



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

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

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

## Ordinance Requirements

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

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

# Surveillance Technologies

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

Reviewed Item	Description	Location	Type
N/A			

# Usage of Surveillance Technology

## Surveillance Data Usage

Not applicable.

## Sharing Data with Other Entities

Not applicable.

## Safeguarding Individual Information

Not applicable.

## Complaints or Concerns

Not applicable.

# Appendix A: Supporting Policies

Not applicable.



**City of Madison, Wisconsin  
Building Inspection Division**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements .....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns.....	3
Appendix A: Supporting Policies .....	4



# Introduction

## Summary

The Building Inspection Division 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

# 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**



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

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

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

## Ordinance Requirements

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

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

# Surveillance Technologies

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

<b>Reviewed Item</b>	<b>Description</b>	<b>Location</b>	<b>Type</b>
<b>Facility cameras</b>	<b>Two exterior cameras, 22 interior cameras covering eight floors of residential building</b>	<b>Parkside – 245 S. Park St.</b>	<b>Cameras</b>



# Usage of Surveillance Technology

## Surveillance Data Usage

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

## Sharing Data with Other Entities

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

## Safeguarding Individual Information

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

## Complaints or Concerns

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

# Appendix A: Supporting Policies

N/A



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

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	3
Summary .....	3
Ordinance Requirements.....	3
Surveillance Technologies .....	4
Usage of Surveillance Technology .....	5
Surveillance Data Usage .....	5
Sharing Data with Other Entities.....	5
Safeguarding Individual Information .....	5
Complaints or Concerns .....	5
Appendix A: Supporting Policies .....	6

# 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. Security entails: 1) Live surveying by the Senior Center and 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.

Live surveying was done in 2020.

## Sharing Data with Other Entities

No video surveillance data was recorded or shared in 2020.

## Safeguarding Individual Information

To ensure privacy, only two administrative staff have access to Madison Senior Center's video surveillance system. In the event footage needs to be exported, it will be stored on a disc locked in a safe, or on the U drive, 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 2020.

# Appendix A: Supporting Policies

## Video Camera Surveillance Policy for Madison Senior Center:



## **Madison Senior Center**

---

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

#### Objectives and the scope of video surveillance

The Madison Senior Center has video cameras installed on the exterior and interior of the facility for security purposes. Security entails: 1) live surveying by the Senior Center and 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 on two sign-in participant monitors at the front desk and in the monthly Messenger newsletter. These notices state the following: "**Public spaces (interior and exterior at the Madison Senior Center are monitored by staff on video security cameras; participant and visitors may be recorded.**"

#### 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 and 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 a disc 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 and Senior Services Manager; Office Manager.



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

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

The Office of City Attorney 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
<b>No applicable surveillance technology.</b>			

# 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  
City Clerk's Office**

# **Annual Surveillance Technology Report**

**2021**



# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

There are 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  
Common Council**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

No changes to surveillance technology have been done by the Common Council over the 2020 calendar year. The Council has not and 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

\* The Common Council has not and does not utilize surveillance technology.

# 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 Common Council has not and does not utilize surveillance technology.

## **Appendix A: Supporting Policies**

The Common Council has not and does not utilize surveillance technology, and, therefore, has no additional supporting policies.



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

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements .....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	4
Surveillance Data Usage .....	4
Sharing Data with Other Entities .....	4
Safeguarding Individual Information .....	4
Complaints or Concerns .....	4
Appendix A: Supporting Policies .....	5

# 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 entry 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.

## 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
Not Applicable	Not Applicable	Not Applicable	Not Applicable





# 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  
Employee Assistance Program (EAP)**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

The EAP Office does not have applicable surveillance tech.

## 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 tech.			

# Usage of Surveillance Technology

## **Surveillance Data Usage**

No applicable surveillance tech.

## **Sharing Data with Other Entities**

No applicable surveillance tech.

## **Safeguarding Individual Information**

No applicable surveillance tech.

## **Complaints or Concerns**

No applicable surveillance tech.

# Appendix A: Supporting Policies

No applicable surveillance tech.





**City of Madison, Wisconsin  
Economic Development Division**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements .....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities .....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

The Economic Development Division does not utilize Surveillance Technology. Not

## 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
Not Applicable			

# 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

# 2020 Annual Surveillance Technology Report

## City of Madison Engineering Division

The Engineering Division conducted an annual review of its surveillance technology as required per APM 3-17 Acquisition and Use of Surveillance Technology to ensure compliance with MGO Sec. 23.63.

### 1 INVENTORY

---

City Engineering maintains and operates the Madison Municipal Building, located at 215 Martin Luther King, Jr. Blvd. This facility is equipped with thirteen Internet Protocol Cameras (IPC) all of which are focused on building entry/access points and common areas. These cameras are operated using City IT supported ExacqVision software. These cameras record video only; no audio is recorded.

This report does not cover the cameras used in MMB Conference Rooms to record and broadcast meetings. Those cameras are operated and maintained by City IT/Media Team, and will be included in their report.

An inventory of cameras maintained and operated by the Engineering Division is provided in the table to the right.

Level	Camera Location	Number of Cameras
0	Rear building driveways/entrances	2
0	Ground Floor lobby	1
1	First Floor lobbies/common areas/entrances	4
1	CDA Housing interview room hallway	2
1	CDA Housing entry	1
2	Second Floor stairwells	2
2	Second Floor main corridor, covering meeting room entrances	1

Maps showing exact locations of cameras on each level of the MMB are included in a Camera Surveillance Technology Departmental Policy.

### 2 APPLICABLE POLICIES

---

The Engineering Division developed and adopted a Camera Surveillance Technology Departmental Policy in 2018. The purpose of this policy is to set forth guidelines for monitoring and using Internet Protocol Cameras (IPC) at the Madison Municipal Building (MMB) and to ensure compliance with Administrative Procedure Memorandum (APM) No. 3-17. IPC monitoring is used to enhance the security and safety of our employees and visitors, as well as to detect and deter criminal activity in and around the facility.

This policy was reviewed and updated as part of our annual surveillance technology review. A copy of this policy is attached to this report as Appendix A.

### 3 2020 USE OF COLLECTED DATA

---

In 2020, City Engineering used the data collected by these IPC cameras for the following legitimate safety and security purposes:

- Investigation of possible criminal activity
  - Three individuals gained access to the building after hours. Madison Police Department was notified and opened an investigation. Engineering provided assistance to MPD in archiving the footage relevant to the investigation. Upon investigation, it was determined that the building access was authorized and no further action was taken.
- Monitoring of an activity or behavior that seems out of the ordinary
  - An after-hours report of a panic button press in one of the offices in the building. Using the cameras in conjunction with the door software, we were able to determine that it was a false alarm and get necessary maintenance work done on the faulty panic button.
- Ensuring normal and secure operation of the facility for public events and meetings
  - Ensuring that doors are locked correctly after the conclusion of public meetings in the building. Cameras are utilized to check when the building is empty and meetings are concluded so that doors may be locked remotely.

### 4 2020 DATA SHARING WITH OTHER ENTITIES

---

In October 2020 surveillance data from these cameras was shared with the Madison Police Department to investigate a suspected unauthorized access to the building. MPD was able to determine that the access was authorized by IT and the matter was closed.

### 5 DATA MANAGEMENT PROTOCOLS

---

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

The Engineering Division does not store camera data locally in Engineering except in rare situations when a specific event in the building is under investigation. Any such data is deleted after the conclusion of each investigation.

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

### 6 COMPLAINTS

---

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



**Appendix A.**

**City of Madison Engineering Division Camera Surveillance Technology Departmental Policy**

**Madison Municipal Building  
Camera Surveillance Technology Departmental Policy  
Revised May 25, 2021  
Robert F. Phillips, P.E., City Engineer**

**Location**

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

**Responsible Agency**

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

**Purpose**

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

**Camera Locations and Signage**

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

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

**Policy Overview**

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

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

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

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

**Policy Elements**

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

Legitimate purposes for IPC monitoring in the MMB are:

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

#### **Training protocols.**

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

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

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

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

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

The Deputy Division Manager is responsible for receiving and reviewing complaints regarding the Department's use of Surveillance Technology.

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

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

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

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

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

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

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

- Facilities Services Coordinator is responsible for training staff.
- Deputy Division Manager is responsible for reviewing staff access and use.

**Madison Police Department Access.**

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

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

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

**Retention Period.**

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

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

**Privacy.**

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

These cameras do not have audio recording capability.

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

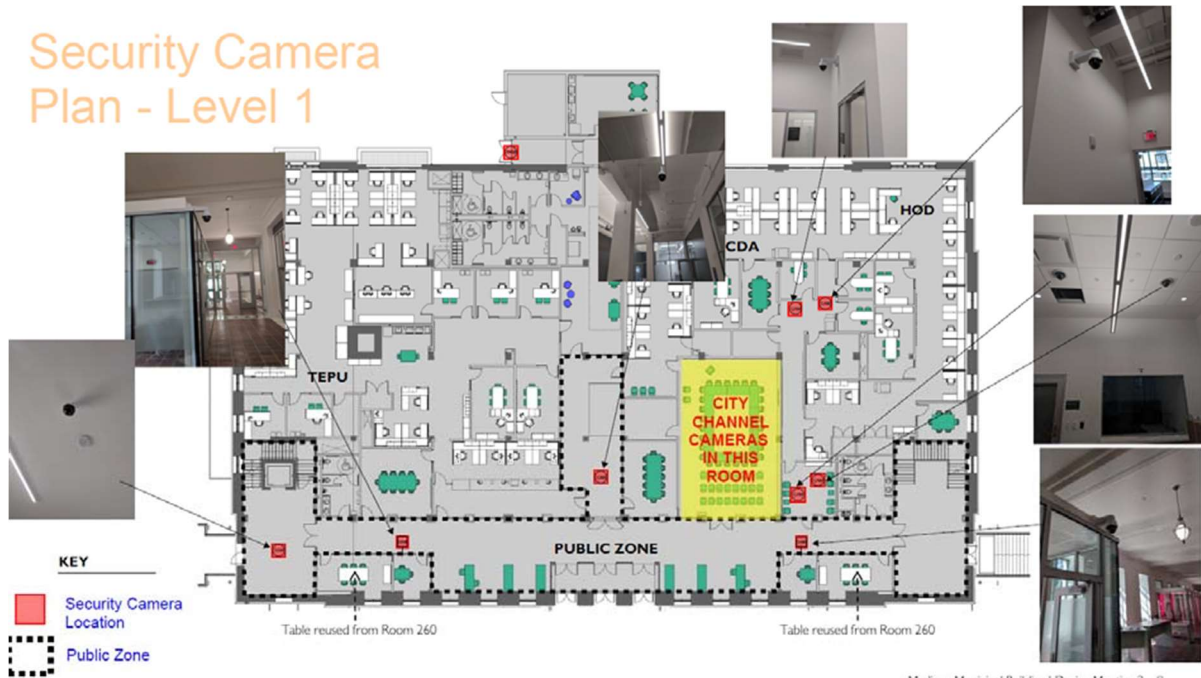
Engineering does not have the permissions to save video files from these cameras. During the investigation of a possible commission of a crime, Engineering staff will follow the procedure outlined above and have the Madison Police Department Forensic Services Unit make and maintain the necessary records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

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

# Security Camera Plan - Level 0



# Security Camera Plan - Level 1

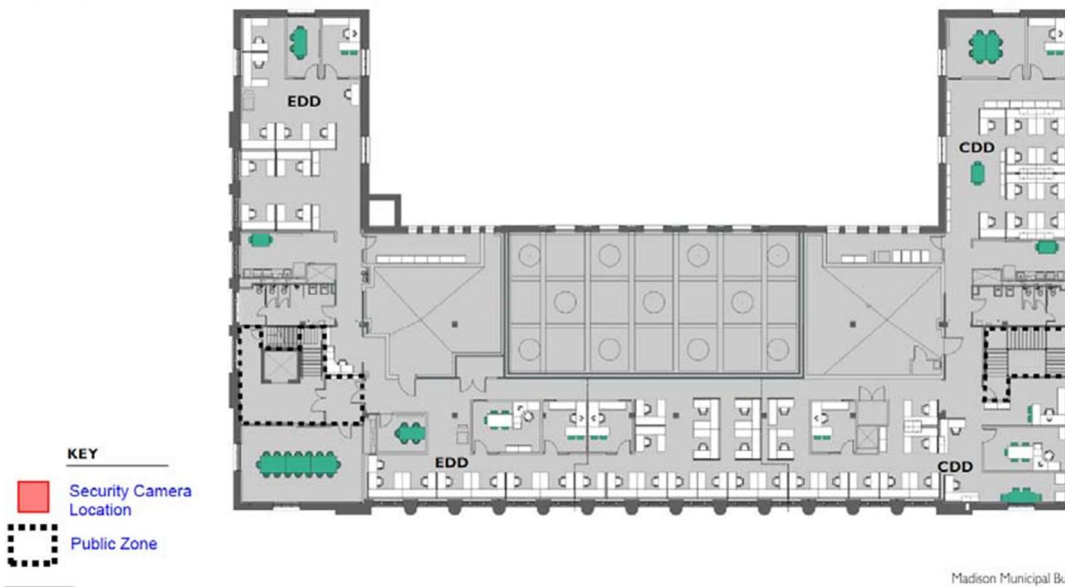


# Security Camera Plan - Level 2



Madison Municipal Building | Design Meeting 2 10

# Security Camera Plan - Level 3



Madison Municipal Building | Design Meeting 2 11



**City of Madison, Wisconsin  
FLEET**

# **Annual Surveillance Technology Report**

**2021**



# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

Fleet has conducted the review of security cameras and GPS systems, both of which are for internal use only.

## 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
<b>Facility cameras, vehicle GPS</b>	Facility cameras are for security of our buildings. Vehicle GPS tracks vehicle data.	<b>Nakoosa Trail, Sycamore</b>	<b>Cameras, GPS</b>

# Usage of Surveillance Technology

## Surveillance Data Usage

Cameras are for security. GPS systems are for vehicle safety and sustainability metrics, operations, and vehicle diagnosis.

## Sharing Data with Other Entities

Security camera data is for internal use only. GPS data is shared among participating PW/TN agencies.

## Safeguarding Individual Information

All data is safeguarded with password access.

## Complaints or Concerns

NONE

# Appendix A: Supporting Policies

APM 2-13 includes the GPS vehicle policy.



**City of Madison, Wisconsin  
Finance Department**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

The Finance Department occupies suites 406, 414 and 107 in the City County Building. The Department has not made any changes to its surveillance technology over the last year. The last change was the addition of access equipment for suite 414 in 2019. This change removed a hallway camera and installed a new access system with camera (non-recording) installed.

## Ordinance Requirements

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

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



# Surveillance Technologies

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

Reviewed Item	Description	Location	Type
Suite 406 camera	Camera to allow staff to see who is entering office	Outside suite 406	Camera
Suite 414 camera	Camera to allow staff to see who is entering office	Outside suite 414	Camera
Suite 107 cameras	11 cameras to view suite entrances and lobby, office and vault areas.	Inside suite 107	Camera

# Usage of Surveillance Technology

## Surveillance Data Usage

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

Cameras in suite 107 are used to monitor individuals entering/exiting the suite. In addition, cameras can be used to monitor staff activities in the office and vault areas.

## Sharing Data with Other Entities

The Finance Department has given the Madison Police Department access to the cameras in suites 406 and 107. The camera for suite 414 does not record and only sends video to the phone of the person that is being requested to provide access.

## Safeguarding Individual Information

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

## Complaints or Concerns

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

## **Appendix A: Supporting Policies**

The Finance Department has signs posted outside suites 406 and 414 informing individuals that the areas are under video surveillance and there is a sign posted inside of suite 107 informing individuals that area is under video surveillance.



**City of Madison, Wisconsin  
Human Resources Department**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	4
Surveillance Data Usage .....	4
Sharing Data with Other Entities.....	4
Safeguarding Individual Information .....	4
Complaints or Concerns .....	4
Appendix A: Supporting Policies .....	5

# Introduction

## Summary

The Human Resources Department 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
<b>No applicable surveillance technology.</b>			





# 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  
Information Technology**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

During 2020, 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

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
<b>Doorbell Camera</b>	Cameras are 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 have enough staff nor the physical space to have a front-desk person to oversee the spaces.	<b>CCB Room 525 and 501</b>	<b>Fixed</b>
<b>Helpdesk Main Entrance</b>	Cameras are 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 have enough staff nor the physical space to have a front-desk person to oversee the spaces.	<b>CCB Room 500 – Main Entrance</b>	<b>Fixed</b>
<b>Helpdesk 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.	<b>CCB Room 500 – Back Hallway Entrance</b>	<b>Fixed</b>
<b>Water Utility Data Center</b>	Entrance inside data center.	<b>Water Utility Data Center</b>	<b>Fixed</b>
<b>Water Utility Data Center</b>	Rack view.	<b>Water Utility Data Center</b>	<b>Fixed</b>
<b>CCB-GA4 Storage Area</b>	Main Entrance.	<b>CCB-GA4 Storage Area – Main Entrance</b>	<b>Fixed</b>
<b>CCB-GA4 Storage Area</b>	Back Entrance.	<b>CCB-GA4 Storage Area – Back Entrance</b>	<b>Fixed</b>
<b>CCB-GA4 Storage Area</b>	Storage Area.	<b>CCB-GA4 Storage Area – Storage Area</b>	<b>Fixed</b>
<b>CCB-GA4-Data Center</b>	Entrance.	<b>CCB-GA4-Data Center - Entrance</b>	<b>Fixed</b>
<b>CCB-GA4-Data Center</b>	Rack View 1.	<b>CCB-GA4-Data Center - Rack View 1</b>	<b>Fixed</b>
<b>CCB-GA4-Data Center</b>	Rack View 2.	<b>CCB-GA4-Data Center - Rack View 2</b>	<b>Fixed</b>
<b>CCB GA2-Fiber Distribution</b>	Closet/room.	<b>CCB GA2-Fiber Distribution closet/room</b>	<b>Fixed</b>

# Usage of Surveillance Technology

## Surveillance Data Usage

The Helpdesk, 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  
Madison Public Library**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

No changes in 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:

<b>Reviewed Item</b>	<b>Description</b>	<b>Location</b>
<b>Camera</b>	<b>14 video cameras</b>	<b>Central Library</b>
<b>Camera</b>	3 video cameras	<b>Meadowridge Library</b>
<b>Camera</b>	4 video cameras	<b>Goodman South Madison Library</b>

# Usage of Surveillance Technology

## Surveillance Data Usage

The primary use of the data collected via our surveillance cameras is for documenting activities or identifying individuals within our building. Identifying individuals is for our formal reporting on any individuals involved in some type of some corrective action, e.g. being banned. The identification is required to verify that they were in our space at a particular time when the activity took place that resulted in the corrective action. We may also use video data to help resolve any suspected criminal activity that may have occurred in our buildings.

## Sharing Data with Other Entities

Data is very rarely shared to any external agencies with the exception of the Madison Police Department, and this is only done for an active criminal investigation or to assist with a Library's internal investigation. Access to our data for the purpose of just checking for individuals in our space is not allowed. For any external requests beyond that described beforehand for surveillance data we require a court order or a warrant.

## Safeguarding Individual Information

MPL retains camera footage for 14 days and then it is automatically deleted. Only security staff at Central Library, and site managers at MPL locations with cameras (Meadowridge, Goodman South Madison, and Central) have access to cameras and footage. Images and video are only saved for documented incidents that occurred at the library. Privacy is a major priority for libraries. The positioning of the cameras and access of data is designed for documentation not active surveillance.

## Complaints or Concerns

We have not received complaints from the public for our use of cameras. Typically any concerns we have received from the public and MPD is to have cameras in places where we do not have now, or to expand our coverage.

# Appendix A: Supporting Policies

No written policy.



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

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4



# Introduction

## Summary

No Changes

## Ordinance Requirements

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

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

# Surveillance Technologies

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

Reviewed Item	Description	Location	Type
Suite 403 camera	Camera to allow staff to see who is entering	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

## Complaints or Concerns

---

# **Appendix A: Supporting Policies**



# 2021 Annual Surveillance Technology Report

City of Madison, Wisconsin



metro transit



# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements .....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	8
Surveillance Data Usage .....	8
Sharing Data with Other Entities .....	8
Safeguarding Individual Information .....	8
Complaints or Concerns .....	8
Appendix A: Supporting Policies .....	9



# Introduction

## Summary

Metro Transit has not made any significant changes or additions to its surveillance systems in the last calendar year. There were cameras added in new rooms at the 1101 E. Washington facility after completion of the new service lane addition as well as 2 new camera angles above the entrance to the new service lane. All other changes were removing cameras from the old service lane and placing them in the new service lane. All other systems remain the same.

## 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	Driver Break Room	Camera
ME1101 Driver Room B	Interior fixed camera using Exacqvision	Driver Break Room	Camera
ME1101 Dispatch A	Interior fixed camera using Exacqvision	Operations Dispatch	Camera
ME1101 Dispatch B	Interior fixed camera using Exacqvision	Operations Dispatch	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 Exaqqvision	Room inside 1101 Garage	Camera
ME1101 Employee Entrance	Interior fixed camera using Exacqvision	1101 Emp. Entrance Hall	Camera
ME1101 Hallway PTZ	Interior PTZ camera using Exacqvision	1101 Hallway near maintenance shop	Camera
ME1101 Hallway A	Interior fixed camera using Exacqvision	1101 Common Area Hall	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	1101 Common Area Hall	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 Driver Room A	Audio using Exacqvision	1101 Driver Break Room	Microphone
MT1101 Dispatch A	Audio using Exacqvision	1101 Dispatch	Microphone
MT1101 Mechroom	Audio using Exacqvision	1101 Mechanic Break Room	Microphone
MT1101 EmpEntrance	Audio using Exacqvision	1101 Emp entrance hall	Microphone
MT1101 BusStorage J	Audio using Exacqvision	1101 Garage	Microphone
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
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



**City of Madison, Wisconsin  
Madison Fire**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

During 2020, there was no new surveillance technology added to the Madison Fire Department's existing 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
<b>Cameras on City Enterprise Camera System</b>	<b>MFD has several cameras on the City Enterprise camera system. The system is maintained by IT.</b>	<b>Every fire station and the administration building has 1-2. Typically front and rear entrances.</b>	<b>Video Cameras. No audio.</b>

# Usage of Surveillance Technology

## Surveillance Data Usage

The video camera systems at the fire stations have been utilized by MFD to provide a type of security to our employee's at work, their personal cars and the city buildings. Over the years, MFD has experienced multiple acts of theft and vandalism near and around the fire stations. The video camera system also aide in an attempt 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 habits.

## Sharing Data with Other Entities

Other agencies can request a particular video or piece of data. All data is subject to request and potential release. All data is stored within the system for up to two weeks. MFD limits the authorization to use the City Enterprise Camera System to management.

## Safeguarding Individual Information

The MFD recognizes the use of these cameras are in place for security reasons and our employees realize the need to protect the privacy rights of the public and MFD employees when and where applicable. MFD requires that the use of the surveillance technology will be consistent with any applicable City of Madison APMs and ordinances.

## Complaints or Concerns

The MFD did not receive any complaints or expressed concerns in 2020 that were the result from the use of surveillance technology.

# Appendix A: Supporting Policies

None



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

# **Annual Surveillance Technology Report**

**2020**



# Table of Contents

Introduction .....	3
Summary .....	3
Ordinance Requirements.....	3
Surveillance Technologies .....	4
Usage of Surveillance Technology .....	5
Surveillance Data Usage .....	5
Sharing Data with Other Entities.....	5
Safeguarding Individual Information .....	5
Complaints or Concerns .....	5
Appendix A: Supporting Policies .....	6

# 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. Security entails: 1) Live surveying by the Senior Center and 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.

Live surveying was done in 2020.

## Sharing Data with Other Entities

No video surveillance data was recorded or shared in 2020.

## Safeguarding Individual Information

To ensure privacy, only two administrative staff have access to Madison Senior Center's video surveillance system. In the event footage needs to be exported, it will be stored on a disc locked in a safe, or on the U drive, 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 2020.

# Appendix A: Supporting Policies

## Video Camera Surveillance Policy for Madison Senior Center:



## **Madison Senior Center**

---

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

#### Objectives and the scope of video surveillance

The Madison Senior Center has video cameras installed on the exterior and interior of the facility for security purposes. Security entails: 1) live surveying by the Senior Center and 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 on two sign-in participant monitors at the front desk and in the monthly Messenger newsletter. These notices state the following: "**Public spaces (interior and exterior at the Madison Senior Center are monitored by staff on video security cameras; participant and visitors may be recorded.**"

#### 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 and 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 a disc 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 and Senior Services Manager; Office Manager.



**City of Madison, Wisconsin  
Monona Terrace Community and Convention Center**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	6
Surveillance Data Usage .....	6
Sharing Data with Other Entities.....	6
Safeguarding Individual Information .....	6
Complaints or Concerns .....	6
Appendix A: Supporting Policies .....	7



# Introduction

## Summary

Monona Terrace currently has 127 cameras located on the interior and exterior of the facility for security purposes. These cameras are monitored by 4 fulltime Command Center Operators between the hours of 5am and 1:30am 7 days a week. The Monona Terrace IT Specialist along with the Operations and Assistant Operations Managers act as Department Administrators with the ability to download footage per open records and/or law enforcement request.

## 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
	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
	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
	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
	MT Level 4 East Entrance/Elevator	Level 4	F44-Dual_Audio_Input
	MT Level 4 East State Stairs	Level 4	F44-Dual_Audio_Input

Reviewed Item	Description	Location	Model
	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
	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
	MT Level 4 spare input	Level 4	F44-Dual_Audio_Input
	MT Level 4 West	Level 4	P5635-E-MkII
	MT Level 4 West Lecture Hallway	Level 4	P3225-LV Mk II
	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

<b>Reviewed Item</b>	<b>Description</b>	<b>Location</b>	<b>Model</b>
	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
	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 CCTV 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

No video surveillance data was recorded or shared in 2020.

## Safeguarding Individual Information

Recorded images will be stored in a secure location in the Command Center. Recordings will only be provided through open records or law enforcements request. Access is limited to the Monona Terrace Director, Associate Director, IT Specialist, Operations Manager and Assistant Operations Manager.

Digital masking is also used when necessary to prevent viewing of sensitive areas inside and out of the facility.

## Complaints or Concerns

No complaints or concerns were received in 2020.

# Appendix A: Supporting Policies



MONONA TERRACE COMMUNITY  
AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4049

## Monona Terrace Internet Protocol Camera Monitoring and Recording Policy

### Purpose:

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

### Policy:

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

Legitimate safety and security purposes for IPC monitoring are:

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

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

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

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

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

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

U:\Command Center Manual\Camera Info\IPC Building Policy Final (2).doc





**City of Madison, Wisconsin  
Municipal Court**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

The Municipal Court has not had any changes to its surveillance technology over the past calendar year.

## Ordinance Requirements

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

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

# Surveillance Technologies

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

Reviewed Item	Description	Location	Type
N/A	The court does not use surveillance technology.		

# 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



Department of Transportation

## Parking Division

Sabrina Tolley, Assistant Parking Utility Manager

Madison Municipal Building, Suite 109

215 Martin Luther King, Jr. Blvd.

P.O. Box 2986

Madison, WI 53701-2986

Phone: (608) 266-4761 | Fax: (608) 267-1158

[parking@cityofmadison.com](mailto:parking@cityofmadison.com)

**DATE:** June 1, 2021

**TO:** City of Madison Common Council

**FROM:** Sabrina Tolley, Assistant Parking Utility Manager

**SUBJECT:** **2021 Parking Division Annual Surveillance Technology Report**

### Inventory of Current Surveillance Technology and Applicable Policies

The only surveillance technology used by the Parking Division are cameras that record video images. The inventory of cameras by facility is listed in the chart below.

Facility	Camera Count
Brayton Lot	7
Buckeye Lot	2
Capitol Square North Garage	7
Overture Center Garage	12
South Livingston Street Garage	32
State Street Campus Frances Garage	7
State Street Campus Lake Garage	16
State Street Capitol Garage	11
Wilson Street Garage	66

In accordance with the Parking Division's Video Policy, signage is posted at all entrances and exits of facilities with cameras to notify the public that surveillance cameras are in use. Access and authorization to view images is limited to staff with a work need to view them. Note that the Parking Division's Video Surveillance Policy is currently under revision to reflect changes since it was adopted and to incorporate greater detail regarding training, supervisory responsibilities, and processes per APM 3-17. The revised policy will be posted on the Parking Division's website upon completion (final draft of May 2021 revision is attached).

### Parking Division Use of Data Collected

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.

### **How Surveillance Data is Shared with other entities**

The Parking Division does not provide data to other entities. Camera access rights for other departments are determined by City IT.

### **Surveillance Data Management Protocols**

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 about Surveillance Technology**

The Parking Division has not received any complaints or concerns.



# Video Surveillance Policy for the City of Madison Parking Division

May 2021 Revision -DRAFT

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 have 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**

**Includes:  
General Parks  
Olbrich Botanical Gardens  
Warner Park Community Recreation Center  
Golf Enterprise Program**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology.....	4
Surveillance Data Usage .....	4
Sharing Data with Other Entities.....	4
Safeguarding Individual Information .....	4
Complaints or Concerns .....	4
Appendix A: Supporting Policies .....	5

# 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. While WPCRC served as an overnight shelter for men experiencing homelessness the system was used by Porchlight, the shelter operator to monitor behavior within the facility.

The Golf Enterprise program has seven functioning cameras, which are dated and in poor condition. These cameras are never monitored, unless a situation warrants, and have not been used reviewed in the past year, but serve as theft deterrent devices in key business areas of the clubhouses.

## 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:

WPCRC Facility			
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
Video Security System	Lorex DV800 Series 16 channel DVR. Local video storage only. Not on City of Madison network, no remote access.	WPCRC Front Desk	DVR

<b>Golf Enterprise Program</b>			
<b>Reviewed Item</b>	<b>Description</b>	<b>Location</b>	<b>Type</b>
<b>Camera 1</b>	<b>Hardwired Toshiba CCD IK527A</b>	<b>Odana Hills Clubhouse office safe</b>	<b>Indoor Camera</b>
<b>Camera 2</b>	<b>Hardwired Toshiba CCD IK527A</b>	<b>Odana Hills Clubhouse Golf Shop</b>	<b>Indoor Camera</b>
<b>Camera 3</b>	<b>Hardwired Toshiba CCD IK527A</b>	<b>Odana Hills Clubhouse Bar/concession</b>	<b>Indoor Camera</b>
<b>Video Surveillance System</b>	<b>Speco DVR8TL500 8 channel 120 fps NTSC), 50fps (PAL) Standalone Video Surveillance System alarm and motion detection. Not on City of Madison network, no remote access.</b>	<b>Odana Golf Course – Clubhouse – Golf Pro Office</b>	<b>DVR w/ Sim card</b>
<b>Camera 1</b>	<b>Hardwired Toshiba CCD IK527A</b>	<b>Glenway Golf Course – Clubhouse –Carts</b>	<b>Outside Camera</b>
<b>Camera 2</b>	<b>Hardwired Toshiba CCD IK527A</b>	<b>Glenway Golf Course – Clubhouse – Cash Register and Safe</b>	<b>Indoor Camera</b>
<b>Camera 3</b>	<b>Hardwired Toshiba CCD IK527A</b>	<b>Glenway Golf Course – Clubhouse – Main Door</b>	<b>Indoor Camera</b>
<b>Camera 4</b>	<b>Hardwired Toshiba CCD IK527A</b>	<b>Glenway Golf Course – Clubhouse – Seating</b>	<b>Indoor Camera</b>
<b>Video Surveillance System</b>	<b>Speco DVR8TL500 8 channel 120 fps NTSC), 50fps (PAL) Standalone Video Surveillance System alarm and motion detection. Not on City of Madison network, no remote access.</b>	<b>Glenway Clubhouse Storage room.</b>	<b>DVR w/ Sim card</b>

# Usage of Surveillance Technology

## Surveillance Data Usage

Surveillance data does not exist and is not used for General Parks or Olbrich Botanical Gardens.

For WPCRC, the primary use of surveillance data is to investigate incidents in the facility such as thefts, accidents, injuries, and property damage. Data may be used support disciplinary actions for staff and facility users as part of in-depth misconduct investigation process.

The primary use of surveillance data at Golf Enterprise Program is to investigate incidents in and immediately outside of the clubhouse, such as thefts and property damage. Retrieval of data has not been performed over the past several years.

## Sharing Data with Other Entities

Surveillance data does not exist and is not shared with other entities with regards to General Parks or Olbrich Botanical Gardens.

Surveillance records are only shared with individuals directly involved in investigating and following up on incidents under investigation, including Parks' Management and the Madison Police Department.

For Golf Enterprise Program records are only shared with individuals directly involved in investigating and following up on incidents under investigation, including Parks' Management and Madison Police Department.

## Safeguarding Individual Information

Data does not exist to be safeguarded for General Parks and Olbrich Botanical Gardens.

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.

Golf 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 2 days from the time of the incident. After 2 days from the time of the incident, all data is overwritten and becomes unavailable. Golf Program Supervisors or designees provides downloaded videos and images to the City of Madison Information Technology (IT) Department for storage on a secure network server. Golf Program Supervisors, have access to the login functions to review, save, and download footage from the surveillance system.

## Complaints or Concerns

The Parks Division (General Parks, Olbrich, WPCRC and Golf) has not received complaints or concerns about its surveillance technology.



## **Appendix A: Supporting Policies**

WPCRC Policies have been drafted and will be reviewed by WPCRC Advisory Subcommittee Fall 2021 and Board of Park Commissioners.

Golf Policies are yet-to-be developed, but will be drafted over the winter of 2021/22 and will be reviewed by Golf Subcommittee and Board of Park Commissioners.



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

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	4
Surveillance Data Usage .....	4
Sharing Data with Other Entities.....	5
Safeguarding Individual Information .....	5
Complaints or Concerns .....	5
Appendix A: Supporting Policies .....	6

# Introduction

## Summary

During 2020, 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.	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 in inventory for TEST motor officers but have not been deployed.	Mobile	Cameras
Small Unmanned Aircraft Systems (sUAS or UAS)	Small Unmanned Aircraft Systems (sUAS or UAS) provides assistance to officers in a variety of contexts: search and rescue, crimes scene processing, major events, etc.	Mobile	Camera
SWAT Robotics	Robotics platforms that are equipped with audio and/or visual monitoring. The robotics are used to enter and observe areas during high-risk operations.	Mobile	Robotics/Camera
Covert tracking devices	Used to track the location of an individual suspect (pursuant to a valid court order) during criminal investigations. Limited personnel have access to this technology.	Mobile	Covert tracking devices
Telephone recording devices	Device used by personnel that attaches to a phone to record a conversation. Used in limited circumstances	Mobile	Audio recorder
Covert recording devices	Recording devices used on a temporary basis to aid criminal investigations. Only a limited number of personnel have access to these devices.	Mobile and stationary	Covert recording devices

<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 “owns” 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 15+ 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).

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).

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 2020 that stemmed from the use of surveillance technology. There were some instances where residents insisted 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>



**City of Madison, Wisconsin  
Planning Division**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

The Planning Division 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

# 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



**City of Madison, Wisconsin  
Streets & Urban Forestry**

# **Annual Surveillance Technology Report**

**2021**



# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	3
Surveillance Data Usage .....	3
Sharing Data with Other Entities.....	3
Safeguarding Individual Information .....	3
Complaints or Concerns .....	3
Appendix A: Supporting Policies .....	4

# Introduction

## Summary

No changes have been made.

## 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, check on staff progress loading sand/salt in the winter

## Sharing Data with Other Entities

We don't share the information.

## Safeguarding Individual Information

No individual information is collected, the images are deleted approx. 10 days after capture, only Public Works General Supervisor and above 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



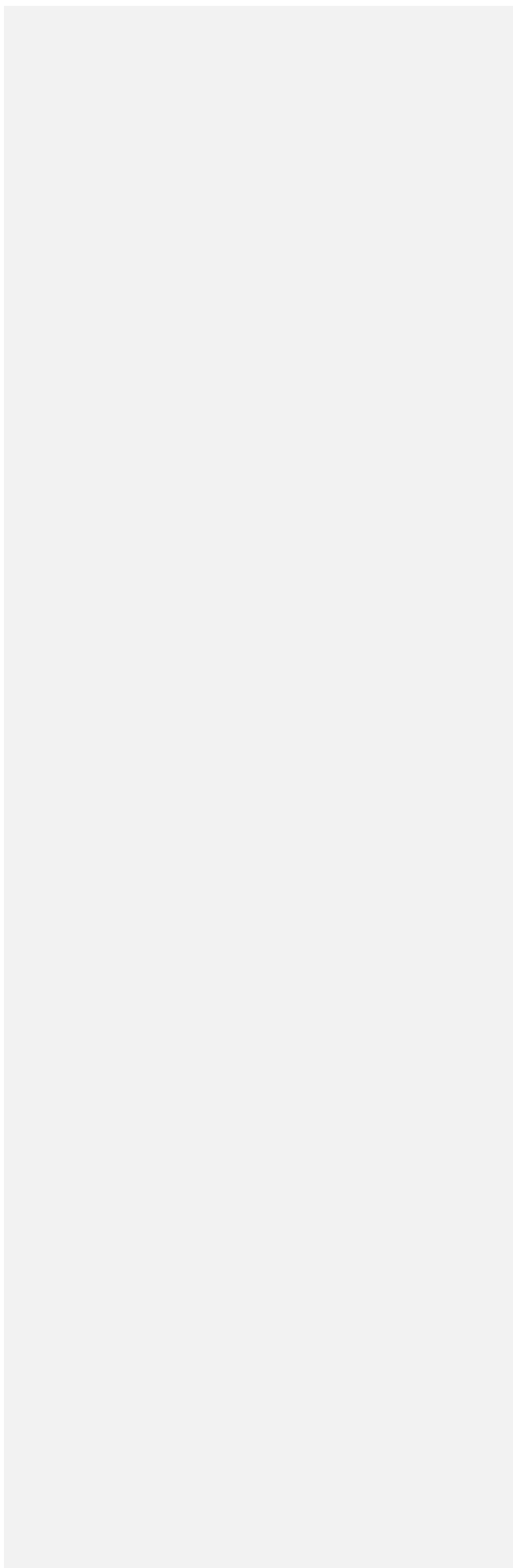
**City of Madison, Wisconsin  
Department of Transportation/ Traffic Engineering**

# **Annual Surveillance Technology Report**

**2021**

## **Table of Contents**

Introduction ..... 1  
    Summary ..... 1  
    Ordinance Requirements ..... 1  
Surveillance Technologies ..... 2  
Usage of Surveillance Technology ..... 3  
    Surveillance Data Usage ..... 3  
    Sharing Data with Other Entities ..... 3  
    Safeguarding Individual Information ..... 3  
    Complaints or Concerns ..... 3  
Appendix A: Supporting Policies ..... 5



# Introduction

## Summary

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

## Ordinance Requirements

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

- (a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
  - 1. *An inventory of current Surveillance Technology and 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

See addendum

**Commented [IT1]:** •Insert the name of the reviewed item, a description of the item, the location of the item, and type of technology (e.g., camera)  
•This list should contain all existing surveillance technologies owned by your Department.  
•Add extra lines as necessary.

## Usage of Surveillance Technology

### Surveillance Data Usage

Traffic Engineering staff uses surveillance cameras located on critical streets and street intersections throughout the City. The purpose of these cameras is exclusively to monitor, study and analyze traffic volume, flow and crashes. Video is often used to make short and/or long term changes to traffic signal controllers and other traffic control equipment. The purpose of these cameras is for staff to use real time monitoring to help staff manually or remotely adapt traffic control devices (signals, barricades, signs, cones) to improve traffic flow and reduce congestion and associated pollution.

### Sharing Data with Other Entities

Other agencies such as Metro Transit and the streets division use our cameras assess their operations. In addition, many of the cameras listed below are used by the City of Madison Police Department but are owned by T.E. as they are located in the Public Right of Way.

### Safeguarding Individual Information

The purpose of these cameras for Traffic Engineering's use is exclusively to monitor traffic and street and sidewalk operation and there is no attempts to identify individual information.

### Complaints or Concerns

None



## Appendix A: Supporting Policies

[INSERT TEXT]

**Commented [IT2]:** Add any applicable policies to your Department's use of surveillance technology. You may attach or link to the policies.  
• Click "Insert" → "Object" (drop down arrow) → "Text From File" → Select the policy document

<u>Intersection/Location</u>	<u>Camera Model</u>	<u>Owner - TE/MPD/Other</u>
18 N. Carroll	P5635-E-MkII	MPD
400 Block West Gilman	P5635-E-MkII	MPD
400 N. Frances	P5655-E	MPD
500 Block State 1	Q6045-E	MPD
600 Block State St 1	Q6045-E	MPD
700 Block State St.	P5635-E-MkII	MPD
800 State St.	P5655-E	MPD
Aberg Ave & Shopko Dr	P5655-E	TE
Acewood & Cottage Grove	P5635-E-MkII	MPD
American Family Pkwy & Eastpark	P5522-E	TE
Atlas & Cottage Grove	P5635-E-MkII	MPD
Bassett St & Mifflin St	P5534-E	MPD
Bassett St & W Washington Ave	P5635-E-MkII	MPD
Beacon @ Blair St.	P5635-E-MkII	MPD
Beltline & Fish Hatchery North	P5624-E	TE
Beltline & Fish Hatchery South	P5655-E	TE
Beltline & Gammon North	P5624-E	TE
Beltline & Gammon South	P5655-E	TE
Beltline & Mineral Point East	P5624-E	TE
Beltline & Mineral Point West	P5635-E-MkII	TE
Beltline & Old Sauk East	P5655-E	TE
Beltline & Old Sauk West	P5624-E	TE
Beltline & Park North	P5624-E	TE
Beltline & Rimrock North	P5624-E	TE
Beltline & Rimrock South	P5624-E	TE
Beltline & Todd Dr	P5635-E-MkII	MPD
Beltline & Todd Dr-South	P5635-E-MkII	MPD
Beltline & Whitney North	P5655-E	TE
Beltline & Whitney South	P5635-E-MkII	TE
Brittingham Park Shelter	Q6035-E	MPD
Broadway & Monona Dr	P5522-E	TE
Broadway & Copps Ave	P5522-E	TE
Broadway & Frazier Ave	P5655-E	TE
Broom St & Mifflin St	P5655-E	MPD
Capital City Path & Brearly	P5655-E	MPD
Capital City Path & Dickinson	P5655-E	MPD
Capital City Path & Livingston	P5655-E	MPD
Capital City Path & Patterson	P5655-E	MPD
Capital City Path & Thornton	P5655-E	MPD
Carroll & Dayton	P5635-E-MkII	MPD
Carroll & Main	P5655-E	MPD
Carroll & Wilson	P5655-E	MPD
Carroll W Washington	P5655-E	MPD
Charter St & Spring St	P5655-E	TE
Cottage Grove & Thompson	P5655-E	MPD
Dayton St & Henry St	P5624-E-MkII	MPD

Doty St & Carroll St	P5655-E	MPD
Doty St & King St	P5635-E-MkII	MPD
Doty St & S Hamilton & Fairchild	P5655-E	MPD
Dryden & Northport	P5635-E-MkII	MPD
E Washington & First St	P5635-E-MkII	TE
E Washington & Marquette St	P5635-E-MkII	MPD
E Washington & Webster St	Q6035-E	MPD
E Washington & Zeier	P5624-E-MkII	TE
E. Washington & Blair	P5635-E-MkII	MPD
E. Washington & Fair Oaks	P5635-E-MkII	MPD
E. Washington & Lein	P5635-E-MkII	MPD
E. Washington & Paterson	P5635-E-MkII	MPD
E. Washington & Pinckney	P5655-E	MPD
Elver Park & McKenna	P5635-E-MkII	MPD
Fairchild & Mifflin	P5635-E-MkII	MPD
Fish Hatchery & Badger Rd	P5635-E-MkII	TE
Fish Hatchery Rd & Mckee Rd	P5635-E-MkII	TE
Fluno 1	P5655-E	MPD
Fluno 2	P5655-E	MPD
Fluno 3	P5655-E	MPD
Frances Dayton	P5655-E	MPD
Frances Johnson	P5635-E-MkII	MPD
Frances Langdon	P5655-E	MPD
Frances State South	P5655-E	MPD
Gammon & Schroeder	P5635-E-MkII	MPD
Gammon & Watts	P5635-E-MkII	MPD
Gammon Rd & Odana Rd	P5655-E	TE
Gilman St & Henry St	P5635-E-MkII	MPD
Gorham St & Broom St	Q6045-E	MPD
Gorham St & Franklin St	P5655-E	MPD
Gorham St & Wisconsin Ave	P5635-E-MkII	MPD
Hamilton & Henry & Wilson	P5655-E	MPD
Hawthorne Court 1	P3367	MPD
Hawthorne Court 2	P3367	MPD
Hawthorne Court 3	P3367	MPD
Hawthorne Court 4	P3367	MPD
James Madison Park 1	P5635-E-MkII	MPD
James Madison Park 2	P5635-E-MkII	MPD
James Madison Park 3	P5635-E-MkII	MPD
John Nolen & Blair & Wilson	P5635-E-MkII	TE
John Nolen & Broom St	P5655-E	TE
John Nolen & North Shore Dr	P5655-E	TE
John Nolen & Olin	P5655-E	TE
John Nolen & Rimrock Rd	P5635-E-MkII	TE
Johnson & First	P5635-E-MkII	TE
Johnson St & Baldwin St	P5655-E	TE
Johnson St & Bassett St	P5655-E	TE

Johnson St & Blair St	P5635-E-MkII	MPD
Johnson St & Butler & Hamilton	P5635-E-MkII	MPD
Johnson St & Park St	P5655-E	TE
Johnson St & Wisconsin Ave	P5635-E-MkII	TE
Juntion Road & Jug	P5655-E	TE
King St & Pinckney St & Main St	P5655-E	MPD
Lake Mendota & Carroll	P5635-E-MkII	MPD
Lake Mendota & Frances	P5655-E	MPD
Lake Mendota & Henry	P5655-E	MPD
Lake Mendota & Lake	P5635-E-MkII	MPD
Lake St & Langdon	Q6035-E	MPD
Langdon & Henry	P5655-E	MPD
Langdon & Howard	P5655-E	MPD
Langdon St & Carroll St	P5635-E-MkII	MPD
Langdon St & Wisconsin Ave	P5635-E-MkII	MPD
Lien & E. Wash	P5635-E-MkII	MPD
Mckee Rd & Seminole Hwy	P5655-E	TE
Mifflin & Bedford	P5635-E-MkII	MPD
Mifflin & Pinckney	P5635-E-MkII	MPD
Milwaukee & Fair Oaks	P5635-E-MkII	MPD
Mineral Point Rd & Midvale Blvd	P5635-E-MkII	TE
Mineral Point Rd & South Point	P5655-E	TE
Mineral Pt Rd & Gammon Rd	P5635-E-MkII	TE
Mineral Pt Rd & Whitney Way	P5522-E	TE
MLK & Doty	P5635-E-MkII	MPD
MLK Jr Blvd & Main St	P5655-E	MPD
Moorland & Rimrock	P5635-E-MkII	MPD
Northport & Sherman Ave	P5655-E	TE
Northport Dr & Troy Drive	Q6035-E	TE
Old Sauk & Excelsior	P5635-E-MkII	TE
Old Sauk & High Point	P5635-E-MkII	TE
Old Sauk & Junction Rd	P5635-E-MkII	TE
Old Sauk & Pleasant View	P5624-E	TE
Packers & Commercial Ave	P5655-E	TE
Packers & International Lane	P5635-E-MkII	TE
Packers & Northport Dr	P5534-E	TE
Park & Badger	P5534-E	TE
Park & Buick	P5655-E	MPD
Park & W Washington	P5635-E-MkII	MPD
Park St & Fish Hatchery Rd	P5655-E	TE
Park St & Olin Ave	P5655-E	TE
Peace Park & State	P5635-E-MkII	MPD
Peace Park Gilman	P5635-E-MkII	MPD
Penn Park 1	P5635-E-MkII	MPD
Penn Park 2	P5655-E	MPD
Pleasant View & McKee	P5635-E-MkII	TE
Pleasant View & Midtown	P5635-E-MkII	TE

Portage & E. Wash	P5635-E-MkII	MPD
Raymond & McKenna	P5635-E-MkII	MPD
Raymond & Whitney Way	P5635-E-MkII	MPD
Regent St & Breese Terrace	P5655-E	MPD
Regent St & Mills St	Q6035-E	MPD
Regent St & Monroe	P5635-E-MkII	MPD
Regent St & Park St	P5635-E-MkII	MPD
Regent St & Randall Ave	P5655-E	MPD
Sherman Ave & Aberg Ave	P5635-E-MkII	TE
State St & Carroll St Cul de Sac	P5635-E-MkII	MPD
State St & Dayton St	P5635-E-MkII	MPD
State St & Frances North	P5635-E-MkII	MPD
State St & Gilman St	P5655-E	MPD
State St & Gorham St	P5635-E-MkII	MPD
State St & Johnson St	P5624-E	MPD
State St & Mifflin & Carroll #2	P5635-E-MkII	MPD
State St & Mifflin & Carroll #1	P5635-E-MkII	MPD
State St & Mifflin St cul-de-sac	P5635-E-MkII	MPD
State St. & Lake St.	P5635-E-MkII	MPD
SW Bike Path @ Verona Frontage	P5655-E	MPD
University & Frances 2	P5655-E	MPD
University Ave & Babcock Dr	P5635-E-MkII	TE
University Ave & Bassett St	P5655-E	MPD
University Ave & Farley Ave	P5655-E	TE
University Ave & Frances St	P5655-E	TE
University Ave & Lake St	P5655-E	TE
University Ave & Midvale Blvd	P5635-E-MkII	TE
University Ave & Park St	P5655-E	TE
University Ave & Segoe Rd	P5635-E-MkII	TE
University Ave & Shorewood Blvd	P5635-E-MkII	TE
University Ave & Spring Harbor	P5655-E	TE
University Ave & Whitney Way	P5635-E-MkII	TE
Verona Rd Underpass East	P3364	MPD
Verona Rd Underpass West	P3364	MPD
W Washington & Bedford St	P5655-E	MPD
W Washington & Fairchild St	P5655-E	TE
W Washington & Proudfit	P5655-E	TE
W. Washington & Broom	P5635-E-MkII	MPD
Webster St & N Hamilton St	P3367	PU
Whitney Way & Odana Rd	P5522-E	TE
Wisconsin & Dayton	P5655-E	MPD
Wisconsin & Mifflin	P5655-E	MPD





**City of Madison, Wisconsin  
Madison Water Utility**

# **Annual Surveillance Technology Report**

**2021**

# Table of Contents

Introduction .....	1
Summary .....	1
Ordinance Requirements.....	1
Surveillance Technologies .....	2
Usage of Surveillance Technology .....	12
Surveillance Data Usage .....	12
Sharing Data with Other Entities.....	12
Safeguarding Individual Information .....	12
Complaints or Concerns .....	12
Appendix A: Supporting Policies .....	13

# Introduction

## Summary

During 2020, the Water Utility did not add any additional surveillance technology to its inventory. The water utility did remove the three cameras at Unit Well 23 located at 4502 Leo Drive. This water site was abandoned by the water utility.

## 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.