



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

# **Annual Surveillance Technology Report**

**2023**

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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  
DPCED/CDD/Madison Senior Center**

# **Annual Surveillance Technology Report**

**Report for 2023**

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# 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 exacqVision 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;*
  - 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
Axis M3204 (8 total)	Indoor 1 MP Color Camera, no audio	<ul style="list-style-type: none"> <li>•Main Entrance/Exit</li> <li>•Vestibule Entrance/Exit</li> <li>•Dining Area</li> <li>•Lounge Area</li> <li>•Front Desk Area</li> <li>•2<sup>nd</sup> FI Elevator Entrance</li> <li>•2<sup>nd</sup> FI Front Hallway</li> <li>•2<sup>nd</sup> FI Back Hallway</li> </ul>	Camera
Axis P3364-VE (5 total)	Outdoor Color Camera, no audio	<ul style="list-style-type: none"> <li>•Exterior Driveway</li> <li>•Exterior Main Entrance</li> <li>•Mid Courtyard</li> <li>•(2) Exterior Courtyard/ Entrance/Exit Areas</li> </ul>	Camera
Tyco exacqVision	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 2022, security entailed: 1) Live surveying by the Senior Center & Senior Services Manager and/or Office Manager 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 exacqVision software.

## Sharing Data with Other Entities

Surveillance footage of one incident from May 2022 was shared with the City of Madison Risk Manager as it pertained to property damage.

## Safeguarding Individual Information

To ensure privacy, only two administrative staff have access to Madison Senior Center's video surveillance system – the Senior Center & Senior Services Manager, and the Office Manager. 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 two formally named staff 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 2022.

# Appendix A: Supporting Policies

## Video Camera Surveillance Policy for Madison Senior Center:



## **Madison Senior Center**

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### **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 Senior Center & Senior Services Manager and/or Office Manager 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 Tyco Security Products' "exacqVision" 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 2<sup>nd</sup> 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 Senior Center & Senior Services Manager and Office Manager 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.

Senior Center & Senior Services Manager and Office Manager.



**City of Madison, Wisconsin  
Office of City Attorney**

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# Introduction

## Summary

No changes to surveillance technology have been made by the Office of City Attorney over the 2022 calendar year. The Office of City Attorney does not utilize 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
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

\* The Office of City Attorney does not utilize surveillance technology.

## **Appendix A: Supporting Policies**

The Office of City Attorney does not utilize surveillance technology, and, therefore, has no additional supporting policies.



**City of Madison, Wisconsin  
Department of Civil Rights**

# **Annual Surveillance Technology Report**

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# Introduction

## Summary

DCR does not have any surveillance technology installed in our office space. DCR is located on the 5<sup>th</sup> 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.

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  - 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  
Information Technology**

# **Annual Surveillance Technology Report**

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# Introduction

## Summary

During 2022, 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 customers are requesting access to an area.

## Ordinance Requirements

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  - 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
<b>Doorbell Camera</b>	Cameras used as part of the doorbell system so that we can see who is at the front doors per requirements of yearly Security Audit recommendations. We do not hve enough staff nor the physical spaces to have a front-desk person oversee the spaces.	CCB Room 525 and 501	Fixed
<b>Help Desk Main Entrance</b>	Cameras are used as part of the doorbell system so that we can see who is at the fron doors per requirements of yearly Security Audit recommendations. We do not have enough staff nor the physical space to have a front-desk person to oversee the spaces.	CCB Room 500 – Main Entrance	Fixed
<b>Help Desk Back Hallway Entrance</b>	Cameras are used as part of the doorbell system so that we can see who is at the back entrance per requirements of yearly Security Audit recommendations.	CCB Room 500 – Back Hallway Entrance	Fixed
<b>Water Utility Data Center</b>	Entrance inside data center	Water Utility Data Center	Fixed
<b>Water Utility Data Center</b>	Rack view	Water Utility Data Center	Fixed
<b>CCB GA4 Storage Area</b>	Main entrance	CCB-GA4 Storage Area – Main Entrance	Fixed
<b>CCB GA4 Storage Area</b>	Back entrance	CCB-GA4 Storage Area – Back Entrance	Fixed
<b>CCB GA4 Storage Area</b>	Storage area	CCB-GA4 Storage Area – Storage Area	Fixed

<b>CCB GA4 Data Center</b>	Entrance	CCB-GA4 Data Center – Entrance	Fixed
<b>CCB GA4 Data Center</b>	Rack view 1	CCB-GA4 Data Center – Rack View 1	Fixed
<b>CCB GA4 Data Center</b>	Rack view 2	CCB-GA4 Data Center – Rack View 2	Fixed
<b>CCB GA2 Fiber Distribution</b>	Closet/room	CCB GA2 Fiber Distribution Closet/Room	Fixed

# Usage of Surveillance Technology

## Surveillance Data Usage

The Help Desk, Data Center and GA2 video is 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 at this time.





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

# **Annual Surveillance Technology Report**

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# Introduction

## Summary

No Changes

## Ordinance Requirements

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

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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
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.



**City of Madison, Wisconsin  
Madison Fire Department**

# **Annual Surveillance Technology Report**

**2023**



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# Introduction

## Summary

Madison Fire did not add any new surveillance equipment during the calendar year 2022.

## Ordinance Requirements

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

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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
<b>Security Cameras</b>	<b>Camera are there to capture the front and rear of the stations. Entrances and parking lots of the stations are the main areas covered.</b>	<b>Cameras located at the front and rear of the stations and some at Fire Admin.</b>	<b>Security camera</b>

# 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 for MFD are in place for security and safety reasons and our employees realize and are aware of the need to protect the privacy rights of the public and MFD employees when and where applicable. Images and videos are deleted in accordance with City's APMs and default retention times setup by City IT. Only Fire leadership have the ability to rewind and review camera data.

## Complaints or Concerns

MFD has had no complaints or concerns with our surveillance technology in 2022. It continues to be an asset as needed for the safety and concern of the MFD and related parties.

# Appendix A: Supporting Policies

None



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

# **Annual Surveillance Technology Report**

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# Introduction

## Summary

During 2022, there was no new surveillance technology added to the Madison Police Department'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
Auto-chalk system	Auto-chalk system is used by MPD Parking Enforcement Officers to more efficiently enforce certain parking violations. <b>**This item will not be included in the 2024 report due to the move of Parking Enforcement to Parking Utility</b>	MPD PEO Vehicle – Mobile	Camera
Body Cameras	MPD SWAT officers use body worn cameras during authorized SWAT operations (warrant service, high risk incidents, etc.) Body worn cameras 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

<b>Covert recording devices</b>	<b>Recording devices used on a temporary basis to aid criminal investigations. Only a limited number of personnel have access to these devices.</b>	<b>Mobile and stationary</b>	<b>Covert recording devices</b>
<b>Computer, cellphone and mobile device extraction tools.</b>	<b>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).</b>	<b>Stationary – MPD Facility</b>	<b>Extraction tools</b>
<b>Cameras on City Enterprise Camera System</b>	<b>MPD has been assigned a number of cameras on the City Enterprise camera system. The system is maintained by IT.</b>	<b>Varies</b>	<b>Cameras</b>

# 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.

Auto-chalk is used by MPD Parking Enforcement Officers to more efficiently enforce non-metered, time restricted parking violations. Vehicles with an auto-chalk system drive through areas with time-restricted parking regulations (1 or 2 hour). The system captures photos of each vehicle (to include wheel position, shape of the vehicle, and the license plate). After the applicable time period has passed, the vehicle will drive through the area again, and the system will take a second sequence of photos, and compare them with the first pass. If there is a match – indicating that the vehicle has been present for the designated period – an alert notifies the PEO. At that time the PEO will issue the appropriate citation. The system will store the photo/data for violations; however, photos/data captured during the first pass are not retained. For violations, the system stores the photos that were taken along with some additional data (time/location). The license plate is also stored, but the system does not integrate with DOT/CIB (so the vehicle registration information is not imported into the system). Parking enforcement operations are being moved in 2023 to Parking Utility, so this system will not be included in MPD's 2024 surveillance technology report.

The SWAT Body Worn Cameras 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 Body Worn Cameras 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.

The UAS provides 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**

The MPD did not receive any complaints or expressed concerns in 2022 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  
50/Library**

# **Annual Surveillance Technology Report**

**2023**

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# Introduction

## Summary

No changes to the Library's surveillance practices.

## 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
Surveillance Cameras	Fixed cameras at certain Library locations	201 W. Mifflin St., 53703; 516 Cottage Grove Rd., 53716; 5726 Raymond Rd., 53711; 2222 S. Park St., 53713.	PTZ Cameras of varied resolution.

# Usage of Surveillance Technology

## Surveillance 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

N/A



# 2023 Annual Surveillance Technology Report

City of Madison, Wisconsin



metro transit



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# Introduction

## Summary

Metro Transit has not made any significant changes or additions to its surveillance systems in the last calendar year. Due to major renovation at our 1 S. Ingersoll facility we had to adjust or move 6 cameras, but they are updated in the list of cameras below.

## 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 Exacqvision	E. Wash garage wall near Few St.	Camera
ME1101 East Wash 2	Exterior Fixed camera using Exacqvision	E. Wash garage wall between Few and Ingersoll	Camera
ME1101 Maint B 1	Interior fixed camera using Exacqvision	Maintenance Area B	Camera
ME1101 Maint B 2	Interior fixed camera using Exacqvision	Maintenance Area B	Camera
ME1101 Driver Room A	Interior fixed camera using Exacqvision	2 <sup>nd</sup> floor training room	Camera
ME1101 Driver Room B	Interior fixed camera using Exacqvision	Temporary Exercise Room	Camera
ME1101 Dispatch A	Interior fixed camera using Exacqvision	Operations Dispatch	Camera
ME1101 Dispatch B	Interior fixed camera using Exacqvision	Operations Dispatch	Camera
ME 3A – Greeting Area	Interior fixed camera using Exacqvision	New Driver Break room entrance area	Camera
ME 3A – Ingersoll Vestibule	Interior fixed camera using Exacqvision	1 S. Ingersoll Main Entrance Vestibule	Camera
ME E. Was & Ingersoll	Interior fixed camera using Exacqvision	Employee Entrance and outdoor break area	Camera
ME1101 Radio Room	Interior fixed camera using Exacqvision	Operations Dispatch	Camera
ME1101 Mechanic Room	Interior fixed camera using Exacqvision	Mechanic Breakroom	Camera
ME1101 Bus Storage A	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage B	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage C	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage D	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage E	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage F	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage G	Interior fixed camera using Exacqvision	1101 Garage	Camera





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



ME1101 Hallway E	Interior fixed camera using Exacqvision	1101 Common Area Hall	Camera
ME1101 Engine Shop A	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Engine Shop B	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Shop 01	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Shop 02	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Seat Shop	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Meter Room	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Bus Storage	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Wash Bay Exits	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Vault 1	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Vault 2	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Cash Room	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Overhead Doors A	Exterior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Overhead Doors B	Exterior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Overhead Doors C	Exterior fixed camera using Exacqvision	1101 Service Lane	Camera
MT1101 Dispatch A	Audio using Exacqvision	1101 Dispatch	Microphone
MT1101 Mechroom	Audio using Exacqvision	1101 Mechanic Break Room	Microphone
MT1101 EmpEntrance	Audio using Exacqvision	Currently down due to renovation	Microphone
MT1101 BusStorage J	Audio using Exacqvision	1101 Garage	Microphone
ME Metro Storage	Interior fixed camera using Exacqvision	1 S. Ingersoll Garage	Camera
ME Cash Room New	Interior fixed camera using Exacqvision	Cash Room	Camera
ETP 9	Interior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 1	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 2	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 3	Exterior fixed camera using Exacqvision	East Transfer Point	Camera



ETP 4	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 5	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 6	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 7	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 8	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ME NTP 1	Exterior Fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 2	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 3	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 4	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 5	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 6	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 7	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 8	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME WTP Inbound A	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Inbound B	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Inbound C	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Inbound D	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Outbound A	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Outbound B	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Outbound C	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Outbound D	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Entrance	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME STP Inbound A	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound B	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound C	Exterior fixed camera using Exacqvision	South Transfer Point	Camera



ME STP Inbound D	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound E	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound F	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound G	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound A	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound B	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound C	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound D	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound E	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound F	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound G	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME 1245 West Reception B	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 West Reception A	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 West Hallway A	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 West Hallway B	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 CSC Overview	Interior fixed camera using Exacqvision	1245 Customer Service Call Center	Camera
ME 1245 Finance Hall	Interior fixed camera using Exacqvision	1245 Hallway near Finance department	Camera
ME 1245 West Downstairs	Interior fixed camera using Exacqvision	1245 lower level near vending machine	Camera
ME 1245 East Hallway A	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 East Hallway B	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 Lost and Found A	Interior fixed camera using Exacqvision	1245 Lost and Found Room	Camera
ME 1245 Lost and Found B	Interior fixed camera using Exacqvision	1245 Lost and Found Room	Camera
ME 1245 Reception C	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 Reception D	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 East Mens Rm Exit	Interior fixed camera using Exacqvision	1245 Exit Hall near mens room	Camera



ME 1245 Reception A	Fixed audio using Exacqvision	1245 Reception Window	Microphone
ME 3829 Hanson West Exterior	Exterior fixed camera using Exacqvision	Exterior West side of building	Camera
ME 3829 Hanson 180 Interior	Interior fixed camera using Exacqvision	Building and Grounds shop	Camera
ME 3829 Hanson NW Exterior	Exterior fixed camera using Exacqvision	Exterior NW side of building	Camera
ME 3829 Hanson SE Exterior	Exterior fixed camera using Exacqvision	Exterior SE side of building	Camera
ME 3829 Hanson NE Exterior	Exterior fixed camera using Exacqvision	Exterior NE side of building	Camera
ME 3901 Hanson W Exterior	Exterior fixed camera using Exacqvision	Exterior West side of building	Camera
ME 3901 Hanson SE Exterior	Exterior fixed camera using Exacqvision	Exterior SE side of building	Camera
ME 3901 Hanson NE Exterior	Exterior fixed camera using Exacqvision	Exterior NE side of building	Camera
ME 3901 Hanson 180 Interior	Interior fixed camera using Exacqvision	Interior view of future bus storage	Camera
ME 3901 Hanson NW Exterior	Exterior fixed camera using Exacqvision	Exterior NW view of building	Camera
Smart Record	Phone recording software	266-4466, 267-8760, 267-8761, 267-8781 are recorded phone lines	Software
REI R8001	Bus Video Recorder	110 buses utilize this system. Each bus has 5 fixed cameras. 4 interior, 1 exterior. Each interior camera is equipped with a microphone.	Video Recording system with cameras and audio
REI HD800	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
REI HD5-1200	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	33 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 employees identified in the Metro Security Camera Surveillance Policy. Frontline supervisors have rights to transfer point 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.

**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

### 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 the transfer points, on buses, in the operations, maintenance, storage, and administration facilities.

- All four Transfer Points are equipped with security cameras. Images are 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 in the following areas:
  - Common areas such as hallways, employee parking lot, garage exterior along E. Washington Ave., bus storage and entrances, service lane and maintenance areas, dispatch office, and breakrooms.
  - 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.

#### Downloading Images

Bus video systems use digital video recorders (DVR) to store information. To access the footage, the hard drive is pulled and images are reviewed and downloaded when an incident or accident is reported (by employees or public). If the hard drive is not pulled, all data will be overwritten when the hard drive reaches capacity. If it is required to review multiple hard drives to search for an event, footage found to be irrelevant or reviewed as part of a process of elimination, may not be retained. Hard drives are not pulled or reviewed without a purpose or reason to do so.



## Access to Images

- For safety and/or security incidents, the surveillance records are shared with individuals directly involved in investigating and following up on the incident. This includes Metro management staff, law enforcement officials, school officials, the City's insurance company, the bus operator, union officials, the offending individual (and his/her parents as appropriate), 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.

- Video images are used to monitor ride loads, boarding activity, and other planning purposes. The Planning Manager has access to the video records 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 or have access to pull hard drives or review facility cameras. This type of footage is displayed to employees in training. Metro management will gain consent of known individuals shown in the footage before utilization in training groups.

## Levels of Access

- On-board bus video
  - Operations, maintenance, and information technology supervisors and managers have full review and saving rights.
  - The planning unit has access to video storage for passenger count purposes and turning movement issues.
  - Marketing supervisor and manager have access to video for responding to public inquiry and media requests.
  - Records custodian has access to video storage for open records requests and public inquiry.
  - Driver Instructors have no access to video footage with the exception of records specifically designated for training purposes.
- Transfer Point cameras only
  - Planning unit, operations and maintenance supervisors and managers have live view and review access but are not allowed to save footage.
- All Facility cameras
  - Operations General Supervisors, Maintenance General Supervisors, Operations Manager, Maintenance Manager, Building and Grounds Foreman, and Information Technology Manager have access to all facility and transfer point cameras. This is live view and review rights only.
  - Operations General Supervisors and the Information Technology Manager have live view, review, and save rights.





## Public Records

- In consultation with the City Attorney’s office and insurance company, Metro will maintain, as a public record, images downloaded from the recorders in accordance with 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 in accordance with the video record retention policy outlined below.
- In cases of vehicular accidents, the images provided to our insurance company will be maintained as part of their case file in accordance with their record retention policies.
- The Assistant to the General Manager 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 School Name	365 Days
Shop Misc	365 Days
Policy/Fare Dispute 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 Fixed Route Paratransit Slip & Fall Bike or Ped 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 8<sup>th</sup>, 2023—Justin Maki—Safety Coordinator



**City of Madison, Wisconsin  
Monona Terrace**

# **Annual Surveillance Technology Report**

**2023**

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# Introduction

## Summary

No change from previous 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	Model
	MT Level 1 Bike Path East PTZ	Level 1	P5635-E-MkII
	MT Level 1 Bike Path West PTZ	Level 1	P5655-E
	MT Level 1 E. Dock Inside 1	Level 1	F44
	MT Level 1 E. Dock Inside 2	Level 1	F44
	MT Level 1 E. Dock Inside 3	Level 1	F44
	MT Level 1 East Dock Inside	Level 1	P5635-E-MkII
	MT Level 1 East Dock Outside PTZ	Level 1	Q6055-E
	MT Level 1 East Lake 360 A	Level 1	Q6000-E-MkII
	MT Level 1 East Lake PTZ	Level 1	Q6055-E
	MT Level 1 ExHall A	Level 1	P5635-E-MkII
	MT Level 1 ExHall A North Wall	Level 1	P3225-LV Mk II
	MT Level 1 ExHall B	Level 1	P5635-E-MkII
	MT Level 1 ExHall B North Wall	Level 1	P3225-LV Mk II
	MT Level 1 Lakeside East	Level 1	P3225-LV Mk II
	MT Level 1 Lakeside PTZ	Level 1	P5655-E

Reviewed Item	Description	Location	Model
	MT Level 1 Lakeside West	Level 1	P3225-LV Mk II
	MT Level 1 W Dock A	Level 1	F44
	MT Level 1 W Dock B	Level 1	F44
	MT Level 1 W Dock C	Level 1	F44
	MT Level 1 W Dock PTZ	Level 1	P5635-E-MkII
	MT Level 1 West Dock 2	Level 1	Q6055-E
	MT Level 1 West Dock Outside 360 A	Level 1	Q6000-E-MkII
	MT Level 1 West Dock Outside PTZ	Level 1	Q6055-E
	MT Level 1 West Lake 360 A	Level 1	Q6000-E-MkII
	MT Level 2 Community Terrace	Level 2	P5635-E-MkII
	MT Level 2 Community Terrace E	Level 2	P3225-LV Mk II
	MT Level 2 Community Terrace W	Level 2	P3225-LV Mk II
	MT Level 2 East Back of House	Level 2	F34
	MT Level 2 East Elevators	Level 2	F34
	MT Level 2 East Hallway	Level 2	P3225-LV Mk II
	MT Level 2 West Hallway	Level 2	F34
	MT Level 2 West Hallway 2	Level 2	F34
	MT Level 3 CTR Entrance East	Level 3	P3225-LV Mk II

Reviewed Item	Description	Location	Model
	MT Level 3 CTR Entrance West	Level 3	P3225-LV Mk II
	MT Level 3 East Hallway A	Level 3	F44
	MT Level 3 East Hallway B	Level 3	F44
	MT Level 3 East Hallway C	Level 3	F44
	MT Level 3 East Hallway D	Level 3	F44
	MT Level 3 East Hallway PTZ	Level 3	P5635-E-MkII
<b>This camera has been added</b>	<b>MT Level 3 East Telco Room Axis</b>	<b>Level 3</b>	<b>P5655-E</b>
	MT Level 3 Parking Ramp East Center	Level 3	Q3708-PVE
	MT Level 3 Parking Ramp East Left	Level 3	Q3708-PVE
	MT Level 3 Parking Ramp East Right	Level 3	Q3708-PVE
	MT Level 3 Parking Ramp West Center	Level 3	Q3708-PVE
	MT Level 3 Parking Ramp West Left	Level 3	Q3708-PVE
	MT Level 3 Parking Ramp West Right	Level 3	Q3708-PVE
	MT Level 3 Phone Room	Level 3	P5635-E-MkII
	MT Level 3 West Hallway Gallery	Level 3	F44
	MT Level 3 West Hallway Strg A	Level 3	F44
	MT Level 3 West Hallway Strg B	Level 3	F44
	MT Level 4 Ballroom A	Level 4	P3225-LV Mk II



Reviewed Item	Description	Location	Model
	MT Level 4 Ballroom A PTZ	Level 4	P5635-E-MkII
	MT Level 4 Ballroom B	Level 4	P3225-LV Mk II
	MT Level 4 Ballroom B West	Level 4	P3225-LV Mk II
	MT Level 4 Ballroom C	Level 4	P3225-LV Mk II
	MT Level 4 Ballroom C West	Level 4	P3225-LV Mk II
	MT Level 4 Ballroom D	Level 4	P3225-LV Mk II
	MT Level 4 Ballroom D PTZ	Level 4	P5655-E
	MT Level 4 Bike Elevator	Level 4	F44-Dual_Audio_Input
	MT Level 4 Cap Prom	Level 4	P3228-LV
	MT Level 4 Catering Elevators	Level 4	F44
	MT Level 4 Catering North Doors	Level 4	F44
	MT Level 4 Ctr East Hallway	Level 4	F44
	MT Level 4 Ctr West Hallway	Level 4	F44
	MT Level 4 Drive East	Level 4	P3225-LVE Mk II
	MT Level 4 Drive Thru	Level 4	P5635-E-MkII
	MT Level 4 Drive West	Level 4	P3225-LVE Mk II
	MT Level 4 Drive West Entrance	Level 4	P3225-LVE Mk II
	MT Level 4 East	Level 4	P5635-E-MkII

Reviewed Item	Description	Location	Model
	MT Level 4 East Entrance/Elevator	Level 4	F44-Dual Audio Input
	MT Level 4 East State Stairs	Level 4	F44-Dual Audio Input
	MT Level 4 Giftshop 1	Level 4	F44
	MT Level 4 Giftshop 2	Level 4	F44
	MT Level 4 Giftshop 3	Level 4	F44
	MT Level 4 Giftshop 4	Level 4	F44
	MT Level 4 Grand Terrace	Level 4	P5635-E-MkII
	MT Level 4 Grand Terrace East	Level 4	P3225-LV Mk II
	MT Level 4 Grand Terrace West	Level 4	P3225-LV Mk II
	MT Level 4 Grand View	Level 4	F44-Dual Audio Input
	MT Level 4 Greeter	Level 4	F44
	MT Level 4 Hall of Ideas E	Level 4	F44
	MT Level 4 Hall of Ideas E PTZ	Level 4	P5635-E-MkII
	MT Level 4 Hall of Ideas F	Level 4	F44
	MT Level 4 Hall of Ideas G	Level 4	F44
	MT Level 4 Hall of Ideas H	Level 4	F44
	MT Level 4 Hall of Ideas I	Level 4	F44
	MT Level 4 Hall of Ideas J	Level 4	F44

Reviewed Item	Description	Location	Model
	MT Level 4 Hol MTG Hallway	Level 4	P3225-LV Mk II
	MT Level 4 Lecture Hall A	Level 4	F44
	MT Level 4 Lecture Hall B	Level 4	F44
	MT Level 4 Main Ent. East	Level 4	F44
	MT Level 4 Main Ent. West	Level 4	F44
	MT Level 4 Meeting Room K	Level 4	F44
	MT Level 4 Meeting Room L	Level 4	F44
	MT Level 4 Meeting Room M	Level 4	F44
	MT Level 4 Meeting Room N	Level 4	F44
	MT Level 4 Meeting Room O	Level 4	F44
	MT Level 4 Meeting Room P	Level 4	F44
	MT Level 4 Meeting Room Q	Level 4	F44
	MT Level 4 Meeting Room R	Level 4	F44
	MT Level 4 North Catering 1	Level 4	F44
	MT Level 4 North Catering 2	Level 4	F44
<b>This camera has been removed</b>	<del>MT Level 4 spare input</del>	<del>Level 4</del>	<del>F44 Dual Audio Input</del>
	MT Level 4 West	Level 4	P5635-E-MkII
	MT Level 4 West Lecture Hallway	Level 4	P3225-LV Mk II

Reviewed Item	Description	Location	Model
	MT Level 4 West Vending	Level 4	P3225-LV Mk II
	MT Level 5 East Roof Ramp	Level 5	P3225-LVE Mk II
	MT Level 5 Main Ent. East	Level 5	F44
	MT Level 5 Main Ent. West	Level 5	F44
	MT Level 5 Sky Walk Elevator A	Level 5	F44
	MT Level 5 Sky Walk Elevator B	Level 5	F44
	MT Level 5 Skywalk	Level 5	P3225-LV Mk II
	MT Level 5 West Roof Ramp	Level 5	P3225-LVE Mk II
	MT Level 6 East Freight Elevator	Level 6	P3225-LV Mk II
	MT Level 6 East Roof	Level 6	Q6055-E
	MT Level 6 Elevator	Level 6	F44
	MT Level 6 Exterior elevator	Level 6	A8004-VE
	MT Level 6 Rooftop Center East	Level 6	Q6055-E
	MT Level 6 Rooftop Center Lake	Level 6	Q6055-E
	MT Level 6 Rooftop Center West	Level 6	P5635-E-MkII
	MT Level 6 Rooftop CTR 360 A	Level 6	Q6000-E-MkII
	MT Level 6 Rooftop CTR PTZ	Level 6	Q6055-E
	MT Level 6 West Roof	Level 6	P5635-E-MkII

Reviewed Item	Description	Location	Model
	MT Olin Terrace External	Level 5	Q6155-E
	MT Olin Terrace External 360 A	Level 5	Q6000-E-MkII
	MT Olin Terrace External 360 B	Level 5	Q6000-E-MkII
	MT Olin Terrace External 360 C	Level 5	Q6000-E-MkII
	MT Olin Terrace External 360 D	Level 5	Q6000-E-MkII
	MT-Level 6 Radar	Level 6	D2050-VE

# 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.

## Sharing Data with Other Entities

Monona Terrace captured and shared video segments upon request of the MPD in 2022.

## 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  
Municipal Court**

# **Annual Surveillance Technology Report**

**2023**



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# 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**

**2023**

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# Introduction

## Summary

The Parking Division has not made any changes to our video surveillance system in 2022.

## 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 Roof	Overture Center Garage	Video Camera
	PU OC Roof 2	Overture Center Garage	Video Camera
	PU OC Roof 4	Overture Center Garage	Video Camera
	PU OC Roof 3	Overture Center Garage	Video Camera
	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 Brayton Rain Garden	Brayton Lot	Video Camera
	PU Brayton Exit 1	Brayton Lot	Video Camera
	PU Brayton Entry 1	Brayton Lot	Video Camera

	PU Brayton POF 2	Brayton Lot	Video Camera
	PU Brayton Exit 2	Brayton Lot	Video Camera
	PU Brayton Permit	Brayton Lot	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 Lake Entry Exit 2	SSCa Lake Garage	Video Camera
	PU Lake POF 1	SSCa Lake Garage	Video Camera
	PU Lake Entry Exit 1	SSCa Lake Garage	Video Camera
	PU Lake Sidewalk South	SSCa Lake Garage	Video Camera
	PU Lake Sidewalk Equator	SSCa Lake Garage	Video Camera
	PU Lake Sidewalk North	SSCa Lake Garage	Video Camera
	PU Lake Ramp LV1 South	SSCa Lake Garage	Video Camera
	PU Lake Ramp LV1 North	SSCa Lake Garage	Video Camera
	PU Lake North Stairwell	SSCa Lake Garage	Video Camera
	PU Lake South Stairwell	SSCa Lake Garage	Video Camera
	PU Lake Ramp Hawthorn	SSCa Lake Garage	Video Camera

	PU Lake POF 2	SSCa Lake Garage	Video Camera
	PU Lake POF 3	SSCa Lake Garage	Video Camera
	PU SSC Entry Exit 3	State Street Capitol Garage	Video Camera
	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
	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 1a	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
	PU SLS Exit 3	South Livingston St. Garage	Video Camera
	PU SLS Lobby 1a	South Livingston St. Garage	Video Camera
	PU SLS East Exterior	South Livingston St. Garage	Video Camera
	PU SLS Center Bay 1a	South Livingston St. Garage	Video Camera
	PU SLS Ramp 1a	South Livingston St. Garage	Video Camera
	PU SLS Entry Exit 2	South Livingston St. Garage	Video Camera
	PU SLS Livingston Driveway 1a	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
	PU SLS Lobby 2b	South Livingston St. Garage	Video Camera
	PU SLS South Stair 2	South Livingston St. Garage	Video Camera

	PU SLS East Bay 2a	South Livingston St. Garage	Video Camera
	PU SLS NW Bay 2a	South Livingston St. Garage	Video Camera
	PU SLS Lobby 3c	South Livingston St. Garage	Video Camera
	PU SLS South Stair 3	South Livingston St. Garage	Video Camera
	PU SLS East Bay 3a	South Livingston St. Garage	Video Camera
	PU SLS NW Bay 3a	South Livingston St. Garage	Video Camera
	PU SLS Lobby 4b	South Livingston St. Garage	Video Camera
	PU SLS South Stair 4	South Livingston St. Garage	Video Camera
	PU SLS NW Bay 4a	South Livingston St. Garage	Video Camera
	PU SLS Lobby 5a	South Livingston St. Garage	Video Camera
	PU SLS South Stair 5	South Livingston St. Garage	Video Camera
	PU SLS Roof 3a	South Livingston St. Garage	Video Camera
	PU SLS Roof 4a	South Livingston St. Garage	Video Camera
	PU SLS Roof 1a	South Livingston St. Garage	Video Camera
	PU SLS Roof 2a	South Livingston St. Garage	Video Camera
	PU SLS POF 6	South Livingston St. Garage	Video Camera
	PU WS LLO WB North A	Wilson Street Garage	Video Camera
	PU WS LL1-CB SOUTH A	Wilson Street Garage	Video Camera
	PU WS LLO-CB North A	Wilson Street Garage	Video Camera

	PU WS LL2-EB North A	Wilson Street Garage	Video Camera
	PU WS LL0-North Lobby A	Wilson Street Garage	Video Camera
	PU WS LL2-EB Center A	Wilson Street Garage	Video Camera
	PU WS LL3-WB Center A	Wilson Street Garage	Video Camera
	PU WS LL2-WB Center A	Wilson Street Garage	Video Camera
	PU WS LL3-WB North A	Wilson Street Garage	Video Camera
	PU WS LL3-North Stairs A	Wilson Street Garage	Video Camera
	PU WS LL2-North Stairs A	Wilson Street Garage	Video Camera
	PU WS LL0-EB Center A	Wilson Street Garage	Video Camera
	PU WS LL4-WB North A	Wilson Street Garage	Video Camera
	PU WS LL3-CB Center A	Wilson Street Garage	Video Camera
	PU WS LL2-North Lobby A	Wilson Street Garage	Video Camera
	PU WS LL3-EB South A	Wilson Street Garage	Video Camera
	PU WS LL2-WB North A	Wilson Street Garage	Video Camera
	PU WS LL1-CB Center A	Wilson Street Garage	Video Camera
	PU WS LL3-South Lobby A	Wilson Street Garage	Video Camera
	PU WS LL0-CB Center A	Wilson Street Garage	Video Camera
	PU WS LL2-EB South A	Wilson Street Garage	Video Camera
	PU WS LL3-EB Center A	Wilson Street Garage	Video Camera

	PU WS LL1-EB South A	Wilson Street Garage	Video Camera
	PU WS LL1-EB Center A	Wilson Street Garage	Video Camera
	PU WS LL1-NB Center A	Wilson Street Garage	Video Camera
	PU WS LL1-WB North A	Wilson Street Garage	Video Camera
	PU WS LL0-North Stairs A	Wilson Street Garage	Video Camera
	PU WS LL3-CB North A	Wilson Street Garage	Video Camera
	PU WS LL3-North Lobby A	Wilson Street Garage	Video Camera
	PU WS LL4-CB Center A	Wilson Street Garage	Video Camera
	PU WS LL1-North Lobby A	Wilson Street Garage	Video Camera
	PU WS LL1-EB North A	Wilson Street Garage	Video Camera
	PU WS LL1-North Stairs A	Wilson Street Garage	Video Camera
	PU WS LL3-EB North A	Wilson Street Garage	Video Camera
	PU WS LL2-CB Center A	Wilson Street Garage	Video Camera
	PU WS LL4-WB Center A	Wilson Street Garage	Video Camera
	PU WS LL2-CB North A	Wilson Street Garage	Video Camera
	PU WS LL4-EB Center A	Wilson Street Garage	Video Camera
	PU WS LL4-EB South A	Wilson Street Garage	Video Camera
	PU WS LL4-North Lobby A	Wilson Street Garage	Video Camera
	PU WS LL4-CB North A	Wilson Street Garage	Video Camera

	PU WS LL2-South Lobby A	Wilson Street Garage	Video Camera
	PU WS LL1-WB Center A	Wilson Street Garage	Video Camera
	PU WS LL1-South Lobby A	Wilson Street Garage	Video Camera
	PU WS LL4-South Lobby A	Wilson Street Garage	Video Camera
	PU WS LL3-CB South A	Wilson Street Garage	Video Camera
	PU WS LL4-CB South A	Wilson Street Garage	Video Camera
	PU WS LL0-Motorcycle A	Wilson Street Garage	Video Camera
	PU WS LL2-CB South A	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 A	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
	PU WS L2-Doty Pedestrian	Wilson Street Garage	Video Camera
	PU WS L2 North Lobby C	Wilson Street Garage	Video Camera
	PU WS L2 Bike Center A	Wilson Street Garage	Video Camera



	PU WS L2-Doty Ramp A	Wilson Street Garage	Video Camera
	PU WS L1-Garage Office A	Wilson Street Garage	Video Camera
	PU WS L1 South Lobby A	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 is unable to 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 are also able to 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, 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 there is an incident requiring 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. Camera access rights for other departments are determined by City IT.

## Safeguarding Individual Information

Parking Division Staff do not have direct access to the video files, and are only able to view in real time or review video recordings from the previous two weeks before it is overwritten. No concerns have been raised/identified regarding the protection of individual privacy and safeguarding of 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.

# Appendix A: Supporting Policies

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

July 2023

1. The City of Madison Parking Division uses Video Surveillance Technology to meet the following objectives:
  - a. Assist customers with their facility visit, provide ability for staff to provide better response times through remote assistance and help-line support, monitor and review for 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 both vehicular and pedestrian traffic, notifying the public that Surveillance Camera Technology is in use.
3. Staff training will be ongoing and 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 Operations Supervisor.
5. Complaints regarding the Division's use of Surveillance Technology will be received by the Parking Operations Supervisor.
6. Access to Surveillance Technology and employee roles will be determined by the Parking Operations Supervisor. 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 Operations Supervisor 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 or is found to have inappropriately used the technology.
8. Staff training will be provided by the employees' direct supervisors at the time initial access is granted, with annual refresher training on the policy and appropriate use of the technology. The Parking Operations Supervisor is responsible for overseeing the ongoing training and review of staff account access with City IT support.
9. City IT will ensure that access is available 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 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 in accordance with 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. The majority of the Parking Division's cameras are fixed and located within parking facilities without no 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 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**

**2023**

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# 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 2020, there was no new surveillance technology added to the WPCRC's existing surveillance technology inventory. Throughout 2020,

## 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	Loxex DV800 Series 16 channel DVR. Local video storage only. Not on City of Madison network, no remote access.	WPCRC Front Desk	DVR



<b>Reviewed Item</b>	<b>Description</b>	<b>Location</b>	<b>Type</b>
<b>Video Surveillance System</b>	<b>Video Surveillance System</b>	<b>Odana Hills Golf Course – Clubhouse – Interior</b>	<b>Speco DVR8TL500</b>
	<b>Speco DVR8TL500</b>		
<b>Camera 1</b>	<b>Constant stream, safe</b>	<b>Odana Hills Golf Course – Clubhouse – Interior</b>	<b>Indoor Camera</b>
<b>Camera 2</b>	<b>Golf shop</b>	<b>Odana Hills Golf Course – Clubhouse – Interior</b>	<b>Indoor Camera</b>
<b>Camera 3</b>	<b>Bar/concession</b>	<b>Odana Hills Golf Course – Clubhouse – Interior</b>	<b>Indoor Camera</b>

DVR BOX, sim card, self contained deletes after two days

# 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

Purpose: 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.

Locations: 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

Downloading Videos and Images: 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.

Access, Use, and Monitoring: 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.

- WPCRC Program Coordinator
- WPCRC Facility Manager
- Parks Community Services Manager
- Assistant Parks Superintendent
- 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:

<b>Category</b>	<b>Default</b>
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 Slip & Falls Sports & Fitness activities Community programs, rentals, and events Other facility accidents or injuries	4 Years
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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  
Planning Division**

# **Annual Surveillance Technology Report**

**2023**

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# Introduction

## Summary

We have had no changes this past 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
None			

# 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**

**2023**

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# 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	Badger Rd yard, Sycamore Yard, Southpoint 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, and 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 approximately 10 days after capture. Only Public Works General Supervisor and above has 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  
Transportation Department**

# **Annual Surveillance Technology Report**

**2023**

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# Introduction

## Summary

The Transportation Department, independent of divisions, does not have applicable surveillance technology. The Parking Division, Traffic Engineering, and Metro Transit will submit their own reports.

## 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. Note that these are just for the Department of Transportation, and do not include the Parking Division, Traffic Engineering, or Metro Transit, which have their own submittals.

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  
Madison Water Utility**

# **Annual Surveillance Technology Report**

**2023**

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# Introduction

## Summary

During 2022, the Water Utility did not add any additional surveillance technology to its 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
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 6	Fixed Camera
North Hatches	Exterior camera monitoring the north roof accesses into the water reservoir.	Unit Well 6	Fixed Camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 6	Fixed Camera
Front Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 6	Fixed 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 Camera
Generator Door	Exterior camera monitoring the generator room entrance.	Unit Well 7	Fixed Camera
Pump Room	Interior camera monitoring the front and side building entrances.	Unit Well 7	Fixed Camera
Chemical Room Door	Exterior camera monitoring the chemical storage room entrance.	Unit Well 7	Fixed Camera
Side Door	Exterior camera monitoring the building side entrance.	Unit Well 7	Fixed Camera
Front Entrance	Exterior camera monitoring the building front entrance.	Unit Well 7	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 7	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 8	Fixed Camera
Hatch	Exterior camera monitoring the roof access into the water reservoir.	Unit Well 8	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 8	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 9	Fixed Camera

<b>Hatch</b>	<b>Exterior camera monitoring the water reservoir pit entrance and water reservoir climbing pilaster entrance.</b>	<b>Unit Well 9</b>	<b>Fixed Camera</b>
<b>Parking</b>	<b>Exterior camera monitoring the building main entrance and the site parking spot.</b>	<b>Unit Well 9</b>	<b>Fixed Camera</b>
<b>Overflow</b>	<b>Exterior camera monitoring the water reservoir overflow discharge pipe.</b>	<b>Unit Well 9</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	<b>Interior camera monitoring the building main entrance.</b>	<b>Unit Well 11</b>	<b>Fixed Camera</b>
<b>Hatch</b>	<b>Exterior camera monitoring the roof accesses into the water reservoir.</b>	<b>Unit Well 11</b>	<b>Fixed Camera</b>
<b>Parking</b>	<b>Exterior camera monitoring the building main entrance and the site parking spot.</b>	<b>Unit Well 11</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	<b>Interior camera monitoring the building main entrance.</b>	<b>Unit Well 12</b>	<b>Fixed Camera</b>
<b>Hatch</b>	<b>Exterior camera monitoring the roof accesses into the water reservoir.</b>	<b>Unit Well 12</b>	<b>Fixed Camera</b>
<b>Parking/Entry</b>	<b>Exterior camera monitoring the building main entrance and the site parking spot.</b>	<b>Unit Well 12</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	<b>Interior camera monitoring the building main entrance.</b>	<b>Unit Well 13</b>	<b>Fixed Camera</b>
<b>Hatches</b>	<b>Exterior camera monitoring the roof accesses into the water reservoir.</b>	<b>Unit Well 13</b>	<b>Fixed Camera</b>
<b>Parking</b>	<b>Exterior camera monitoring the building main entrance and the site parking spot.</b>	<b>Unit Well 13</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	<b>Interior camera monitoring the building main entrance.</b>	<b>Unit Well 14</b>	<b>Fixed Camera</b>
<b>Hatches</b>	<b>Exterior camera monitoring the roof accesses into the water reservoir.</b>	<b>Unit Well 14</b>	<b>Fixed Camera</b>
<b>Parking/Entry</b>	<b>Exterior camera monitoring the building main entrance and the site parking spot.</b>	<b>Unit Well 14</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	<b>Interior camera monitoring the building main entrance.</b>	<b>Unit Well 15</b>	<b>Fixed Camera</b>
<b>Parking</b>	<b>Exterior camera monitoring the building main entrance and the site parking spot.</b>	<b>Unit Well 15</b>	<b>Fixed Camera</b>
<b>Filter Room</b>	<b>Interior camera monitoring the water filtration room entrance.</b>	<b>Unit Well 15</b>	<b>Fixed Camera</b>
<b>Rear Entrance</b>	<b>Exterior camera monitoring the building rear entrance.</b>	<b>Unit Well 15</b>	<b>Fixed Camera</b>

<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Unit Well 16</b>	<b>Fixed Camera</b>
<b>Hatches</b>	Exterior camera monitoring the roof accesses into the water reservoir.	<b>Unit Well 16</b>	<b>Fixed Camera</b>
<b>Parking</b>	Exterior camera monitoring the building main entrance and the site parking spot.	<b>Unit Well 16</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Unit Well 17</b>	<b>Fixed Camera</b>
<b>North Hatch</b>	Exterior camera monitoring the north roof access into the water reservoir.	<b>Unit Well 17</b>	<b>Fixed Camera</b>
<b>South Hatch</b>	Exterior camera monitoring the south roof access into the water reservoir.	<b>Unit Well 17</b>	<b>Fixed Camera</b>
<b>Parking/Entry</b>	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	<b>Unit Well 17</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Unit Well 18</b>	<b>Fixed Camera</b>
<b>Hatches</b>	Exterior camera monitoring the roof accesses into the water reservoir.	<b>Unit Well 18</b>	<b>Fixed Camera</b>
<b>Front Parking</b>	Exterior camera monitoring the building main entrance and the site parking spot.	<b>Unit Well 18</b>	<b>Fixed Camera</b>
<b>Chemical Parking</b>	Exterior camera monitoring the chemical storage room entrance and the chemical storage room parking spot.	<b>Unit Well 18</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Unit Well 19</b>	<b>Fixed Camera</b>
<b>North Hatch</b>	Exterior camera monitoring the north roof access into the water reservoir.	<b>Unit Well 19</b>	<b>Fixed Camera</b>
<b>South Hatch</b>	Exterior camera monitoring the south roof access into the water reservoir.	<b>Unit Well 19</b>	<b>Fixed Camera</b>
<b>Parking</b>	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	<b>Unit Well 19</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Unit Well 20</b>	<b>Fixed Camera</b>
<b>Parking</b>	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	<b>Unit Well 20</b>	<b>Fixed Camera</b>
<b>Sphere Entry</b>	Exterior camera monitoring the water tower entrance.	<b>Unit Well 20</b>	<b>Fixed Camera</b>
<b>Pit</b>	Exterior camera monitoring the water reservoir pit entrance.	<b>Unit Well 20</b>	<b>Fixed Camera</b>

<b>Booster Pump Room</b>	Interior camera monitoring the booster pump building main entrance.	<b>Unit Well 24</b>	<b>Fixed Camera</b>
<b>Northwest Hatch</b>	Exterior camera monitoring the northwest roof access into the water reservoir.	<b>Unit Well 24</b>	<b>Fixed Camera</b>
<b>Southwest Hatch</b>	Exterior camera monitoring the southwest roof access into the water reservoir.	<b>Unit Well 24</b>	<b>Fixed Camera</b>
<b>Front Parking</b>	Exterior camera monitoring the booster pump building main entrance and the booster pump building parking spot.	<b>Unit Well 24</b>	<b>Fixed Camera</b>
<b>Deepwell Entrance</b>	Exterior camera monitoring the deepwell building main entrance and the deepwell parking spot.	<b>Unit Well 24</b>	<b>Fixed Camera</b>
<b>Deepwell Pump Room</b>	Interior camera monitoring the deepwell building main entrance.	<b>Unit Well 24</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Unit Well 25</b>	<b>Fixed Camera</b>
<b>Hatches</b>	Exterior camera monitoring the roof accesses into the water reservoir.	<b>Unit Well 25</b>	<b>Fixed Camera</b>
<b>Parking/Entry</b>	Exterior camera monitoring the building main entrance and the site parking spot.	<b>Unit Well 25</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Unit Well 26</b>	<b>Fixed Camera</b>
<b>Sphere Entry</b>	Exterior camera monitoring the water tower entrance.	<b>Unit Well 26</b>	<b>Fixed Camera</b>
<b>Hatch East</b>	Exterior camera monitoring the east roof access into the water reservoir.	<b>Unit Well 26</b>	<b>Fixed Camera</b>
<b>Hatch West</b>	Exterior camera monitoring the west roof access into the water reservoir.	<b>Unit Well 26</b>	<b>Fixed Camera</b>
<b>Front Parking</b>	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	<b>Unit Well 26</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Unit Well 27</b>	<b>Fixed Camera</b>
<b>Hatches</b>	Exterior camera monitoring the roof accesses into the water reservoir.	<b>Unit Well 27</b>	<b>Fixed Camera</b>
<b>Parking</b>	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	<b>Unit Well 27</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Unit Well 28</b>	<b>Fixed Camera</b>
<b>Hatches</b>	Exterior camera monitoring the roof accesses into the water reservoir.	<b>Unit Well 28</b>	<b>Fixed Camera</b>

<b>Parking</b>	<b>Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.</b>	<b>Unit Well 28</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	<b>Interior camera monitoring the building main entrance.</b>	<b>Unit Well 29</b>	<b>Fixed Camera</b>
<b>Filter Room</b>	<b>Interior camera monitoring the water filtration room entrance.</b>	<b>Unit Well 29</b>	<b>Fixed Camera</b>
<b>North Hatch</b>	<b>Exterior camera monitoring the north roof access into the water reservoir.</b>	<b>Unit Well 29</b>	<b>Fixed Camera</b>
<b>South Hatch</b>	<b>Exterior camera monitoring the south roof access into the water reservoir.</b>	<b>Unit Well 29</b>	<b>Fixed Camera</b>
<b>Parking</b>	<b>Exterior camera monitoring the building main entrance, chemical storage room entrance, water filtration room entrance, and the site parking spot.</b>	<b>Unit Well 29</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	<b>Interior camera monitoring the building main entrance.</b>	<b>Unit Well 30</b>	<b>Fixed Camera</b>
<b>Hatches</b>	<b>Exterior camera monitoring the roof accesses into the water reservoir.</b>	<b>Unit Well 30</b>	<b>Fixed Camera</b>
<b>Pump Room Entry</b>	<b>Exterior camera monitoring the building main entrance and the site parking spot.</b>	<b>Unit Well 30</b>	<b>Fixed Camera</b>
<b>Chemical Room Entry</b>	<b>Exterior camera monitoring the chemical storage room entrance and the chemical storage room parking spot.</b>	<b>Unit Well 30</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	<b>Interior camera monitoring the front and side building entrances.</b>	<b>Unit Well 31</b>	<b>Fixed Camera</b>
<b>Pump Room Entry</b>	<b>Exterior camera monitoring the building side entrance.</b>	<b>Unit Well 31</b>	<b>Fixed Camera</b>
<b>Chemical Room Entry</b>	<b>Exterior camera monitoring the building front entrance, chemical storage room entrance, and the site parking spot.</b>	<b>Unit Well 31</b>	<b>Fixed Camera</b>
<b>Reservoir Hatch</b>	<b>Exterior camera monitoring the roof access into the water reservoir.</b>	<b>Unit Well 31</b>	<b>Fixed Camera</b>
<b>Backwash Tank Hatches</b>	<b>Exterior camera monitoring the roof accesses into the water filtration backwash tanks.</b>	<b>Unit Well 31</b>	<b>Fixed Camera</b>
<b>Storage Lot</b>	<b>Exterior camera monitoring the site storage lot.</b>	<b>Unit Well 31</b>	<b>Fixed Camera</b>
<b>Garage/Storage Lot Entry</b>	<b>Exterior camera monitoring the storage lot entrance and garage entrance.</b>	<b>Unit Well 31</b>	<b>Fixed Camera</b>
<b>Garage Exit</b>	<b>Exterior camera monitoring the garage exit.</b>	<b>Unit Well 31</b>	<b>Fixed Camera</b>
<b>Garage Entrance Overhead Door</b>	<b>Interior camera monitoring the garage entrance overhead door.</b>	<b>Unit Well 31</b>	<b>Fixed Camera</b>



<b>Garage Exit Overhead Door</b>	Interior camera monitoring the garage exit overhead door.	<b>Unit Well 31</b>	<b>Fixed Camera</b>
<b>Reservoir Overflow</b>	Exterior camera monitoring the water reservoir overflow discharge pipe.	<b>Unit Well 31</b>	<b>Fixed Camera</b>
<b>Pump Room Door</b>	Interior camera monitoring the building main entrance.	<b>Booster Station 106</b>	<b>Fixed Camera</b>
<b>East Hatch</b>	Exterior camera monitoring the east roof access into the water reservoir.	<b>Booster Station 106</b>	<b>Fixed Camera</b>
<b>West Hatch</b>	Exterior camera monitoring the west roof access into the water reservoir.	<b>Booster Station 106</b>	<b>Fixed Camera</b>
<b>Front Parking</b>	Exterior camera monitoring the building main entrance and the site parking spot.	<b>Booster Station 106</b>	<b>Fixed Camera</b>
<b>Vault Door</b>	Interior camera monitoring the reservoir vault entrance.	<b>Reservoirs 113/313</b>	<b>Fixed Camera</b>
<b>Vault Entry</b>	Exterior camera monitoring the reservoir vault entrance.	<b>Reservoirs 113/313</b>	<b>Fixed Camera</b>
<b>Climbing Pilaster</b>	Exterior camera monitoring the reservoir main climbing pilaster entrance.	<b>Reservoirs 113/313</b>	<b>Fixed Camera</b>
<b>Overflow</b>	Exterior camera monitoring the water reservoir overflow discharge pipe.	<b>Reservoirs 113/313</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Booster Station 115</b>	<b>Fixed Camera</b>
<b>Front Parking</b>	Exterior camera monitoring the building main entrance and the site parking spot.	<b>Booster Station 115</b>	<b>Fixed Camera</b>
<b>Pilaster Door</b>	Exterior camera monitoring the reservoir climbing pilaster entrance.	<b>Booster Station 115</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Booster Station 118</b>	<b>Fixed Camera</b>
<b>Chemical Room Entry</b>	Exterior camera monitoring the chemical storage room entrance.	<b>Booster Station 118</b>	<b>Fixed Camera</b>
<b>Parking</b>	Exterior camera monitoring the building main entrance and the site parking spot.	<b>Booster Station 118</b>	<b>Fixed Camera</b>
<b>Building South Side</b>	Exterior camera monitoring the south side of the building.	<b>Booster Station 118</b>	<b>Fixed Camera</b>
<b>Building East Side</b>	Exterior camera monitoring the east side of the building.	<b>Booster Station 118</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Booster Station 125</b>	<b>Fixed Camera</b>

<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Booster Station 128</b>	<b>Fixed Camera</b>
<b>Entrance/Parking</b>	Exterior camera monitoring the building main entrance and the site parking spot.	<b>Booster Station 128</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Booster Station 213</b>	<b>Fixed Camera</b>
<b>Parking</b>	Exterior camera monitoring the building main entrance and the site parking spot.	<b>Booster Station 213</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Booster Station 215</b>	<b>Fixed Camera</b>
<b>Parking</b>	Exterior camera monitoring the building main entrance and the site parking spot.	<b>Booster Station 215</b>	<b>Fixed Camera</b>
<b>Door/Overflow</b>	Exterior camera monitoring the water tower entrance and the water tower overflow discharge pipe.	<b>Sphere 225</b>	<b>Fixed Camera</b>
<b>Parking Area</b>	Exterior camera monitoring the water tower parking spot and radio shop building entrance.	<b>Sphere 225</b>	<b>Fixed Camera</b>
<b>Interior Entry</b>	Interior camera monitoring the water tower main entrance.	<b>Blackhawk Tank 228</b>	<b>Fixed Camera</b>
<b>Exterior Entry</b>	Exterior camera monitoring the water tower main entrance.	<b>Blackhawk Tank 228</b>	<b>Fixed Camera</b>
<b>Overflow</b>	Exterior camera monitoring the water tower overflow discharge pipe.	<b>Blackhawk Tank 228</b>	<b>Fixed Camera</b>
<b>Pump Room</b>	Interior camera monitoring the building main entrance.	<b>Felland Reservoir 229</b>	<b>Fixed Camera</b>
<b>East Hatch</b>	Exterior camera monitoring the east roof access into the water reservoir.	<b>Felland Reservoir 229</b>	<b>Fixed Camera</b>
<b>South Hatch</b>	Exterior camera monitoring the south roof access into the water reservoir.	<b>Felland Reservoir 229</b>	<b>Fixed Camera</b>
<b>Parking/Entry</b>	Exterior camera monitoring the building main entrance and the site parking spot.	<b>Felland Reservoir 229</b>	<b>Fixed Camera</b>
<b>Door</b>	Exterior camera monitoring the water tower entrance.	<b>Sphere 315</b>	<b>Fixed Camera</b>
<b>Overflow/Parking</b>	Exterior camera monitoring the water tower parking spot and the water tower overflow discharge pipe.	<b>Sphere 315</b>	<b>Fixed Camera</b>
<b>Main Gate</b>	Exterior camera monitoring the entrance and exit gate into the employee parking lot.	<b>Olin Office</b>	<b>Fixed Camera</b>
<b>Employee South Entrance</b>	Exterior camera monitoring the building south employee entrance.	<b>Olin Office</b>	<b>Fixed Camera</b>

<b>Meter Shop Entrance</b>	Exterior camera monitoring the building meter shop entrance.	<b>Olin Office</b>	<b>Fixed Camera</b>
<b>Main Entrance Plaza</b>	Exterior camera monitoring the building front entrance plaza.	<b>Olin Office</b>	<b>Fixed Camera</b>
<b>Main Entrance Doors</b>	Exterior camera monitoring the building 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.	<b>Olin Office</b>	<b>Fixed Camera</b>
<b>Main Entrance</b>	Exterior camera monitoring the building front entrances.	<b>Olin Office</b>	<b>Fixed Camera</b>
<b>Patio Parking</b>	Exterior camera monitoring the parking and building entrance near the patio area.	<b>Olin Office</b>	<b>Fixed Camera</b>
<b>Reception</b>	Interior camera monitoring the building main public entrance and reception area.	<b>Olin Office</b>	<b>Fixed Camera</b>
<b>Employee East Entrance</b>	Interior camera monitoring the building employee east entrance.	<b>Olin Office</b>	<b>Fixed Camera</b>
<b>Patio Entrance</b>	Interior camera monitoring the building patio area entrance.	<b>Olin Office</b>	<b>Fixed Camera</b>
<b>Main Entrance</b>	Interior camera monitoring the building main entrance.	<b>Olin Office Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Entrance Overhead Door</b>	Interior camera monitoring the garage entrance overhead door.	<b>Olin Office Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Entrance Bay</b>	Interior camera monitoring the garage entrance bay.	<b>Olin Office Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Exit Overhead Door</b>	Interior camera monitoring the garage exit overhead door.	<b>Olin Office Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Exit Bay</b>	Interior camera monitoring the garage exit bay.	<b>Olin Office Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Outside Main Entrance</b>	Exterior camera monitoring the building main public entrance.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Inside Main Entrance</b>	Interior camera monitoring the building main public entrance.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Shop Entrance</b>	Exterior camera monitoring the mechanical shop overhead door entrances from Paterson Street.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Shop Door Exterior Entrance</b>	Exterior camera monitoring the mechanical shop entrance.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Shop Entrance Overhead Door</b>	Exterior camera monitoring the mechanical shop overhead door entrances from Paterson Street.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>

<b>Main Parking Lot North</b>	Exterior camera monitoring the north end of the main employee parking lot and the entrance and exit gates into the main employee parking lot.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Main Gates</b>	Exterior camera monitoring the entrance and exit gates into the main employee parking lot.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Fuel Pumps</b>	Exterior camera monitoring the fueling station.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Building Main St.</b>	Exterior camera monitoring the Main Street side of the building.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Main Parking Lot South</b>	Exterior camera monitoring the south end of the main employee parking lot and building main employee entrance.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Parking Lot South</b>	Exterior camera monitoring the south end of the main employee parking lot.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Employee Entrance</b>	Exterior camera monitoring the building main employee entrance.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Employee Interior Entrance</b>	Interior camera monitoring the building main employee entrance.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Shop/Fuel Pumps</b>	Exterior camera monitoring the fueling station and the mechanical shop overhead door entrances from the parking lot.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Interior Shop Entrance</b>	Interior camera monitoring the mechanical shop main entrance.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Back Lot Gate</b>	Exterior camera monitoring the entrance/exit gate for the back employee parking lot.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Back Parking Lot</b>	Exterior camera monitoring the back employee parking lot.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Back Lot Entrance</b>	Exterior camera monitoring the building entrance from the back employee parking lot.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Parking Lot South Generator</b>	Exterior camera monitoring the back employee parking lot and south generator.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Entrance/Exit Overhead Doors</b>	Exterior camera monitoring the entrance and exit overhead doors into the vehicle storage building.	<b>Paterson Street Office</b>	<b>Fixed Camera</b>
<b>Entrance Overhead Door</b>	Exterior camera monitoring the garage entrance overhead door.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Entrance Overhead Door Pat St.</b>	Interior camera monitoring the garage entrance overhead door.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Exit Overhead Door</b>	Exterior camera monitoring the garage exit overhead door.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>

<b>Exit Overhead Door Pat St.</b>	Interior camera monitoring the garage exit overhead door.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>North Overhead Door Back Lot</b>	Interior camera monitoring the north overhead door from the back storage lot.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Center Overhead Door Back Lot</b>	Interior camera monitoring the center overhead door from the back storage lot.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>South Overhead Door Back Lot</b>	Interior camera monitoring the south overhead door from the back storage lot.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Back Lot Main St Gate</b>	Exterior camera monitoring the back lot entrance/exit gate from Main Street.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Back Lot Storage West</b>	Exterior camera monitoring the west side of the back storage lot.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Back Lot Storage East</b>	Exterior camera monitoring the east side of the back storage lot.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Back Lot</b>	Exterior camera monitoring the far east side of the back storage lot and the south overhead door.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>Back Lot East Gate</b>	Exterior camera monitoring the back lot east entrance/exit gate.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>VSB Main Street Side</b>	Exterior camera monitoring the vehicle storage building along Main Street.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>
<b>VSB East Side</b>	Exterior camera monitoring the vehicle storage building along the east side.	<b>Paterson Street Vehicle Storage Building</b>	<b>Fixed Camera</b>

# 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 into 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, 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 add 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 its 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 its employees and provide documentation of 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 are 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 of 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 Supply Manager will be responsible for overseeing and managing the 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 has attended training by the City's Attorney's Office and IT Department. Refresher training will be provided by IT staff and by Exacq 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.