated June13th, 2024—Justin Maki—Safety Coordinator
Updated June 18, 2025 – Phil Gadke – Operations Manager

**City of Madison, Wisconsin**

**Madison Fire Department**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

Madison Fire did not add any new surveillance equipment during the calendar year 2024.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| FD Admin Front Door Interior | A small PTZ camera is located near the main entrance into the lobby of our facility. It captures visitors and staff that enter the main entrance doors. | Fire Administration | PTZ |
| FD Admin Lobby Front Desk | A small PTZ located in the hallway near our front counter. It captures visitors that come to the front counter. | Fire Administration | PTZ |
| FD Admin Hallway Ovation Lobby | A small PTZ located in the hallway that points at the entrance from the Ovation lobby | Fire Administration | PTZ |
| FD Admin Parking Garage Access Door | A small PTZ that points at the entrance from the Ovation parking garage. It captures staff as they enter. | Fire Administration | PTZ |
| FD Admin Reception | A small PTZ located at the back of the reception area that points at the front counter | Fire Administration | PTZ |
| FD Admin Station 1 Street | A fixed dome 180-degree camera located on the parking garage across the street from station 1. It captures visitors, staff and vehicles that enter the building. Covers the ballot box in front of station 1. | Overture Center Parking Structure | Fixed-dome camera |
| FD CARES Building Exterior A | A 360-degree camera located on the corner of the building by the main entrance. It captures visitors, staff, garage doors and covers staff vehicles. | 1234 E Wash | 360-degree camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| FD CARES Building Exterior B | A 360-degree camera located on the corner of the building by the main entrance. It captures visitors, staff, garage doors and covers staff vehicles. | 1234 E Wash | 360-degree camera |
| FD CARES Building Exterior C | A 360-degree camera located on the corner of the building by the main entrance. It captures visitors, staff, garage doors and covers staff vehicles. | 1234 E Wash | 360-degree camera |
| FD CARES Building Exterior D | A 360-degree camera located on the corner of the building by the main entrance. It captures visitors, staff, garage doors and covers staff vehicles. | 1234 E Wash | 360-degree camera |
| FD Station 1 Alley to Johnston ST. | A PTZ camera located at the back of station 1. This camera covers the back entrances to station 1 as well as any vehicle that is parked behind station 1. | Station 1 | PTZ camera |
| FD Station 2 Parking Entrance | A fixed dome 180-degree camera located on the side of station 2 that covers the entrance to the back parking lot and the ballot box. | Station 2 | 180-degree camera |
| FD Station 3 Bay Door | A fixed dome 180-degree camera located above the front apparatus bay doors. Captures vehicles entering and leaving the station and covers the front entrance to the station and the ballot box. | Station 3 | 180-degree camera |
| FD Station 3 Rear Parking | A fixed dome 180-degree camera is positioned at the back of the station. It captures vehicles entering and exiting the parking area. | Station 3 | 180-degree camera |
| FD Station 4 Bay Door | A PTZ camera located at the front of the station. Captures the main entrance of the station and the ballot box. | Station 4 | PTZ camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| FD Station 4 Parking | A PTZ camera located on the side of the station. Captures the parking lot of station. | Station 4 | PTZ camera |
| FD Station 5 Bay Door | A fixed dome 180-degree camera located above the front apparatus bay doors. Captures vehicles entering and leaving the station and covers the front entrance to the station. | Station 5 | 180-degree camera |
| FD Station 5 Parking | A fixed dome 180-degree camera located at the back of the station. Captures vehicles entering and leaving the parking area at the back of the station and covers the ballot box. | Station 5 | 180-degree camera |
| FD Station 8 Bay Door | A fixed dome 180-degree camera is positioned above the front of the station, next to the bay doors. It captures vehicles entering and exiting the station and monitors the front entrance as well as the ballot box across the street. | Station 8 | 180-degree camera |
| FD Station 8 Parking | A fixed dome 180-degree camera is positioned at the back of the station. It captures vehicles entering and exiting the parking area. | Station 8 | 180-degree camera |
| FD Station 9 Parking | A fixed dome 180-degree camera is positioned at the back of the station. It captures vehicles entering and exiting the parking area and monitors the ballot box. | Station 9 | 180-degree camera |
| FD Station 10 Parking Entrance | A fixed dome 180-degree camera located on the side of station 10 that covers the entrance to the back parking lot and the ballot box. | Station 10 | 180-degree camera |
| FD Station 11 Bay Door | A fixed dome 180-degree camera located adjacent to the front apparatus bay doors. Captures vehicles entering and leaving the station and covers the ballot box. | Station 11 | 180-degree camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| FD Station 12 Bay Door | A fixed dome 180-degree camera is positioned next to the front apparatus bay doors. It captures vehicles entering and exiting the station, monitors the front area of the community room, the entrance to the parking lot, and the ballot box. | Station 12 | 180-degree camera |
| FD Station 13 Bay Door | A fixed dome 180-degree camera located adjacent to the front apparatus bay doors. Captures vehicles entering and leaving the station and covers the ballot box. | Station 13 | 180-degree camera |
| FD Station 14 Apparatus Bay | A PTZ camera located in the apparatus bay pointing at the front apparatus doors. | Station 14 | PTZ camera |
| FD Station 14 Front Bay Doors | A PTZ camera is located adjacent to the front apparatus bay doors. Captures vehicles entering and leaving the station and covers the ballot box. | Station 14 | PTZ camera |
| FD Station 14 Front Door | A PTZ camera located at the front of the station. Captures the main entrance of the station. | Station 14 | PTZ camera |
| FD Station 14 Lobby | A fixed dome 180-degree camera located in the lobby area of station 14. Captures the common are between the community room and station staff areas. | Station 14 | 180-degree camera |

# Usage of Surveillance Technology

## Surveillance Data Usage

The MFD utilizes the video camera systems at the fire stations to provide a type of security to our employees at work. It not only provides security to their safety via regarding awareness and monitoring outside of the city buildings, but also for their personal vehicles. Over the years, MFD has experienced multiple acts of theft and vandalism near and around the fire stations. This has been vital for police reports and documentation of the incidents when possible. The video camera system also aids in an attempts to learn from MFD accidents that happen at the fire station. If captured on video, the data can be used to educate our personnel to improve our driving or safety habits.

## Sharing Data with Other Entities

By default, the data collected is not shared with other agencies or entities. All data is subject to request and potential release.

## Safeguarding Individual Information

The cameras at MFD are installed for security and safety purposes. Our employees understand the importance of protecting the privacy rights of both the public and MFD staff whenever applicable. Images and videos are deleted according to the City's Administrative Policy Manuals (APMs) and the default retention times set by City IT. Only Fire leadership has the authority to rewind and review camera footage.

## Complaints or Concerns

MFD has had no complaints or concerns with our surveillance technology in 2024. It continues to be an asset as needed for the safety and concern of the MFD and related parties.

# Appendix A: Supporting Policies

**City of Madison, Wisconsin**

**Monona Terrace**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction to the Surveillance Technology Report Template

Pursuant to MGO 23.63(5), each City department must conduct an annual review of its use of Surveillance Technology and submit a report to the Common Council via resolution. This template is intended to assist departments with completing the annual report requirement.

This Surveillance Technology Report template contains brief instructions and examples for completing the annual report.

Template style conventions are as follows:

| Style | Convention |
|---|---|
| Normal text | Indicates placeholder text that can be used for any report. |
| [Instructional text in brackets] | [Indicates text that is to be replaced/edited/deleted by the user] |
| *Example text in italics* | *Indicates text that might be replaced/edited/deleted by the user* |

As you complete the template, please remember to delete all instructional text **(including this section)** and update the following items, as applicable:

- Title page
- Table of contents
- Headers
- Footers

# Introduction

## Summary

Monona Terrace uses our camera system to help ensure our customers, guests and staff have a safe environment to meet, visit and work.

Technology changes this year have only been replacement of failed cameras.

We have no changes to our current policies.

Monona Terrace has received zero complaints regarding our surveillance technology.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| *MT-Level 6 Radar* | *Radar unit located on light pole on rooftop. Detects when people cross railing* | *Monona Terrace* | *Radar* |
| *MT Olin Terrace External* | *A PTZ Camera mounted on a light pole on Olin Terrace. This camera captures visitors and staff near 5th floor entrance to MT* | *Monona Terrace* | *PTZ Camera* |
| *MT Level2 West Hallway 2* | *A fixed-dome camera located in 2W lobby. It Captures visitors and staff that visit the building.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 6 West Roof* | *A PTZ Camera located on the "West Drum" It Captures visitors and staff that use the rooftop.* | *Monona Terrace* | *PTZ Camera* |

| | | | |
|---|---|---|---|
| *MT Level 6 Rooftop CTR PTZ* | *A PTZ Camera located on a light pole.  It Captures visitors and staff  that use the rooftop.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 6 Rooftop CTR 360 D* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 6 West Roof"  It captures visitors and staff the visit the rooftop* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 6 Rooftop CTR 360 C* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 6 West Roof"  It captures visitors and staff the visit the rooftop* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 6 Rooftop CTR 360 B* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 6 West Roof"  It captures visitors and staff the visit the rooftop* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| *MT Level 6 Rooftop CTR 360 A* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 6 West Roof"  It captures visitors and staff the visit the rooftop* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 6 Rooftop Center West* | *A PTZ Camera located on a light pole.  It Captures visitors and staff  that use the rooftop.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 6 Rooftop Center Lake* | *A PTZ Camera located on a light pole.  It Captures visitors and staff  that use the rooftop.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 6 Rooftop Center East* | *A PTZ Camera located on a light pole.  It Captures visitors and staff  that use the rooftop.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 6 Exterior elevator* | *A Fixed camera in a call box.  It captures visitors and staff that use the rooftop* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| *MT Level 6 Elevator* | *A fixed dome camera located near rooftop passenger elevator. It captures staff and visitors who access the rooftop* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 6 East Roof* | *A PTZ Camera located on a light pole. It Captures visitors and staff that use the rooftop.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 6 East Freight Elevator* | *A fixed dome camera located near freight elevators. It captures staff and vendors who access the rooftop* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 5 West Roof Ramp* | *A fixed dome camera located on exterior wall. It captures East roof Ramp and bicycle elevator traffic.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 5 Skywalk* | *A fixed dome camera located on Hotel end of Sky Walk. It captures visitors and staff that use the Sky Walk.* | *Monona Terrace* | *Fixed-dome camera* |

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|---|---|---|---|
| *MT Level 5 Sky Walk Elevator B* | *A fixed dome camera located in the Sky Walk Lobby. It captures visitors and staff using stars, elevator, Sky Walk.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 5 Sky Walk Elevator A* | *A fixed dome camera located in the Sky Walk Lobby. It captures visitors and staff using stars, elevator, Sky Walk.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 5 Main Ent. West* | *A fixed dome camera located in 5th floor main entrance. It captures visitors and staff using this entrance.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 5 Main Ent. East* | *A fixed dome camera located in 5th floor main entrance. It captures visitors and staff using this entrance.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 5 East Roof Ramp* | *A fixed dome camera located on exterior wall. It captures west roof Ramp.* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| *MT Level 4 West Vending* | *A fixed dome camera located on 4th floor vending area. It captures visitors and staff using this entrance.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 West Lecture Hallway* | *A fixed dome camera located on 4th lobby outside Lecture Hall and Meeting Rooms. It captures visitors and staff using this entrance.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 West* | *A PTZ camera located on 4th floor West. It captures visitors and staff using this entrance.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 4 Spare Input* | *Spare input - No Camera or audio.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 4 spare input* | *Spare input - No Camera or audio.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 4 North Catering 2* | *A fixed dome camera located on 4th floor East catering area. It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |

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|---|---|---|---|
| *MT Level 4 North Catering 1* | *A fixed dome camera located on 4th floor East catering area. It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Meeting Room R* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Meeting Room Q* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Meeting Room P* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Meeting Room O* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Meeting Room N* | *A fixed dome camera located in Meeting space. It captures* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| | *visitors and staff using this room.* | | |
| *MT Level 4 Meeting Room M* | *A fixed dome camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Meeting Room L* | *A fixed dome camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Meeting Room K* | *A fixed dome camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Main Ent. West* | *A fixed dome camera located in North Hallway.  It captures visitors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Main Ent. East* | *A fixed dome camera located in North Hallway.  It captures visitors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| *MT Level 4 Lecture Hall B* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Lecture Hall A* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Hol MTG Hallway* | *A fixed dome camera located in North Hallway. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Hall of Ideas J* | *A fixed dome camera located in North Hallway. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Hall of Ideas I* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Hall of Ideas H* | *A fixed dome camera located in Meeting space. It captures* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| | *visitors and staff using this room.* | | |
| *MT Level 4 Hall of Ideas G* | *A fixed dome camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Hall of Ideas F* | *A fixed dome camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Hall of Ideas E PTZ* | *A PTZ camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 4 Hall of Ideas E* | *A fixed dome camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Grand View* | *A fixed dome camera located in Grand Terrace.  It captures visitors and staff using public space.* | *Monona Terrace* | *Fixed-dome camera* |

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|---|---|---|---|
| *MT Level 4 Grand Terrace West* | *A fixed dome camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Grand Terrace East* | *A fixed dome camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Grand Terrace* | *A PTZ camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 4 Giftshop 4* | *A fixed dome camera located in Gift Shop.  It captures visitors and staff in the shop.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Giftshop 3* | *A fixed dome camera located in Gift Shop.  It captures visitors and staff in the shop.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Giftshop 2* | *A fixed dome camera located in Gift Shop.  It captures visitors and staff in the shop.* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| *MT Level 4 Giftshop 1* | *A fixed dome camera located in Gift Shop. It captures visitors and staff in the shop.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 East State Stairs* | *A fixed dome camera located on wall in stairwell. It captures visitors and staff in the stairwell* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 East Entrance/Elevator* | *A fixed dome camera located in level 4 elevator lobby. It captures visitors and staff entering the building.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 East* | *A PTZ camera located on 4th floor East. It captures visitors and staff using this entrance.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 4 Drive West Entrance* | *A fixed dome camera located outside in soffit. It captures visitors and staff on sidewalk and drive through.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Drive West* | *A fixed dome camera located outside in soffit. It captures visitors and* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| | *staff on sidewalk and drive through.* | | |
| *MT Level 4 Drive Thru* | *A PTZ camera located outside main entrance level 4.  It captures visitors and staff using drive through.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 4 Drive East* | *A fixed dome camera located outside in soffit. It captures visitors and staff on sidewalk and drive through.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Ctr West Hallway* | *A fixed dome camera located near main entrance.  It captures visitors and staff using the North Hallway.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Ctr East Hallway* | *A fixed dome camera located near main entrance.  It captures visitors and staff using the North Hallway.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Catering North Doors* | *A fixed dome camera located on 4th floor East catering area.  It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| *MT Level 4 Catering Elevators* | *A fixed dome camera located on 4th floor East catering area. It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Cap Prom* | *A fixed dome camera located on wall behind elevator. It captures visitors and guests in the capital Promenade.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Bike Elevator* | *A fixed dome camera located in soffit. It captures visitors and staff using bike elevator, sidewalk and parking.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Ballroom D PTZ* | *A PTZ camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 4 Ballroom D* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Ballroom C West* | *A fixed dome camera located in Meeting space. It captures* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| | *visitors and staff using this room.* | | |
| *MT Level 4 Ballroom C* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Ballroom B West* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Ballroom B* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 4 Ballroom A PTZ* | *A PTZ camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 4 Ballroom A* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |

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|---|---|---|---|
| *MT Level 3 West Hallway Strg B* | *A fixed camera located in storage hallway. It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 3 West Hallway Strg A* | *A fixed camera located in storage hallway. It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 3 West Hallway Gallery* | *A fixed dome camera mounted to ceiling. It captures visitors and staff in gallery.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 3 Parking Ramp West Right* | *A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 3 Parking Ramp West Left* | *A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.* | *Monona Terrace* | *Fixed-dome camera* |

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|---|---|---|---|
| *MT Level 3 Parking Ramp West Center* | *A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees.  It captures visitors and staff in the parking ramp.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 3 Parking Ramp East Right* | *A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees.  It captures visitors and staff in the parking ramp.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 3 Parking Ramp East Left* | *A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees.  It captures visitors and staff in the parking ramp.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 3 Parking Ramp East Center* | *A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees.  It captures visitors and staff in the parking ramp.* | *Monona Terrace* | *Fixed-dome camera* |

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|---|---|---|---|
| *MT Level 3 East Hallway PTZ* | *A PTZ camera located in 3rd floor storage. It captures vendors and staff using this area.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 3 East Hallway D* | *A fixed camera located in storage hallway. It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 3 East Hallway C* | *Spare input - No Camera or audio.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 3 East Hallway B* | *A fixed camera located in storage hallway. It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 3 East Hallway A* | *A fixed camera located in storage hallway. It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 3 CTR Entrance West* | *A fixed dome camera located in 3rd floor main entrance. It captures visitors and staff using this entrance.* | *Monona Terrace* | *Fixed-dome camera* |

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|---|---|---|---|
| *MT Level 3 CTR Entrance East* | *A fixed dome camera located in 3rd floor main entrance. It captures visitors and staff using this entrance.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 3 Comm Room* | *A fixed dome camera located on cable tray. It captures vendors and staff in the communications room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 2 West Hallway* | *A fixed done camera mounted to ceiling. It captures visitors and staff using this hallway.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 2 East Hallway* | *A fixed done camera mounted to ceiling. It captures visitors and staff using this hallway.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 2 East Elevators* | *A fixed dome camera mounted in ceiling tile. It captures elevators and surrounding area.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 2 E Back of House* | *A fixed dome camera mounted in ceiling tile. It captures hallway leading to locker rooms.* | *Monona Terrace* | *Fixed-dome camera* |

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|---|---|---|---|
| *MT Level 2 Community Terrace W* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 2 Community Terrace E* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 2 Community Terrace* | *A PTZ camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 1 West Lake 360 D* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock Outside PTZ" It captures visitors and staff the visit the West Dock area* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 West Lake 360 C* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock Outside PTZ" It captures visitors and* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| | *staff the visit the West Dock area* | | |
| *MT Level 1 West Lake 360 B* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock Outside PTZ" It captures visitors and staff the visit the West Dock area* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 West Lake 360 A* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock Outside PTZ" It captures visitors and staff the visit the West Dock area* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 West Dock Outside PTZ* | *A PTZ camera mounted to a concrete support. It captures visitors and staff using the West Dock.* | *Monona Terrace* | *PTZ Camera* |

| | | | |
|---|---|---|---|
| *MT Level 1 West Dock Outside 360 D* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock 2" It captures visitors and staff the visit the rooftop* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 West Dock Outside 360 C* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock 2" It captures visitors and staff the visit the rooftop* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 West Dock Outside 360 B* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock 2" It captures visitors and staff the visit the rooftop* | *Monona Terrace* | *Fixed-dome camera* |

| MT Level 1 West Dock Outside 360 A | A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock 2"  It captures visitors and staff the visit the rooftop | Monona Terrace | Fixed-dome camera |
|---|---|---|---|
| MT Level 1 West Dock 2 | A PTZ Camera located on light pole.  It captures visitors and staff using West parking lot. | Monona Terrace | PTZ Camera |
| MT Level 1 W Dock PTZ | A PTZ camera located inside West Loading Dock area.  It captures vendors and staff that use this area. | Monona Terrace | PTZ Camera |
| MT Level 1 W Dock C | A fixed camera located in West Dock Inside.  It captures vendors and staff using this area. | Monona Terrace | Fixed-dome camera |
| MT Level 1 W Dock B | A fixed camera located in West Dock Inside.  It captures vendors and staff using this area. | Monona Terrace | Fixed-dome camera |

| | | | |
|---|---|---|---|
| *MT Level 1 W Dock A* | *A fixed camera located in West Dock Inside. It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 Lakeside West* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 Lakeside PTZ* | *A PTZ camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 1 Lakeside East* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 ExHall B Wide* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 ExHall B North Wall* | *A fixed dome camera located in Meeting space. It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| *MT Level 1 ExHall B* | *A PTZ camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 1 ExHall A Temp PTZ* | *A PTZ camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 1 ExHall A North Wall* | *A fixed dome camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 ExHall A* | *A PTZ camera located in Meeting space.  It captures visitors and staff using this room.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 1 East Lake PTZ* | *A PTZ camera mounted to a light pole on East Dock.  It captures visitors and staff using East Dock area.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 1 East Lake 360 D* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Lake PTZ  It captures visitors and* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| | *staff using the East Dock area* | | |
| *MT Level 1 East Lake 360 C* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Lake PTZ  It captures visitors and staff using the East Dock area* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 East Lake 360 B* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Lake PTZ  It captures visitors and staff using the East Dock area* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 East Lake 360 A* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Lake PTZ  It captures visitors and staff using the East Dock area* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| *MT Level 1 East Dock Outside PTZ* | *A PTZ camera mounted to a concrete support. It captures visitors and staff using the East Dock.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 1 East Dock Outside 3 360 D* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Dock Outside PTZ" It captures visitors and staff using the East Dock.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 East Dock Outside 3 360 C* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Dock Outside PTZ" It captures visitors and staff using the East Dock.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 East Dock Outside 3 360 B* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Dock Outside PTZ" It captures visitors and* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| | *staff using the East Dock.* | | |
| *MT Level 1 East Dock Outside 3 360 A* | *A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Dock Outside PTZ" It captures visitors and staff using the East Dock.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 East Dock Inside* | *A PTZ camera mounted in East Dock area. It captures vendors and staff using this area.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 1 E. Dock Inside 3* | *A fixed camera located in East Dock Inside. It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 E. Dock Inside 2* | *A fixed camera located in East Dock Inside. It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |

| | | | |
|---|---|---|---|
| *MT Level 1 E. Dock Inside 1* | *A fixed camera located in East Dock Inside. It captures vendors and staff using this area.* | *Monona Terrace* | *Fixed-dome camera* |
| *MT Level 1 Bike Path West PTZ* | *A PTZ Camera located in soffit outside Lakeside Commons. It captures visitors and staff using bike path.* | *Monona Terrace* | *PTZ Camera* |
| *MT Level 1 Bike Path East PTZ* | *A PTZ Camera located in soffit outside Lakeside Commons. It captures visitors and staff using bike path.* | *Monona Terrace* | *PTZ Camera* |
| *MT Greeter* | *A fixed dome camera located in ceiling by main entrance on 4th floor. It captures visitors and staff interacting with the Greeter.* | *Monona Terrace* | *Fixed-dome camera* |
| | | | |

# Usage of Surveillance Technology

## Surveillance Data Usage

The Monona Terrace camera system is used for the purposes of monitoring the safety of all individuals and property. Video data is automatically retained on the City network for approximately 2 weeks. The Command Center Operator will report any suspicious activity or behavior to the Operations Manager. MPD will be contacted for all incidents that may be criminal in nature.  Incident reports are filled out for all other incidents that happen on MT property and sent to the City Risk Manager for review.

## Sharing Data with Other Entities

Monona Terrace captured and shared video segments upon request from MPD in 2024.

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## Safeguarding Individual Information

No change from previous year.

## Complaints or Concerns

No change from previous year.

# Appendix A: Supporting Policies

No Change from previous year.

**City of Madison, Wisconsin**
**Madison Police Department**

# Annual Surveillance Technology Report

## 2025

# Table of Contents

# Introduction

## Summary

In 2024,  no new surveillance technology was added to the Madison Police Department's (MPD's) existing surveillance technology inventory.

## Ordinance Requirements

This document is prepared pursuant to M.G.O. 23.63(5), which states:

*(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
*(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
    *1. An inventory of current Surveillance Technology and the applicable policies;*
    *2. How the Department has used the data collected by its Surveillance Technology;*
    *3. How any Surveillance Data is being shared with other entities;*
    *4. How well Surveillance Data management protocols are safeguarding individual information; and*
    *5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
*(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| **In-car video systems** | **In-car cameras in marked squad cars and certain unmarked squad cars.** | **MPD Fleet - Mobile** | **Cameras** |
| **Body Cameras** | **MPD SWAT officers use Body Worn Cameras (BWCs) during authorized SWAT operations (warrant service, high risk incidents, etc.)  BWCs are also deployed to TEST motor officers.** | **Mobile** | **Cameras** |
| **Small Unmanned Aircraft Systems (sUAS or UAS)** | **Small Unmanned Aircraft Systems (sUAS or UAS) provides assistance to officers in a variety of contexts: search and rescue, crimes scene processing, major events, etc.** | **Mobile** | **Camera** |
| **SWAT Robotics** | **Robotics platforms that are equipped with audio and/or visual monitoring.  The robotics are used to enter and observe areas during high-risk operations.** | **Mobile** | **Robotics/Camera** |
| **Covert tracking devices** | **Used to track the location of an individual suspect (pursuant to a valid court order) during criminal investigations.  Limited personnel have access to this technology.** | **Mobile** | **Covert tracking devices** |
| **Telephone recording devices** | **Device used by personnel that attaches to a phone to record a conversation.  Used in limited circumstances** | **Mobile** | **Audio recorder** |
| **Covert recording devices** | **Recording devices used on a temporary basis to aid criminal investigations.   Only a limited number of personnel have access to these devices.** | **Mobile and stationary** | **Covert recording devices** |
| **Computer, cellphone and mobile device extraction tools.** | **Used by MPD's forensic services unit to analyze data stored on an electronic device as part of a criminal investigation (Used pursuant to a court order or with the consent of the device owner only).** | **Stationary – MPD Facility** | **Extraction tools** |

| | | | |
|---|---|---|---|
| **Cameras on City Enterprise Camera System** | **MPD has been assigned a number of cameras on the City Enterprise camera system.  The system is maintained by IT. In 2025, the Enterprise system will transition to Genetec, and in future reports MPD will provide a list of assigned cameras.** | **Varies** | **Cameras** |

# Usage of Surveillance Technology

## Surveillance Data Usage

In-car video systems have been utilized by MPD for over 20 years and consists of one camera that faces forward of the squad car and one internal camera facing to the back seat of the vehicle.  Officers also wear a portable microphone that is connected to the system and transmits audio.  It is intended to serve a variety of purposes; the most significant is to capture evidence for use in a prosecution (this can include driving behavior, field sobriety tests, etc.)  In-car video is also used to help investigate citizen complaints about officer behavior and to audit officer driving habits.

The SWAT Body Worn Cameras (BWCs) are used during tactical operations.  The data captured is used to resolve citizen complaints, provide documentation for use-of-force encounters, assist with prosecutions, assist with after action reviews, and as a training aid.  During pre-planned tactical operations (like serving search warrants), specific officers are assigned to wear cameras.  There are not enough cameras to assign one to each officer, so they are assigned with the goal of providing as much coverage of the operation as possible.  After the incident is resolved, supervisors download the video.  The cameras are also deployed when possible for spontaneous tactical incidents, but there will be a delay in their arrival at the scene (and sometimes it is not practical to deploy them).

TEST Motor Officers are also assigned BWCs since in-car video is not available for motorcycles.  The data captured during all traffic stops is used to resolve citizen complaints, provide documentation for use-of-force encounters, assist with prosecutions, and document the issuance of citations and physical arrests.

During the summer of 2024, MPD completed a limited term (90 day) experiment utilizing BWCs for patrol operations in the North Police District, which included a program evaluation of the outcomes. The full evaluation report is available [here](). The report concluded the broad use of BWCs by the MPD could change relationships between the police and the community in positive ways, including increased trust, transparency, and legitimacy. MPD continues to explore the more expanded implementation of BWCs.

Unmanned Aircraft Systems (UAS), commonly referred to as drones, provide assistance to officers in a variety of contexts: search and rescue, crime scene processing, and major events and incidents.  Officers investigating an incident where a UAS would be beneficial can request that the UAS team respond.  The UAS provides real-time video which enables officers to check large open areas much more quickly than they could on foot.

MPD SWAT has several robotics platforms that are equipped with audio and/or visual monitoring.  The robotics are used to enter and observe areas during high-risk tactical operations.  They are intended to aid officers in searching for high-risk individuals in a safe manner.

Covert tracking devices are used in limited circumstances with a valid court order during criminal investigations to track the location of an individual crime suspect.

Telephone recording devices are attached to a telephone and record conversations.  Most common use would be by members of the Crisis Negotiation Team (CNT) to record their negotiations during a tactical incident.

Covert recording devices are used during criminal investigations or internal investigations (very limited circumstances).

Data extracted by the tools used by MPD's forensic services unit is used in criminal investigations. Extractions are completed pursuant to a valid court order or with the consent from the owner of the device.

All commissioned employees are authorized to use the City Enterprise Camera System per MPD SOP.  Civilian employees may be authorized by the Chief to access the system where there is a job-related need.  No employee is allowed to access or utilize the system prior to receiving training in its use.  Authorized employees are only permitted to access the City Enterprise Camera System for official law enforcement business, under any of the following conditions - to assist with the investigation of criminal or otherwise unlawful activity; for internal investigations as appropriate by the Chief or designee; to protect and secure MPD/City facilities; to maintain order during planned and unplanned events, for proactive review of a tactical incident, or for internal training opportunities with prior supervisory approval; to remotely monitor environmental conditions or other non-investigative circumstances necessary to perform an employee's duties (i.e., weather or traffic conditions, safety hazards, management of resources, etc.); and to preserve previously-discovered items or view/retrieve preserved evidence.

## Sharing Data with Other Entities

Other agencies can request a particular video or piece of data, but no other agency (with the exception of the City Attorney's Office) has immediate access to our data server.  All data is subject to request and potential release under the public records law.  The City Attorney's Office can review video that has been specifically designated for them to review. Video/data is shared with the District Attorney's Office as part of the case review/prosecution process.

## Safeguarding Individual Information

The MPD recognizes that while the use of video and audio surveillance technology can significantly aid MPD investigative efforts and promote greater public safety, the use of this technology must be balanced with the need to protect the privacy rights of the public and MPD employees when and where applicable. MPD SOPs require that use of surveillance technology will be consistent with any applicable City of Madison APMs and ordinances.

## Complaints or Concerns

MPD did not receive any complaints or expressed concerns in 2024 that stemmed from the use of surveillance technology. There were some instances where residents asked that the MPD staff review available recordings of camera footage to justify a complaint or concern.

# Appendix A: Supporting Policies

MPD's Video and Audio Surveillance SOP:
https://www.cityofmadison.com/police/documents/sop/VideoAudioSurveillance.pdf

MPD's Digital Forensics SOP:
https://www.cityofmadison.com/police/documents/sop/DigitalForensics.pdf

MPD In-Car Video System SOP:
https://www.cityofmadison.com/police/documents/sop/InCarVideo.pdf

MPD SWAT Body Worn Cameras SOP:
https://www.cityofmadison.com/police/documents/sop/SWATBodyWornCameras.pdf

MPD Unmanned Aircraft Systems SOP:
https://www.cityofmadison.com/police/documents/sop/UnmannedAircraftSystems.pdf

MPD Police Motorcycles SOP:
https://www.cityofmadison.com/police/documents/sop/PoliceMotorcycles.pdf

**City of Madison, Wisconsin**

**Municipal Court**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

The Municipal Court does not have applicable surveillance technology.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| No applicable surveillance technology | | | |

# Usage of Surveillance Technology

## Surveillance Data Usage

No applicable surveillance technology.

## Sharing Data with Other Entities

No applicable surveillance technology.

## Safeguarding Individual Information

No applicable surveillance technology.

## Complaints or Concerns

No applicable surveillance technology.

# Appendix A: Supporting Policies

No applicable surveillance technology.

## City of Madison, Wisconsin

## Parking Division

# Annual Surveillance Technology Report

## 2025

# Table of Contents

# Introduction

## Summary

The Parking Division has not made any significant changes to our video surveillance system in 2024.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| | PU OC Entry Exit 1 | Overture Center Garage | Video Camera |
| | PU OC Entry Exit 2 | Overture Center Garage | Video Camera |
| | PU OC Entry Exit 3 | Overture Center Garage | Video Camera |
| | PU OC Entry Exit 4 | Overture Center Garage | Video Camera |
| | PU OC POF 1 | Overture Center Garage | Video Camera |
| | PU OC POF 2 | Overture Center Garage | Video Camera |
| | PU OC POF 3 | Overture Center Garage | Video Camera |
| | PU OC POF 4 | Overture Center Garage | Video Camera |
| | PU Frances Entry Exit 1 | SSCa Frances Garage | Video Camera |
| | PU Frances POF 1 & 2 | SSCa Frances Garage | Video Camera |
| | PU Frances Entry Exit 2 | SSCa Frances Garage | Video Camera |
| | PU Frances Booth 1 | SSCa Frances Garage | Video Camera |
| | PU Frances Booth 2 | SSCa Frances Garage | Video Camera |
| | PU SSC Entry Exit 3 | State Street Capitol Garage | Video Camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| | PU SSC Entry Exit 4 | State Street Capitol Garage | Video Camera |
| | PU SSC Entry Exit 2 | State Street Capitol Garage | Video Camera |
| | PU SSC Entry Exit 1 | State Street Capitol Garage | Video Camera |
| | PU SSC POF 1 | State Street Capitol Garage | Video Camera |
| | PU SSC Entry/Exit 5 | State Street Capitol Garage | Video Camera |
| | PU SSC Johnson Entry | State Street Capitol Garage | Video Camera |
| | PU SSC Dayton | State Street Capitol Garage | Video Camera |
| | PU SSC POF 2 | State Street Capitol Garage | Video Camera |
| | PU SSC Metered North 2 | State Street Capitol Garage | Video Camera |
| | PU SSC Dayton Meter Section | State Street Capitol Garage | Video Camera |
| | Buckeye Gilman | Buckeye Lot | Video Camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| | Buckeye Gorham | Buckeye Lot | Video Camera |
| | PU CSN Webster Entry | Capitol Square North Garage | Video Camera |
| | PU CSN Permit Entry/Exit | Capitol Square North Garage | Video Camera |
| | PU CSN POF 1 | Capitol Square North Garage | Video Camera |
| | PU CSN Entry/Exit 2 | Capitol Square North Garage | Video Camera |
| | PU CSN POF 2 | Capitol Square North Garage | Video Camera |
| | PU CSN Entry/Exit 1 | Capitol Square North Garage | Video Camera |
| | PU CSN POF 3 | Capitol Square North Garage | Video Camera |
| | PU SLS Bicycle Entry 1 | South Livingston St. Garage | Video Camera |
| | PU SLS Motorcycle | South Livingston St. Garage | Video Camera |
| | PU SLS Entry 3 | South Livingston St. Garage | Video Camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| | PU SLS Exit 3 | South Livingston St. Garage | Video Camera |
| | PU SLS Lobby 1 | South Livingston St. Garage | Video Camera |
| | PU SLS East Exterior | South Livingston St. Garage | Video Camera |
| | PU SLS Center Bay 1 | South Livingston St. Garage | Video Camera |
| | PU SLS Ramp 1 | South Livingston St. Garage | Video Camera |
| | PU SLS Entry Exit 2 | South Livingston St. Garage | Video Camera |
| | PU SLS Livingston Driveway 1 | South Livingston St. Garage | Video Camera |
| | PU SLS Entry Exit 1 | South Livingston St. Garage | Video Camera |
| | PU SLS Elevator 1 | South Livingston St. Garage | Video Camera |
| | PU SLS Elevator 2 | South Livingston St. Garage | Video Camera |
| | PU SLS Plaza | South Livingston St. Garage | Video Camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| | PU SLS Lobby 2 | South Livingston St. Garage | Video Camera |
| | PU SLS South Stair 2 | South Livingston St. Garage | Video Camera |
| | PU SLS East Bay 2 | South Livingston St. Garage | Video Camera |
| | PU SLS NW Bay 2 | South Livingston St. Garage | Video Camera |
| | PU SLS Lobby 3 | South Livingston St. Garage | Video Camera |
| | PU SLS South Stair 3 | South Livingston St. Garage | Video Camera |
| | PU SLS East Bay 3 | South Livingston St. Garage | Video Camera |
| | PU SLS NW Bay 3 | South Livingston St. Garage | Video Camera |
| | PU SLS Lobby 4 | South Livingston St. Garage | Video Camera |
| | PU SLS South Stair 4 | South Livingston St. Garage | Video Camera |
| | PU SLS NW Bay 4 | South Livingston St. Garage | Video Camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| | PU SLS Lobby 5 | South Livingston St. Garage | Video Camera |
| | PU SLS South Stair 5 | South Livingston St. Garage | Video Camera |
| | PU SLS Roof 3 | South Livingston St. Garage | Video Camera |
| | PU SLS Roof 4 | South Livingston St. Garage | Video Camera |
| | PU SLS Roof 1 | South Livingston St. Garage | Video Camera |
| | PU SLS Roof 2 | South Livingston St. Garage | Video Camera |
| | PU SLS POF 6 | South Livingston St. Garage | Video Camera |
| | PU WS LL0 WB North | Wilson Street Garage | Video Camera |
| | PU WS LL1-CB SOUTH | Wilson Street Garage | Video Camera |
| | PU WS LL0-CB North | Wilson Street Garage | Video Camera |
| | PU WS LL2-EB North | Wilson Street Garage | Video Camera |
| | PU WS LL0-North Lobby | Wilson Street Garage | Video Camera |
| | PU WS LL2-EB Center | Wilson Street Garage | Video Camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| | PU WS LL3-WB Center | Wilson Street Garage | Video Camera |
| | PU WS LL2-WB Center | Wilson Street Garage | Video Camera |
| | PU WS LL3-WB North | Wilson Street Garage | Video Camera |
| | PU WS LL3-North Stairs | Wilson Street Garage | Video Camera |
| | PU WS LL2-North Stairs | Wilson Street Garage | Video Camera |
| | PU WS LL0-EB Center | Wilson Street Garage | Video Camera |
| | PU WS LL4-WB North | Wilson Street Garage | Video Camera |
| | PU WS LL3-CB Center | Wilson Street Garage | Video Camera |
| | PU WS LL2-North Lobby | Wilson Street Garage | Video Camera |
| | PU WS LL3-EB South | Wilson Street Garage | Video Camera |
| | PU WS LL2-WB North | Wilson Street Garage | Video Camera |
| | PU WS LL1-CB Center | Wilson Street Garage | Video Camera |
| | PU WS LL3-South Lobby | Wilson Street Garage | Video Camera |
| | PU WS LL0-CB Center | Wilson Street Garage | Video Camera |
| | PU WS LL2-EB South | Wilson Street Garage | Video Camera |
| | PU WS LL3-EB Center | Wilson Street Garage | Video Camera |
| | PU WS LL1-EB South | Wilson Street Garage | Video Camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| | PU WS LL1-EB Center | Wilson Street Garage | Video Camera |
| | PU WS LL1-NB Center | Wilson Street Garage | Video Camera |
| | PU WS LL1-WB North | Wilson Street Garage | Video Camera |
| | PU WS LL0-North Stairs | Wilson Street Garage | Video Camera |
| | PU WS LL3-CB North | Wilson Street Garage | Video Camera |
| | PU WS LL3-North Lobby | Wilson Street Garage | Video Camera |
| | PU WS LL4-CB Center | Wilson Street Garage | Video Camera |
| | PU WS LL1-North Lobby | Wilson Street Garage | Video Camera |
| | PU WS LL1-EB North | Wilson Street Garage | Video Camera |
| | PU WS LL1-North Stairs | Wilson Street Garage | Video Camera |
| | PU WS LL3-EB North | Wilson Street Garage | Video Camera |
| | PU WS LL2-CB Center | Wilson Street Garage | Video Camera |
| | PU WS LL4-WB Center | Wilson Street Garage | Video Camera |
| | PU WS LL2-CB North | Wilson Street Garage | Video Camera |
| | PU WS LL4-EB Center | Wilson Street Garage | Video Camera |
| | PU WS LL4-EB South | Wilson Street Garage | Video Camera |
| | PU WS LL4-North Lobby | Wilson Street Garage | Video Camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| | PU WS LL4-CB North | Wilson Street Garage | Video Camera |
| | PU WS LL2-South Lobby | Wilson Street Garage | Video Camera |
| | PU WS LL1-WB Center | Wilson Street Garage | Video Camera |
| | PU WS LL1-South Lobby | Wilson Street Garage | Video Camera |
| | PU WS LL4-South Lobby | Wilson Street Garage | Video Camera |
| | PU WS LL3-CB South | Wilson Street Garage | Video Camera |
| | PU WS LL4-CB South | Wilson Street Garage | Video Camera |
| | PU WS LL0-Motorcycle | Wilson Street Garage | Video Camera |
| | PU WS LL2-CB South | Wilson Street Garage | Video Camera |
| | PU WS LL4-North Stairs | Wilson Street Garage | Video Camera |
| | PU WS L1 Entry 1 & 2 | Wilson Street Garage | Video Camera |
| | PU WS L1 Exit 1 & 2 | Wilson Street Garage | Video Camera |
| | PU WS L1 Entry/Exit 3 | Wilson Street Garage | Video Camera |
| | PU WS L1-Wilson Exit | Wilson Street Garage | Video Camera |
| | PU WS L1 Wilson Pedestrian | Wilson Street Garage | Video Camera |
| | PU WS L1-Wilson Corridor | Wilson Street Garage | Video Camera |
| | PU WS L1-Ambassador Window | Wilson Street Garage | Video Camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| | PU WS L2-Doty Pedestrian | Wilson Street Garage | Video Camera |
| | PU WS L2 North Lobby | Wilson Street Garage | Video Camera |
| | PU WS L2 Bike Center | Wilson Street Garage | Video Camera |
| | PU WS L2-Doty Ramp | Wilson Street Garage | Video Camera |
| | PU WS L1-Garage Office | Wilson Street Garage | Video Camera |
| | PU WS L1 South Lobby | Wilson Street Garage | Video Camera |
| | | | |

# Usage of Surveillance Technology

## Surveillance Data Usage

Live video is used by staff responding to helpline calls to assist customers. For example, if a customer cannot pay their parking fee at the exit, staff can view the camera to verify the vehicle plate number and mail a failure-to-pay notice to the customer, allowing them to pay later. Staff can also view the exit lane and adjacent surroundings to verify that the gate can be safely raised remotely to allow the customer to exit.  The ability to respond to helpline calls remotely provides significantly faster response and customer resolution than dispatching an employee to respond to a facility in person.  Video is also reviewed when there are customer disputes regarding parking fees and vehicle entry or exit time.

Video footage is reviewed and archived when there is an incident, such as intentional damage to gates. Cameras at the exit stations allow us to identify the vehicle that caused the damage, invoice the vehicle owner for repair costs, and issue a citation for a violation of City Ordinance 8.14(2)(c)4, "Causing Damage at a Municipal Parking Facility While Exiting."

Video is used to monitor/review operations such as timeframes of vehicle queuing and exit wait times and identify causes of backups to make operational customer service improvements.

Video recordings are temporarily stored on City Servers and automatically overwritten every two weeks/period determined by City IT for temporary retention unless an incident requires the archival of specific records.  Parking Division staff do not have access permissions to download or share video data files.  All archival requests are submitted through the Police Department for processing.

## Sharing Data with Other Entities

The Parking Division does not provide data to other entities. City IT determines camera access rights for other departments.

## Safeguarding Individual Information

Parking Division Staff do not have direct access to the video files and can only view them in real-time or review video recordings from the previous two weeks before they are overwritten. No concerns have been raised/identified regarding protecting individual privacy and safeguarding information from the Parking Division's use of cameras in public parking facilities.

## Complaints or Concerns

The Parking Division has not received any complaints or concerns regarding our surveillance policy.

# Appendix A: Supporting Policies

**Video Surveillance Policy for the City of Madison Parking Division**

July 2025

1. The City of Madison Parking Division uses Video Surveillance Technology to meet the following objectives:

    a. Assist customers with their facility visits, allow staff to provide better response times through remote assistance and help-line support, and monitor and review operational improvements.

    b. Document what transpires in or near Parking Division facilities to enhance the safety and security of customers, employees, and visitors.

    c. Safeguard the Parking Division's revenue stream.

    d. Validate facts in the case of incidents, such as those involving intentional damage to parking facility gates and equipment, personal injury, and personal property accidents or incidents.

2. Signs in English and Spanish will be maintained at the entrances and exits of facilities for vehicular and pedestrian traffic, notifying the public that Surveillance Camera Technology is in use.

3. Staff training will be ongoing, provided by the employees' direct supervisors, and overseen by the Parking Operations Supervisor.

4. Account management and administration of the Surveillance Technology will be performed by the Parking Data and Analytics Manager.

5. Complaints regarding the Division's use of Surveillance Technology will be received by the Parking Operations Manager.

6. Access to Surveillance Technology and employee roles will be determined by the Parking Data and Analytics Manager and Parking Operations Manager. Only positions with an ongoing, regular, work-related need to view camera and video images will be authorized to have access permissions.

7. The Parking Data and Analytics Manager will notify City IT of necessary permission changes to ensure access to the Surveillance Technology is revoked when an employee no longer has a job-related need to access it or is found to have inappropriately used it.

8. Staff training will be provided by the employee's direct supervisor(s) when initial access is granted, with annual refresher training on the policy and appropriate use of the technology. The Parking Data and Analytics Manager oversees the ongoing training and review of staff account access with City IT support.

9. City IT will ensure access to the Madison Police Department.

10. Video recordings are temporarily stored on City Servers and automatically overwritten every two weeks or as established by City IT for temporary retention. Parking Division staff do not have system access permissions to download, share, or store images or video files. In the event of an incident requiring the retention of specific video footage, all archival requests are submitted through the Police Department for processing.  Those images will be copied and kept as public records per Section 3.70 of the Madison General Ordinances.

11. Surveillance Technology shall not be used to visually or audibly monitor the interior of private dwellings.  Most of the Parking Division's cameras are fixed and located within parking facilities without any possible view of a private dwelling.  Limited personnel are authorized to change camera angles or views on cameras with that capability.  Any Parking Division employee who moves a camera angle without authorization to do so or who uses cameras to attempt to record/monitor the interior of a private residence will have their access rights revoked immediately and is subject to disciplinary action.

12. City IT shall ensure that records are not destroyed during the pendency of any public records request, investigation, or civil or criminal litigation.  Any public records request submitted to the Parking Division shall be promptly referred to the Police Department (within 1 business day) of receipt to ensure timely action and retention of the existing records requested. The Police Department is responsible for the archival of relevant records involving criminal investigations or litigation; however, the Parking Division will request the archival of video records when staff are aware of an incident that occurred in a parking facility and video evidence is likely to be relevant in a potential civil or criminal investigation or litigation.

**City of Madison, Wisconsin**
**Parks Division**

# Annual Surveillance Technology Report

## 2025

# Table of Contents

# Introduction

## Summary

The Parks Division is a large organization with very diverse facilities and operations, consisting of General Parks, Olbrich Botanical Gardens, Warner Park Community Recreation Center (WPCRC), and the Golf Enterprise Program. There are no cameras owned or maintained by the Parks Division located within any general park locations or at the Olbrich Botanical Gardens Facility. Both WPCRC and Golf Enterprise own and maintain cameras within their facilities.

Warner Park Community Recreation Center (WPCRC) has 11 cameras throughout the facility's common areas. Cameras are not monitored continuously under normal circumstances but may be monitored for safety or security purposes. During 2024, there was no new surveillance technology added to the WPCRC's existing surveillance technology inventory.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

*(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
*(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
  *1. An inventory of current Surveillance Technology and the applicable policies;*
  *2. How the Department has used the data collected by its Surveillance Technology;*
  *3. How any Surveillance Data is being shared with other entities;*
  *4. How well Surveillance Data management protocols are safeguarding individual information; and*
  *5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
*(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Camera 1 | Wired 1080p camera with infra-red, motion activated. | WPCRC Lobby | Indoor Camera |
| Camera 2 | Wired 1080p camera with infra-red, motion activated. | WPCRC Front Desk | Indoor Camera |
| Camera 3 | Wired 1080p camera with infra-red, motion activated. | WPCRC Game Room | Indoor Camera |
| Camera 4 | Wireless 720p camera with infra-red, motion activated. | WPCRC Outside Driveway East | Indoor Camera |
| Camera 5 | Wired 1080p camera with infra-red, motion activated. | WPCRC Gymnasium Hallway Rear | Indoor Camera |
| Camera 6 | Wired 1080p camera with infra-red, motion activated. | WPCRC Gymnasium Court A | Indoor Camera |
| Camera 7 | Wired 1080p camera with infra-red, motion activated. | WPCRC Gymnasium Court B | Indoor Camera |
| Camera 8 | Wireless 720p camera with infra-red, motion activated. | WPCRC Outside Driveway West | Indoor Camera |
| Camera 9 | Wired 1080p camera with infra-red, motion activated. | WPCRC Main Hall Front | Indoor Camera |
| Camera 11 | Wired 1080p camera with infra-red, motion activated. | WPCRC Mall Hall Rear | Indoor Camera |
| Camera 12 | Wired 1080p camera with infra-red, motion activated. | WPCRC Childcare-common area | Indoor Camera |
| Camera 16 | Wireless 720p camera with infra-red, motion activated. | WPCRC Lobby Entrance | Indoor Camera |
| Video Security System | Lorex DV800 Series 16 channel DVR. Local video storage only. Not on City of Madison network, no remote access. | WPCRC Front Desk | DVR |
|  |  |  |  |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Video Surveillance System | Speco DVR8TL500 - DVR BOX, sim card, self-contained deletes after two days | Odana Hills Golf Course – Clubhouse – Interior | DVR |
| Camera 1 | Constant stream,  safe | Odana Hills | Indoor Camera |
| Camera 2 | Golf shop | Odana Hills | Indoor Camera |
| Camera 3 | Bar/concession | Odana Hills | Indoor Camera |
|  |  |  |  |
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# Usage of Surveillance Technology for WPCRC:

## Surveillance Data Usage

The primary use of surveillance data is to investigate incidents in the facility such as thefts, accidents, injuries, and property damage and support disciplinary actions for staff and facility users.

## Sharing Data with Other Entities

Surveillance records are only shared with individuals directly involved in investigating and following up on the incident, including Park's Management and the Madison Police Department.

## Safeguarding Individual Information

WPCRC surveillance cameras use digital video recorders (DVR) to store information. Video may be reviewed and downloaded when employees or the public report an incident requiring camera access. Video is available for 14 days from the time of the incident. After 14 days from the time of the incident, all data is overwritten and becomes unavailable. WPCRC Facility Manager or designee provides downloaded videos and images to the City of Madison Information Technology (IT) Department for storage on a secure network server.

WPCRC Program Coordinator, WPCRC Facility Manager, Parks Community Services Manager, Assistant Parks Superintendent, and Parks Superintendent have access to the login functions to review, save, and download footage from the surveillance cameras. All other staff have access to the view-only functions.

Surveillance from golf courses is stored DVR BOX with a sim card that is self-contained deletes after two days. These systems are in locked areas and can only be accessed by Golf Supervisors, Assistant, Assistant Parks Superintendent, and Parks Superintendent.

## Complaints or Concerns

The Parks Division has not received complaints or concerns about its surveillance technology in any of these locations.

# Appendix A: Supporting Policies

**WPCRC SURVEILLANCE CAMERA POLICY**

<u>Purpose:</u>  This document is the Parks Division's policy for using surveillance cameras at the Warner Park Community Recreation Center (WPCRC), as required by APM 3-17.  The primary purpose of this policy is to balance the City's interests in monitoring the use of the WPCRC, protecting the public safety of those in the facility, and respecting the privacy rights of the public and the associational/collective action rights of City employees.  In addition, this policy promotes security for the public and City employees through timely surveillance of areas otherwise difficult to monitor.

<u>Locations:</u>  The WPCRC surveillance camera system includes 13 cameras throughout the facility.  Video monitoring occurs in common areas of the facility to include; building entrances and exits, lobby and reception area, hallways and corridors, gymnasium, game room, and the childcare room.

Monitoring by surveillance cameras shall not occur in the following areas:
- Bathrooms
- Lockers rooms
- Offices
- Maintenance and storage rooms

<u>Downloading Videos and Images:</u>  WPCRC surveillance cameras use digital video recorders (DVR) to store information.  The playback feature provides access to video footage.  Video and images may be reviewed and downloaded when employees or the public reports an incident or accident.  Video is available for 14 days from the time of the incident.  After 14 days from the time of the incident, all data is overwritten and becomes unavailable.  WPCRC Facility Manager or designee, as outlined in the Public Records section, will provide downloaded videos and images to the City of Madison Information Technology (IT) Department for storage on a secure network server.

<u>Access, Use, and Monitoring:</u>  Surveillance records are only shared with individuals directly involved in investigating and following up on the incident, including Park's Management Team, Madison Police Department, the offending individual parents as appropriate, and others who may be directly involved in responding to the incident, including the City Attorney's Office and the City's Risk Manager.  The Madison Police Department will be provided with immediate access to all data recordings that may constitute evidence of a crime, upon request, unless otherwise prohibited by law.

Surveillance cameras are not monitored continuously under normal operating conditions but may be monitored for safety and security purposes, including investigating thefts, accidents, misconduct, or property damage.  Personnel with access to the surveillance cameras should be trained in the effective use of the equipment.  Public notice of security monitoring is located on the facility entrance door.

The following list outlines examples of prohibited use of the surveillance cameras:
- Use of dummy or placebo cameras, personal webcam, or similar technology for surveillance purposes.
- Recording of audio for surveillance purposes.
- The use of a personal cell phone to record or monitor activity.

- Reasons unrelated to surveillance activity including videotaping athletic events for replay or post-game reviews or attendance for programs.

The following list provides additional expectations for the use of the surveillance cameras:
- Personnel, as outlined in the Levels of Access section, may review video from the surveillance cameras when an incident occurs.
- Complete the WPCRC Behavior Report Form with details, including the date, time, and location for incidents requiring video review and place in the WPCRC Facility Manager's box.

Levels of Access:  The following individuals shall have access to the login functions to review, save, and download footage from the surveillance cameras.  In addition, individuals may also have access to the remote access features.
  o WPCRC Program Coordinator
  o WPCRC Facility Manager
  o Parks Community Services Manager
  o Assistant Parks Superintendent
  o Parks Superintendent
- WPCRC Maintenance Mechanic shall have access to the Admin login function for maintenance, training, and revocation of access to the surveillance cameras.
- Staff not listed in this section shall have access to the view-only functions.
- Information Technology staff may have access to the surveillance records and equipment as needed to maintain, service, or operate the system.

When any of the above listed persons are no longer in the listed job title, their access to the surveillance records shall be revoked.  Revoking this access shall be the responsibility of the Assistant Parks Superintendent, and in their absence, the Parks Superintendent.

Other Responsibilities:

*Assistant Parks Superintendent*
- Authorize copies of surveillance videos or images and the release of records.
- Submit the Annual Surveillance Technology Report to the Common Council.
- Periodically review this policy and make recommendations for revisions to the Board of Parks Commissioners.
- Receive complaints regarding the use of surveillance cameras.
- Conduct an annual review of surveillance technology to ensure compliance with city ordinance MGO Section 23.63.
- Periodically review staff access and use of the surveillance technology

Public Records
- In consultation with the City Attorney's office, WPCRC will maintain, as a public record, images downloaded from the recorders following the video record retention policy outlined below.
- In cases where follow-up action is taken, the images will become part of the files for the incident and be maintained under the video record retention policy outlined below.  During the pendency of any public records request, investigation or civil or criminal litigation, no applicable records shall be destroyed.
- The Assistant Parks Superintendent serves as the open records custodian for Parks.

- Records are stored on a secure network server maintained by the City of Madison IT Department. In addition to IT Department staff and representatives of the City Attorney's Office, the following individuals shall have access to the secured network folder.
  - WPCRC Program Coordinator
  - WPCRC Facility Manager
  - Parks Community Services Manager
  - Assistant Parks Superintendent
  - Parks Superintendent

Record Retention Policy:

| Category | Default |
|---|---|
| MPD-WPCRC Video | |
| Parks Superintendent Requests | 365 Days |
| Workers Comp | 365 Days |
| Employee Misconduct | 365 Days |
| User Misconduct | 365 Days |
| Complaints | 365 Days |
| Misc | 365 Days |
| Accidents<br>Slip & Falls<br>Sports & Fitness activities<br>Community programs, rentals, and events<br>Other facility accidents or injuries | 4 Years |

Training Protocol

The Parks Division employees identified above who have access to the surveillance records will be trained annually, or upon commencement of their employment, on their duties and responsibilities under this Policy. The Assistant Parks Superintendent shall be responsible for this training. No employee shall have access to surveillance records until they have received this training.

**City of Madison, Wisconsin**

**Public Health Madison & Dane County**

# Annual Surveillance Technology Report

**2025**

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# Introduction

## Summary

Public Health Madison & Dane County does not have any surveillance technology and has not added any surveillance technology in 2025.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

## Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| *Main Entrance Camera* | *A fixed-dome camera is located near the main entrance into the lobby of our facility. It captures visitors and staff that enter the main entrance doors.* | *City-County Building* | *Fixed-dome camera* |

# Usage of Surveillance Technology

## Surveillance Data Usage

N/A

## Sharing Data with Other Entities

N/A

## Safeguarding Individual Information

N/A

## Complaints or Concerns

N/A

# Appendix A: Supporting Policies

**City of Madison, Wisconsin**

**Planning Division**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

The Planning Division does not use surveillance technology, and as such has had no changes to this report in the last year.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

## Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|:---:|:---:|:---:|:---:|
| N/A | N/A | N/A | N/A |

# Usage of Surveillance Technology

## Surveillance Data Usage

N/A

## Sharing Data with Other Entities

N/A

## Safeguarding Individual Information

N/A

## Complaints or Concerns

N/A

# Appendix A: Supporting Policies

N/A

**City of Madison, Wisconsin**

**Streets & Urban Forestry**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

No changes from previous years.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

## Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Security Cameras | Captures the yard and public drop off area | Bader Rd Yard, Sycamore Yard, Southpoint Yard, Transfer Station Yard | Security Camera |

# Usage of Surveillance Technology

## Surveillance Data Usage

Cameras are used primarily for security overnight, occasionally used to settle disputes with the public, locate equipment, check on staff progress loading sand/salt in the winter.

## Sharing Data with Other Entities

We don't share the information.

## Safeguarding Individual Information

No individual information is collected, the images are deleted approx.. 10 days after capture, only Public Works General Supervisor and above as the ability to rewind and review camera data and only for about ten days.

## Complaints or Concerns

None, we do have signs posted at the entrance that the area is under video surveillance.

# Appendix A: Supporting Policies

**City of Madison, Wisconsin**

**Traffic Engineering**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

Traffic Engineering staff continue to use surveillance cameras located on critical streets and street intersections throughout the City. The purpose of these cameras is to monitor, study, and analyze traffic volume, flow, and crashes.

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and applicable policies.*
2. *How the Department has used the data collected by its Surveillance Technology.*
3. *How any Surveillance Data is being shared with other entities.*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

# Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

**See Addendum**

# Usage of Surveillance Technology

## Surveillance Data Usage

Traffic Engineering staff utilize surveillance cameras positioned at key streets and intersections throughout the city to monitor and analyze traffic conditions. These cameras are used exclusively for studying traffic volume, flow patterns, and crash incidents. The video supports both short-term and long-term adjustments to traffic signal controllers and other traffic control devices. Real-time monitoring allows staff to manually or remotely modify traffic control measures—such as signals, signs, cones, and barricades—to enhance traffic flow, reduce congestion, improve safety, and minimize related environmental impacts.

## Sharing Data with Other Entities

Other agencies such as Madison Police Department and Metro Transit use Traffic Engineering cameras to monitor operations.

## Safeguarding Individual Information

The sole purpose of these cameras, as used by Traffic Engineering, is to monitor traffic conditions and the operation of streets and sidewalks. They are not used to identify individuals, and no attempts are made to collect personal information.

## Complaints or Concerns

None

# Appendix A: Supporting Policies

| Camera Name | Location |
| --- | --- |
| TE Aberg Ave. & Shopko Dr. | Aberg Ave & Shopko Dr |
| TE American Pkwy. & Eastpark Blvd. | American Pkwy & Eastpark |
| TE Bassett St. & Mifflin St. | Bassett & Mifflin |
| TE Beltline & Fish Hatchery Rd. North | Beltline & Fish Hatchery North |
| TE Beltline & Fish Hatchery Rd. South | Beltline & Fish Hatchery South |
| TE Beltline & Gammon Rd. North | Beltline & Gammon North |
| TE Beltline & Gammon Rd. South | Beltline & Gammon South |
| TE Beltline & Mineral Point Rd. East | Beltline & Mineral Point East |
| TE Beltline & Mineral Point Rd. West | Beltline & Mineral Point West |
| TE Beltline & Old Sauk Rd. East | Beltline & Old Sauk East |
| TE Beltline & Old Sauk Rd. West | Beltline & Old Sauk West |
| TE Beltline & Park St. North | Beltline & Park North |
| TE Beltline & Rimrock Rd. North | Beltline & Rimrock North |
| TE Beltline & Rimrock Rd. South | Beltline & Rimrock South |
| TE Beltline & Todd Dr. | Todd & W. Beltline |
| TE Beltline & Todd Dr. East | Beltline & Todd Dr. East |
| TE Beltline & Whitney Way North | Beltline & Whitney North |
| TE Beltline & Whitney Way South | Beltline & Whitney South |
| TE Broadway & Copps Ave. | Broadway & Copps Ave |
| TE Broadway & Frazier Ave. | Broadway & Frazier Ave |
| TE Broadway & Monona Dr. | Broadway & Monona Dr |
| TE Broom St. & Mifflin St. | Broom & Mifflin |
| TE Charter St. & Spring St. | Charter St & Spring St |
| TE Cottage Grove Rd. & Acewood Blvd. | Cottage Grove & Acewood |
| TE Cottage Grove Rd. & Atlas Ave. | Cottage Grove & Atlas |
| TE Cottage Grove Rd. & Thompson Dr. | Cottage Grove & Thompson |
| TE Doty St. & Hamilton St. & Fairchild St. | Doty & S. Hamilton & Fairchild |
| TE Doty St. & King St. | Doty & King |
| TE E. Washington Ave. & Blair St. | E. Washington & Blair |
| TE E. Washington Ave. & First St. | E. Washington & First St. |
| TE E. Washington Ave. & Marquette St. | E. Washington & Marquette |
| TE E. Washington Ave. & Paterson St. | E Washington & Paterson |
| TE E. Washington Ave. & Pinckney St. | E. Washington & Pinckney |
| TE Elver Park & McKenna Blvd. | Elver & McKenna |
| TE Fish Hatchery Rd. & Badger Rd. | Fish Hatchery & Badger Rd |
| TE Fish Hatchery Rd. & Mckee Rd. | Fish Hatchery Rd & Mckee Rd |
| TE Gammon Rd. & Odana Rd. | Gammon Rd & Odana Rd |
| TE Gorham St. & Broom St. | Gorham & Broom |
| TE Gorham St. & Franklin St. | Gorham & Franklin |
| TE Hamilton St. & Henry St. & Wilson St. | Hamilton & Henry & Wilson |
| TE Highland Ave & Observatory Dr. | Highland & Observatory |
| TE Highland Ave. & VA Hospital Entrance | Highland & VA Hospital Entrance |

| | |
|---|---|
| TE John Nolen Dr. & Blair St. & Wilson St. | John Nolen & Blair & Wilson |
| TE John Nolen Dr. & Broom St. | John Nolen & Broom St |
| TE John Nolen Dr. & North Shore Dr. | John Nolen & North Shore Dr |
| TE John Nolen Dr. & Olin Ave. | John Nolen & Olin |
| TE John Nolen Dr. & Rimrock Rd. | John Nolen & Rimrock Rd |
| TE Johnson St. & Baldwin St. | Johnson & Baldwin |
| TE Johnson St. & Bassett St. | Johnson St & Bassett St |
| TE Johnson St. & Blair St. | Johnson & Blair |
| TE Johnson St. & Butler St. & Hamilton St. | Johnson St & Butler & Hamilton |
| TE Johnson St. & First St. | Johnson St & First St |
| TE Johnson St. & Frances St. | Johnson & Frances |
| TE Johnson St. & Park St. | Johnson St & Park St |
| TE Johnson St. & Wisconsin Ave. | Johnson St & Wisconsin Ave |
| TE King St. & Pinckney St. & Main St. | King & Pinckney & Main |
| TE Martin Luther King Jr. Blvd. & Doty St. | MLK & Doty |
| TE Martin Luther King Jr. Blvd. & Main St. | MLK & Main |
| TE Mckee Rd. & Seminole Hwy. | Mckee Rd & Seminole Hwy |
| TE Mifflin St. & Pinckney St. | Mifflin & Pinckney |
| TE Milwaukee St. & Fair Oaks Ave. | Milwaukee Fair Oaks |
| TE Mineral Point Rd. & Junction Rd. | Mineral Point Junction Rd |
| TE Mineral Point Rd. & Midvale Blvd. | Mineral Point Rd & Midvale Blvd |
| TE Mineral Point Rd. & South Point  Rd. | Mineral Point Rd & South Point |
| TE Mineral Point Rd. and Gammon Rd. | Mineral Point and Gammon |
| TE Northport Dr. & Dryden Dr. | Northport & Dryden |
| TE Northport Dr. & Sherman Ave. | Northport & Sherman Ave |
| TE Northport Dr. & Troy Dr. | Northport Dr & Troy Drive |
| TE Old Sauk Rd. & Excelsior Dr. | Old Sauk & Excelsior |
| TE Old Sauk Rd. & High Point Rd. | Old Sauk & High Point |
| TE Old Sauk Rd. & Junction Rd. | Old Sauk & Junction Rd |
| TE Old Sauk Rd. & Pleasant View Rd. | Old Sauk & Pleasant View |
| TE Packers Ave. & Commercial Ave. | Packers & Commercial Ave |
| TE Packers Ave. & International Ln. | Packers & International Lane |
| TE Park St. & Badger Rd. | Park & Badger |
| TE Park St. & Buick St. | Park & Buick |
| TE Park St. & Fish Hatchery Rd. | Park St & Fish Hatchery Rd |
| TE Park St. & Olin Ave. | Park St. & Olin |
| TE Park St. & W. Washington Ave. | Park & W. Washington |
| TE Pleasant View Rd. & McKee Rd. | Pleasant View & McKee |
| TE Pleasant View Rd. & Midtown Rd. | Pleasant View & Midtown |
| TE Raymond Rd. & Whitney Way | Raymond & Whitney |
| TE Regent St. & Breese Ter | Regent & Breese |
| TE Regent St. & Mills St. | Regent & Mills |
| TE Regent St. & Monroe St. | Regent & Monroe |

| | |
|---|---|
| TE Regent St. & Park St. | Regent & Park |
| TE Regent St. & Randall Ave. | Regent & Randall |
| TE Rimrock Rd. & Moorland Rd. | Rimrock & Moorland |
| TE Segoe Rd. & Sheboygan Ave. | Segoe & Sheboygan |
| TE Sherman Ave. & Aberg Ave. | Sherman Ave & Aberg Ave |
| TE State St. & Gorham St. | State & Gorham |
| TE State St. & Johnson St. | State & Johnson |
| TE University Ave. & Babcock Dr. | TE University Ave. & Babcock Dr. |
| TE University Ave. & Bassett St. | University & Bassett |
| TE University Ave. & Frances St. 1 | University Ave & Frances St |
| TE University Ave. & Frances St. 2 | University & Frances 2 |
| TE University Ave. & Highland Ave. | University Ave & Highland Ave |
| TE University Ave. & Lake St. | University Ave & Lake St |
| TE University Ave. & Park St. | University Ave & Park St |
| TE University Ave. & Ridge St. | University Ave & Ridge St |
| TE University Ave. & Segoe Rd. | University Ave & Segoe Rd |
| TE University Ave. & Shorewood Blvd. | University Ave & Shorewood Blvd |
| TE University Ave. & Spring Harbor Dr. | University Ave & Spring Harbor Dr |
| TE University Ave. & University Bay Dr. | TE University Ave. & University Bay Dr. |
| TE University Ave. & Walnut St. | University Ave & Walnut |
| TE University Ave. & Whitney Way | University Ave & Whitney Way |
| TE University Bay Dr. & Overlook Ter. | University Ave & Overlook Ter |
| TE W. Washington Ave. & Bedford St. | W. Washington & Bedford |
| TE W. Washington Ave. & Broom St. | W. Washington & Broom |
| TE W. Washington Ave. & Fairchild St. | W Washington & Fairchild St |
| TE W. Washington Ave. & Proudfit St. | W. Washington & Proudfit |
| TE Webster St. & Hamilton St. | Webster St & N Hamilton St |
| TE Whitney Way & Odana Rd. | Whitney Way & Odana Rd |
| TE Wisconsin Ave. & Dayton St. | Wisconsin & Dayton |
| TE Wisconsin Ave. & Mifflin St. | Wisconsin & Mifflin |

**City of Madison, Wisconsin**

**Water Utility**

# Annual Surveillance Technology Report

**2025**

# Table of Contents

# Introduction

## Summary

During 2024, the Water Utility replaced 85 cameras that were no longer in support to ensure that its cameras were not a cyber security risk and could have the current firmware version installed on them. These cameras were swapped out with newer models of fixed cameras and maintained their initial functionality and camera view. The camera replacements were approved by City IT as part of TDX tickets "New Camera Purchase" (Service Request ID: 21885924) and "Camera Replacement" (Service Request ID: 23033965).

## Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

## Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Pump Room | Interior camera monitoring the building's main entrance and pump room. | Unit Well 6 | Fixed – fisheye camera |
| North Hatches | Exterior camera monitoring the north roof accesses into the water reservoir. | Unit Well 6 | Fixed – bullet camera |
| South Hatch | Exterior camera monitoring the south roof access into the water reservoir. | Unit Well 6 | Fixed – bullet camera |
| Front Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Unit Well 6 | Fixed – dome camera |
| Parking | Exterior camera monitoring the chemical storage room entrance, building front entrance, and parking spot outside of the chemical room. | Unit Well 7 | Fixed – dome camera |
| Generator Door | Exterior camera monitoring the generator room entrance. | Unit Well 7 | Fixed – dome camera |
| Pump Room Entry | Interior camera monitoring the front and side building entrances. | Unit Well 7 | Fixed – dome camera |
| Chemical Room Door | Exterior camera monitoring the chemical storage room entrance. | Unit Well 7 | Fixed – dome camera |

**City of Madison 2025 Surveillance Technology Report (Water Utility)**

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Side Door | Exterior camera monitoring the building side entrance and the parking spot for the building side entrance. | Unit Well 7 | Fixed – dome camera |
| Front Entrance | Exterior camera monitoring the building front entrance. | Unit Well 7 | Fixed – dome camera |
| Hatches | Exterior camera monitoring the roof accesses into the water reservoir. | Unit Well 7 | Fixed – dome camera |
| Booster Pump Area | Interior camera monitoring the area near the booster pumps. | Unit Well 7 | Fixed – dome camera |
| Pump Room PTZ | Interior camera monitoring the front and side building entrances, the filter area, and the entrance into the generator room. | Unit Well 7 | PTZ – dome camera |
| Pump Room | Interior camera monitoring the building's main entrance. | Unit Well 8 | Fixed – dome camera |
| Hatch | Exterior camera monitoring the roof access into the water reservoir. | Unit Well 8 | Fixed – bullet camera |
| Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Unit Well 8 | Fixed – dome camera |
| Booster Pump Room | Interior camera monitoring the building main entrance and the booster pump room. | Unit Well 9 | Fixed – dome camera |
| Hatch | Exterior camera monitoring the water reservoir pit entrance and water reservoir climbing pilaster entrance. | Unit Well 9 | Fixed – bullet camera |
| Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Unit Well 9 | Fixed – dome camera |

**City of Madison 2025 Surveillance Technology Report (Water Utility)**

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Overflow | Exterior camera monitoring the water reservoir overflow discharge pipe. | Unit Well 9 | Fixed – bullet camera |
| Well Pump Room | Interior camera monitoring the well pump room, the chlorine room entrance, and the fluoride room entrance. | Unit Well 9 | Fixed – dome camera |
| Well Pump Room | Interior camera monitoring the building's main entrance and well pump room. | Unit Well 11 | Fixed – dome camera |
| Hatch | Exterior camera monitoring the roof accesses into the water reservoir. | Unit Well 11 | Fixed – bullet camera |
| Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Unit Well 11 | Fixed – dome camera |
| Booster Pump Room | Interior camera monitoring the booster pump room. | Unit Well 11 | Fixed – dome camera |
| Well Pump Room | Interior camera monitoring the building's main entrance and well pump room. | Unit Well 12 | Fixed – dome camera |
| Hatch | Exterior camera monitoring the roof accesses into the water reservoir. | Unit Well 12 | Fixed – bullet camera |
| Parking/Entry | Exterior camera monitoring the building's main entrance and the site parking spot. | Unit Well 12 | Fixed – dome camera |
| Booster Pump Room | Interior camera monitoring the booster pump room. | Unit Well 12 | Fixed – dome camera |
| Well Pump Room | Interior camera monitoring the building's main entrance and well pump room. | Unit Well 13 | Fixed – dome camera |

**City of Madison 2025 Surveillance Technology Report (Water Utility)**

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Hatches | Exterior camera monitoring the roof accesses into the water reservoir. | Unit Well 13 | Fixed – bullet camera |
| Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Unit Well 13 | Fixed – dome camera |
| Booster Pump Room | Interior camera monitoring the booster pump room. | Unit Well 13 | Fixed – dome camera |
| Well Pump Room | Interior camera monitoring the building's main entrance and well pump room. | Unit Well 14 | Fixed – dome camera |
| Hatches | Exterior camera monitoring the roof accesses into the water reservoir. | Unit Well 14 | Fixed – bullet camera |
| Parking/Entry | Exterior camera monitoring the building's main entrance and the site parking spot. | Unit Well 14 | Fixed – dome camera |
| Booster Pump Room | Interior camera monitoring the booster pump room. | Unit Well 14 | Fixed – dome camera |
| Pump Room | Interior camera monitoring the building's main entrance. | Unit Well 15 | Fixed – bullet camera |
| Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Unit Well 15 | Fixed – bullet camera |
| Filter Room | Interior camera monitoring the water filtration room entrance. | Unit Well 15 | Fixed – dome camera |
| Rear Entrance | Exterior camera monitoring the building rear entrance. | Unit Well 15 | Fixed – dome camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Pump Room | Interior camera monitoring the building's main entrance. | Unit Well 16 | Fixed – dome camera |
| Hatches | Exterior camera monitoring the roof accesses into the water reservoir. | Unit Well 16 | Fixed – dome camera |
| Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Unit Well 16 | Fixed – dome camera |
| Pump Room | Interior camera monitoring the building's main entrance. | Unit Well 17 | Fixed – dome camera |
| North Hatch | Exterior camera monitoring the north roof access into the water reservoir. | Unit Well 17 | Fixed – dome camera |
| South Hatch | Exterior camera monitoring the south roof access into the water reservoir. | Unit Well 17 | Fixed – dome camera |
| Parking/Entry | Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot. | Unit Well 17 | Fixed – dome camera |
| Pump Room | Interior camera monitoring the building main entrance and booster pump area. | Unit Well 18 | Fixed – dome camera |
| Hatches | Exterior camera monitoring the roof accesses into the water reservoir. | Unit Well 18 | Fixed – bullet camera |
| Front Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Unit Well 18 | Fixed – dome camera |
| Chemical Parking | Exterior camera monitoring the chemical storage room entrance and the chemical storage room parking spot. | Unit Well 18 | Fixed – bullet camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Pump Room | Interior camera monitoring the building's main entrance. | Unit Well 19 | Fixed – bullet camera |
| North Hatch | Exterior camera monitoring the north roof access into the water reservoir. | Unit Well 19 | Fixed – bullet camera |
| South Hatch | Exterior camera monitoring the south roof access into the water reservoir. | Unit Well 19 | Fixed – bullet camera |
| Parking | Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot. | Unit Well 19 | Fixed – bullet camera |
| Pump Room Entry | Interior camera monitoring the building's main entrance. | Unit Well 20 | Fixed – dome camera |
| Parking | Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot. | Unit Well 20 | Fixed – dome camera |
| Sphere Entry | Exterior camera monitoring the water tower entrance. | Unit Well 20 | Fixed – bullet camera |
| Pit | Exterior camera monitoring the water reservoir pit entrance. | Unit Well 20 | Fixed – bullet camera |
| Pump Room | Interior camera monitoring the well pump and booster pump areas. | Unit Well 20 | Fixed – fisheye camera |
| Northwest Hatch | Exterior camera monitoring the northwest roof access into the water reservoir. | Unit Well 24 | Fixed – bullet camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Southwest Hatch | Exterior camera monitoring the southwest roof access into the water reservoir. | Unit Well 24 | Fixed – bullet camera |
| Booster Pump Room Entry | Interior camera monitoring the booster pump building main entrance. | Unit Well 24 | Fixed – dome camera |
| Front Parking | Exterior camera monitoring the booster pump building main entrance, the chemical room entrance, and the booster pump building parking spot. | Unit Well 24 | Fixed – dome camera |
| Deepwell Entrance | Exterior camera monitoring the well pump building main entrance and the well pump building parking spot. | Unit Well 24 | Fixed – dome camera |
| Deepwell Pump Room | Interior camera monitoring the well pump building main entrance and well pump room. | Unit Well 24 | Fixed – dome camera |
| Booster Pump Room | Interior camera monitoring the booster pump room in the booster pump building. | Unit Well 24 | Fixed – fisheye camera |
| Pump Room | Interior camera monitoring the building's main entrance. | Unit Well 25 | Fixed – dome camera |
| Hatches | Exterior camera monitoring the roof accesses into the water reservoir. | Unit Well 25 | Fixed – bullet camera |
| Parking/Entry | Exterior camera monitoring the building's main entrance and the site parking spot. | Unit Well 25 | Fixed – dome camera |
| Pump Room Entry | Interior camera monitoring the building's main entrance and well pump area. | Unit Well 26 | Fixed – dome camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Sphere Entry | Exterior camera monitoring the water tower entrance. | Unit Well 26 | Fixed – bullet camera |
| Hatch East | Exterior camera monitoring the east roof access into the water reservoir. | Unit Well 26 | Fixed – bullet camera |
| Hatch West | Exterior camera monitoring the west roof access into the water reservoir. | Unit Well 26 | Fixed – bullet camera |
| Front Parking | Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot. | Unit Well 26 | Fixed – dome camera |
| Pump Room | Interior camera monitoring the building's main entrance, building side entrance, well pump area, and booster pump area. | Unit Well 26 | Fixed – fisheye camera |
| Pump Room | Interior camera monitoring the building main entrance, the well pump area, and the booster pump area. | Unit Well 27 | Fixed – dome camera |
| Hatches | Exterior camera monitoring the roof accesses into the water reservoir. | Unit Well 27 | Fixed – dome camera |
| Parking | Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot. | Unit Well 27 | Fixed – dome camera |
| Pump Room | Interior camera monitoring the building main entrance, the well pump area, and the booster pump area. | Unit Well 28 | Fixed – dome camera |
| Hatches | Exterior camera monitoring the roof accesses into the water reservoir. | Unit Well 28 | Fixed – dome camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Front Parking | Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot. | Unit Well 28 | Fixed – dome camera |
| Well Pump Room | Interior camera monitoring the well pump building entrance and the well pump area. | Unit Well 29 | Fixed – dome camera |
| Booster Pump Room | Interior camera monitoring part of the well pump area and the booster pump area. | Unit Well 29 | Fixed – dome camera |
| North Hatch | Exterior camera monitoring the north roof access into the water reservoir. | Unit Well 29 | Fixed – dome camera |
| South Hatch | Exterior camera monitoring the south roof access into the water reservoir. | Unit Well 29 | Fixed – dome camera |
| Parking | Exterior camera monitoring the building main entrance, chemical storage room entrance, water filtration room entrance, and the site parking spot. | Unit Well 29 | Fixed – dome camera |
| Filter Room | Interior camera monitoring the water filtration room and water filtration room entrance. | Unit Well 29 | Fixed – fisheye camera |
| Pump Room | Interior camera monitoring the building's main entrance and well pump area. | Unit Well 30 | Fixed – dome camera |
| Hatches | Exterior camera monitoring the roof accesses into the water reservoir. | Unit Well 30 | Fixed – bullet camera |
| Pump Room Entry | Exterior camera monitoring the building's main entrance and the site parking spot. | Unit Well 30 | Fixed – dome camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Chemical Room Entry | Exterior camera monitoring the chemical storage room entrance and the chemical storage room parking spot. | Unit Well 30 | Fixed – dome camera |
| Pump Room Entry | Exterior camera monitoring the building side entrance. | Unit Well 31 | Fixed – dome camera |
| Pump Room | Interior camera monitoring the front and side building entrances. | Unit Well 31 | Fixed – dome camera |
| Garage/Storage Lot Entry | Exterior camera monitoring the storage lot entrance and garage entrance. | Unit Well 31 | Fixed – dome camera |
| Backwash Tank Hatches | Exterior camera monitoring the roof accesses into the water filtration backwash tanks. | Unit Well 31 | Fixed – dome camera |
| Reservoir Hatch | Exterior camera monitoring the roof access into the water reservoir. | Unit Well 31 | Fixed – dome camera |
| Garage Exit | Exterior camera monitoring the garage exit and generator area. | Unit Well 31 | Fixed – dome camera |
| Storage Lot | Exterior camera monitoring the site storage lot. | Unit Well 31 | Fixed – dome camera |
| Chemical Room Entry | Exterior camera monitoring the building front entrance, chemical storage room entrance, and the site parking spot. | Unit Well 31 | Fixed – dome camera |
| Reservoir Overflow | Exterior camera monitoring the water reservoir overflow discharge pipe. | Unit Well 31 | Fixed – dome camera |
| Garage Entrance Overhead Door | Interior camera monitoring the garage entrance overhead door. | Unit Well 31 | Fixed – dome camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Garage Exit Overhead Door | Interior camera monitoring the garage exit overhead door. | Unit Well 31 | Fixed – dome camera |
| Pump Room PTZ | Interior camera monitoring the front and side building entrances, the well pump area, the water filtration area, the interior entrance into the garage, and the booster pump area. | Unit Well 31 | PTZ – dome camera |
| Filter Area | Interior camera monitoring the water filtration area. | Unit Well 31 | Fixed – dome camera |
| Front Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Booster Station 106 | Fixed – dome camera |
| East Hatch | Exterior camera monitoring the east roof access into the water reservoir. | Booster Station 106 | Fixed – dome camera |
| West Hatch | Exterior camera monitoring the west roof access into the water reservoir. | Booster Station 106 | Fixed – dome camera |
| Pump Room Door | Interior camera monitoring the building's main entrance and booster pump area. | Booster Station 106 | Fixed – dome camera |
| Main Climbing Pilaster | Exterior camera monitoring the reservoir main climbing pilaster entrance. | Reservoirs 113/313 | Fixed – dome camera |
| Vault Door | Interior camera monitoring the reservoir vault entrance. | Reservoirs 113/313 | Fixed – dome camera |
| Overflow | Exterior camera monitoring the water reservoir overflow discharge pipe. | Reservoirs 113/313 | Fixed – bullet camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Vault Entry | Exterior camera monitoring the reservoir vault entrance. | Reservoirs 113/313 | Fixed – dome camera |
| Pump Room | Interior camera monitoring the building's main entrance. | Booster Station 115 | Fixed – fisheye camera |
| Pilaster Door | Exterior camera monitoring the reservoir climbing pilaster entrance. | Booster Station 115 | Fixed – bullet camera |
| Parking/Entry | Exterior camera monitoring the building's main entrance and the site parking spot. | Booster Station 115 | Fixed – dome camera |
| Pump Room | Interior camera monitoring the building's main entrance and the booster pump area. | Booster Station 118 | Fixed – dome camera |
| Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Booster Station 118 | Fixed – dome camera |
| Chemical Room Entry | Exterior camera monitoring the chemical storage room entrance. | Booster Station 118 | Fixed – dome camera |
| Building East Side | Exterior camera monitoring the east side of the building. | Booster Station 118 | Fixed – dome camera |
| Building South Side | Exterior camera monitoring the south side of the building. | Booster Station 118 | Fixed – dome camera |
| Pump Room | Interior camera monitoring the building's main entrance. | Booster Station 125 | Fixed – bullet camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Pump Room | Interior camera monitoring the building's main entrance and pump room. | Booster Station 128 | Fixed – dome camera |
| Entrance/Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Booster Station 128 | Fixed – dome camera |
| Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Booster Station 213 | Fixed – bullet camera |
| Pump Room | Interior camera monitoring the building's main entrance. | Booster Station 213 | Fixed – dome camera |
| Pump Room | Interior camera monitoring the building's main entrance. | Booster Station 215 | Fixed – dome camera |
| Entrance/Parking | Exterior camera monitoring the building's main entrance and the site parking spot. | Booster Station 215 | Fixed – dome camera |
| Door/Overflow | Exterior camera monitoring the water tower entrance and the water tower overflow discharge pipe. | Sphere 225 | Fixed – bullet camera |
| Parking Area | Exterior camera monitoring the water tower parking spot and radio shop building entrance. | Sphere 225 | Fixed – bullet camera |
| Entrance Exterior | Exterior camera monitoring the water tower main entrance. | Blackhawk Tank 228 | Fixed – dome camera |
| Overflow | Exterior camera monitoring the water tower overflow discharge pipe. | Blackhawk Tank 228 | Fixed – dome camera |
| Interior Entry | Interior camera monitoring the water tower main entrance. | Blackhawk Tank 228 | Fixed – bullet camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Pump Room | Interior camera monitoring the building's main entrance, the building main level, and the stairs to the building pit room. | Felland Reservoir 229 | Fixed – dome camera |
| East Hatch | Exterior camera monitoring the east roof access into the water reservoir. | Felland Reservoir 229 | Fixed – bullet camera |
| South Hatch | Exterior camera monitoring the south roof access into the water reservoir. | Felland Reservoir 229 | Fixed – bullet camera |
| Parking/Entry | Exterior camera monitoring the building's main entrance and the site parking spot. | Felland Reservoir 229 | Fixed – dome camera |
| Door | Exterior camera monitoring the water tower entrance. | Sphere 315 | Fixed – bullet camera |
| Overflow/Parking | Exterior camera monitoring the water tower parking spot and the water tower overflow discharge pipe. | Sphere 315 | Fixed – bullet camera |
| Employee East Entrance | Interior camera monitoring the building employee east entrance. | Olin Office | Fixed – dome camera |
| Employee South Entrance | Exterior camera monitoring the building south employee entrance and the parking spots in front of this entrance. | Olin Office | Fixed – dome camera |
| Meter Shop Entrance | Exterior camera monitoring the building meter shop entrance and the parking spots in front of this entrance. | Olin Office | Fixed – dome camera |
| Main Entrance Plaza | Exterior camera monitoring the building front entrance plaza. | Olin Office | Fixed – dome camera |
| Main Entrance | Exterior camera monitoring the building front entrances. | Olin Office | Fixed – dome camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Patio Entrance | Interior camera monitoring the building patio area entrance. | Olin Office | Fixed – dome camera |
| Patio Parking | Exterior camera monitoring the parking and building entrance near the patio area. | Olin Office | Fixed – dome camera |
| Reception | Interior camera monitoring the building's main public entrance and reception area. Camera also monitors the entrance into the first floor office area and the stairs to the second floor office area. | Olin Office | Fixed – dome camera |
| Main Entrance Doors | Exterior camera monitoring the building's main public entrance doors. Camera is also used to identify individuals that call the pump operator after hours to gain entry into the building for use of the conference room. | Olin Office | Fixed – dome camera |
| Main Gate | Exterior camera monitoring the entrance and exit gate into the employee parking lot. | Olin Office | Fixed – dome camera |
| VSB Main Entrance/Hallway | Interior camera monitoring the vehicle storage building main entrance, the main hallway for the vehicle storage building, and the entrance into the City IT NOC Room. | Olin Office Vehicle Storage Building | Fixed – dome camera |
| VSB Entrance Overhead Door | Interior camera monitoring the garage entrance overhead door. | Olin Office Vehicle Storage Building | Fixed – dome camera |
| VSB Exit Overhead Door | Interior camera monitoring the garage exit overhead door. | Olin Office Vehicle Storage Building | Fixed – dome camera |
| VSB Entrance Bay | Interior camera monitoring the garage entrance bay. | Olin Office Vehicle Storage Building | Fixed – dome camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| VSB Exit Bay | Interior camera monitoring the garage exit bay. | Olin Office Vehicle Storage Building | Fixed – dome camera |
| Outside Main Entrance | Exterior camera monitoring the building's main public entrance. | Paterson Street Office | Fixed – dome camera |
| Inside Main Entrance | Interior camera monitoring the building's main public entrance. | Paterson Street Office | Fixed – dome camera |
| Employee Entrance | Exterior camera monitoring the building's main employee entrance and the south end of the main employee parking lot. | Paterson Street Office | Fixed – dome camera |
| Employee Interior Entrance | Interior camera monitoring the building's main employee entrance. | Paterson Street Office | Fixed – dome camera |
| Main Parking Lot South | Exterior camera monitoring the south end of the main employee parking lot. | Paterson Street Office | Fixed – dome camera |
| Shop/Fuel Pumps | Exterior camera monitoring the fueling station and the mechanical shop overhead door entrances from the employee parking lot. | Paterson Street Office | Fixed – dome camera |
| Shop Entrance | Exterior camera monitoring the mechanical shop overhead door entrances from Paterson Street. | Paterson Street Office | Fixed – dome camera |
| VSB Entrance/Exit Overhead Doors | Exterior camera monitoring the entrance and exit overhead doors into the vehicle storage building. | Paterson Street Office | Fixed – dome camera |
| Back Lot Gate | Exterior camera monitoring the entrance/exit gate for the back employee parking lot. | Paterson Street Office | Fixed – dome camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Back Lot Entrance | Exterior camera monitoring the building entrance from the back employee parking lot. | Paterson Street Office | Fixed – dome camera |
| Back Parking Lot | Exterior camera monitoring the back employee parking lot. | Paterson Street Office | Fixed – dome camera |
| Parking Lot South Generator | Exterior camera monitoring the back employee parking lot and the building generator. | Paterson Street Office | Fixed – dome camera |
| Interior Shop Entrance | Interior camera monitoring the main interior entrance into the mechanical shop. | Paterson Street Office | Fixed – dome camera |
| Shop Entrance Overhead Door | Exterior camera monitoring the mechanical shop overhead door entrances from Paterson Street. | Paterson Street Office | Fixed – dome camera |
| Main Gates | Exterior camera monitoring the entrance and exit gates into the main employee parking lot. | Paterson Street Office | Fixed – dome camera |
| Fuel Pumps | Exterior camera monitoring the fueling station and the north end of the main employee parking lot. | Paterson Street Office | Fixed – dome camera |
| Shop Door Exterior Entrance | Exterior camera monitoring the mechanical shop exterior entrance. | Paterson Street Office | Fixed – dome camera |
| Main Parking Lot North | Exterior camera monitoring the north end of the main employee parking lot and the entrance gate into the main employee parking lot. | Paterson Street Office | Fixed – dome camera |
| Parking Lot Southwest | Exterior camera monitoring the south end of the main employee parking lot and the building generator. | Paterson Street Office | Fixed – dome camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| Building Main St. | Exterior camera monitoring the Main Street side of the building. | Paterson Street Office | Fixed – dome camera |
| VSB South Overhead Door Back Lot | Interior camera monitoring the VSB south overhead door that exits into the back storage lot. | Paterson Street Vehicle Storage Building | Fixed – dome camera |
| VSB Exit Overhead Door Paterson Street | Interior camera monitoring the VSB exit overhead door to Paterson Street. | Paterson Street Vehicle Storage Building | Fixed – dome camera |
| VSB Back Lot | Exterior camera monitoring the far east side of the back storage lot and the VSB south overhead door exit. | Paterson Street Vehicle Storage Building | Fixed – dome camera |
| VSB Center Overhead Door Back Lot | Interior camera monitoring the VSB center overhead door that exits into the back storage lot. | Paterson Street Vehicle Storage Building | Fixed – dome camera |
| VSB Entrance Overhead Door Paterson Street | Interior camera monitoring the VSB entrance overhead door from Paterson Street. | Paterson Street Vehicle Storage Building | Fixed – dome camera |
| VSB North Overhead Door Back Lot | Interior camera monitoring the VSB north overhead door that exits into the back storage lot. | Paterson Street Vehicle Storage Building | Fixed – dome camera |
| VSB Back Lot East Gate | Exterior camera monitoring the back lot east entrance/exit gate. | Paterson Street Vehicle Storage Building | Fixed – dome camera |

| Reviewed Item | Description | Location | Type |
|---|---|---|---|
| VSB Back Lot Storage East | Exterior camera monitoring the east side of the back storage lot. | Paterson Street Vehicle Storage Building | Fixed – dome camera |
| VSB Back Lot Main St Gate | Exterior camera monitoring the back lot entrance/exit gate from Main Street. | Paterson Street Vehicle Storage Building | Fixed – dome camera |
| VSB Back Lot Storage West | Exterior camera monitoring the back lot entrance/exit gate from Main Street and the west side of the back storage lot. | Paterson Street Vehicle Storage Building | Fixed – dome camera |
| VSB Entrance Overhead Door | Exterior camera monitoring the VSB entrance overhead door from Paterson Street. | Paterson Street Vehicle Storage Building | Fixed – bullet camera |
| VSB Main Street | Exterior camera monitoring the vehicle storage building along Main Street. | Paterson Street Vehicle Storage Building | Fixed – dome camera |
| VSB East Side | Exterior camera monitoring the vehicle storage building along the east side. | Paterson Street Vehicle Storage Building | Fixed – dome camera |
| VSB Exit Overhead Door | Exterior camera monitoring the VSB exit overhead door from Paterson Street. | Paterson Street Vehicle Storage Building | Fixed – bullet camera |

# Usage of Surveillance Technology

## Surveillance Data Usage

The water utility uses the cameras at its sites for security purposes. The cameras are monitored by the 24/7 pump operator to maintain the security of its water facilities. The recorded video is ONLY used for review of incidents that may occur. These incidents include damage, theft, or unauthorized access into its facilities.

The water utility allows the public and other agencies to use the main conference room at its Olin Office. The water utility uses the camera that monitors the main public entrance at the Olin Office to identify individuals that arrive after hours and request access to the building for use of the conference room.

## Sharing Data with Other Entities

Data is not shared with other entities except for use as part of an investigation. The investigation could be initiated by the water utility, City IT, or the Madison Police Department in the event of damage, theft, or unauthorized access to its facilities. The water utility has also shared data with the Madison Police Department to aid in the investigation of incidents that have occurred involving the public.

## Safeguarding Individual Information

The water utility is not collecting any individual information with its camera usage. These cameras are solely used for security, monitoring incidents, and identifying individuals that request after-hours access into the Olin Office for use of the conference room.

## Complaints or Concerns

The water utility has not received complaints or concerns related to its usage of surveillance technology.

# Appendix A: Supporting Policies

# Use of Video Surveillance Cameras Questionnaire

**Please explain your agency's objective behind this occurrence of video surveillance and the scope with which your agency hopes to obtain and fulfill this objective.**

1.  Madison Water Utility (MWU) utilizes video surveillance cameras at its remote facilities to provide security over its water storage reservoirs, wells, pumping equipment and chemical supply rooms.  In addition, they are used to provide security for their field personnel and provide documentation of employee accidents and incidents.  All 35 remote sites are equipped with cameras.

2.  Cameras at the Administration (Heim Building) and Distribution/ Maintenance (Paterson Office) facilities and the Vehicle Storage buildings at both sites provide security over building entrances, vehicle storage areas, and employee/public parking lots.  In addition, they provide security for their employees and provide documentation about employee accidents or incidents.

**What level of detail is expected from the recorded video and the expected recording area? Examples; facial recognition, license plate recognition, monitoring traffic flow only; overview of an entire city park.**

The live and recorded video from MWU cameras is used to identify individuals engaged in illegal behavior and need to allow for the identification of individuals (e.g., face, body dimensions, and clothing) and vehicles (e.g., make, model, color and license plate).

The audio option existing on the cameras will remain deactivated.

**How will you provide an individual(s) with notification(s) that video recording devices are in use and that he/she may be recorded on video? ***

All MWU employees are notified that video surveillance is conducted 24 hours/day, 365 days/year at MWU facilities.  There is signage at all the MWUs facilities and sites.

**Provide location of where each camera will be physically placed by providing a street name, building name, etc. ***

Cameras are installed at the following locations:

- Heim Building, Vehicle Storage Building, and parking lots - 119 E. Olin Avenue

- Distribution/Maintenance Building, Vehicle Storage Building, and parking lot - 110 S. Paterson Street

- UW 6 Building and parking - 2757 University Avenue
- UW 7 Building and parking - 1709 North Sherman Avenue
- UW 8 Building and parking - 3206 Lakeland Avenue
- UW 9 Building and parking - 4724 Spaanem Avenue
- UW 11 Building and parking - 102 Dempsey Road
- UW 12 Building and parking - 801 South Whitney Way
- UW 13 Building and parking - 1201 Wheeler Road
- UW 14 Building and parking - 5130 University Avenue
- UW 15 Building and parking - 3900 East Washington Avenue
- UW 16 Building and parking - 6706 Mineral Point Road
- UW 17 Building and parking - 201 South Hancock Street
- UW 18 Building and parking - 1925 South Park Street
- UW 19 Building and parking - 2526 Lake Mendota Drive
- UW 20 Building, Sphere 120, and parking - 2829  Prairie Road
- UW 24 Well Pump Building and parking - 809 E. Dayton Street
- UW 24 Booster Pump Building and parking - 115 N. Livingston Street
- UW 25 Building and parking - 5415 Queensbridge Road
- UW 26 Building, Sphere 126, and parking - 910 S. High Point Road
- UW 27 Building and parking - 18 N. Randall Avenue
- UW 28 Building and parking - 8210 Old Sauk Road (F.B.2249)
- UW 29 Building and parking - 829 N. Thompson Drive
- UW 30 Building and parking - 1133 Moorland Road
- UW 31 Building and parking - 4901 Tradewinds Parkway
- BS 106 Building and parking - 110 Glenway Street
- Reservoirs 113/313 Building - 1314 Lakeview Avenue/1202 Northport Drive
- BS 115 Building and parking - 4701 Bunker Hill Lane
- BS 118 Building and parking - 2497 Greenway View
- BS 125 Building - 6006 Cottontail Trail
- BS 128 Building and parking - 9202  Waterside Street
- BS 213 Building and parking - 1314 Lakeview Avenue

- BS 215 Building and parking - 2718 Crossroads Drive

- Sphere 225 and parking - 435 Milky Way

- Blackhawk Tank 228 and parking - 10451 Old Sauk Road

- Reservoir 229 Building and parking - 1224 Felland Road

- Sphere 315 and parking - 3514 Cross Hill Drive

**Please indicate whether or not these cameras are being put in place permanently or for temporary purposes only. ***

All of the MWUs cameras are permanently in place.

**Identify a person or persons in your agency that will be allowed view access to the video surveillance system. (Note that video that is part of a continuous loop is not considered a record per MGO 3.70(3)(b)(6)a.)**

The Water Resources Manager will be responsible for overseeing and managing MWU's video surveillance system. The Control Systems Programmer and Control Systems Technician will be responsible for maintaining the system (software and hardware) and downloading/storing video.  In addition to these personnel, MWU managers and Pump Operators will be allowed to view the continuous loops.

The surveillance records will be shared with individuals directly involved in investigating and following up on an incident. This could include MWU management staff, law enforcement officials, and the City's insurance company.

**State your agency's plan on training regarding the use, retention and storage of video surveillance footage.**

MWU staff have attended training by the City's Attorney's Office and IT Department.  Refresher training will be provided by IT staff and by Genetec Technologies, the manufacturer of the VMS, to management and technical staff.

MWU will use the City's enterprise camera system. Video camera images will be stored on the city's enterprise system for a minimum of two weeks unless needed to identify someone or record a specific incident.  Those images will be copied and kept as public records in accordance with local, state and federal public records laws.

**If video footage needs to be extracted, for other than a criminal investigation, please identify no more than two people in your agency or division that will be allowed to export the needed video footage. (Please Note: Once video footage has been exported from the system, it is subject to Open Records statutes and must be retained for 7 years.)**

The Control Systems Programmer and Control Systems Technician will be responsible for downloading, exporting, and storing video.