

Department/Area	Purpose	Statement of Need	Enterprise System?	Personnel w/Access	Circumstances of Access	Type of Data Recorded	Location of Equipment	Location of Public Notice	Data Retention Period	Data Retention Procedures
<b>MPD General</b>	To aid investigative nefforts and promote greater public safety	To assist in investigations, protect and secure MPD facilities, maintain order during planned and unplanned events.	Yes. Occasionally uses stand alone covert video limited in duration.	All commissioned members of MPD	Only in conmjunction with official duties as an MPD Officer.	Video	Public areas in MPD facilities	Entrances, customer service areas, internal secure holding areas.	Purged after 14 days	In compliance with MPD departmental procedures.
<b>MPD UAS</b>	Support department operations by providing aerial observasion of law enformcement and public safety incidents.	To assist in special events, aerial visual support of MPD operations, search and rescue, aerial documentation of crime scenes, aerial images of hazardous areas, tactical operations, training testing and evaluation, deomonstration or maintenance, other activites as designated by the Chief.	Unknown	UAS Program coordinator	Determined by Chief, program coordinator or designee.	Video	Aerial/mobile	NA	In accordance with MPD records retention schedules. 180 days	Unknown
<b>MPD Body Cameras</b>	To document activities of SWAT officers during tactical operations	Identify performance improvements and colpliance with MPD's code of conduct and SOPs	Yes	SWAT officers and supervisors	SWAT team leaders	Video and audio	Worn by officers	NA	Reference made to MPD record retention schedules purged after 180 days	Downloaded onto evidentiary server of MPD.
<b>MPD Digital Forensics</b>	Enhance capabilities of officers to conduct investigations and prosecute crimes that involve the use of computers, tablets, cell phones or other stage data devices.	Needed to investigate and prosecute crimes committed with devices which store digital data.	Yes	MPD officers. No specificity of rank.	Officers conducting an investigation of crimes committed with digital devices	Digital data	Wherever crimes with digital devices are committed.	NA	Unknown. Policy references preservation of evidence procedures.	Computer forensic examiners will ensuer chain of custody and ensure that evidence is properly secured.
<b>MPD In-Car Video</b>	To accurately document events, actions, conditions and statements during LE contacts.	Document events, actions, conditions and statements during LE contacts.	Yes	All officers operating MPD cars with cameras	All officers operating MPD cars with cameras	Video	In MPD vehicles	NA	Retrieved after every shift and stored on server	Downloaded onto evidentiary server of MPD.
<b>IT</b>	To monitor activities in the department's 2 data centers.	Monitoring is needed because critical network infrastructure and sensitive information is located at both locations	Yes	IT managment staff and Network Operations Staff	The 2 system administrators are authorized to extract footage as needed for investigations	Video	At data centers	At entrances and exits	7 years as according to open records statutes	City's retention and open records policies

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<b>Mayor's Office</b>	Safety and security	Equipment may be activated by any member of the mayor's office to facilitate quality improvement of customer service, providing trainings to staff, complying with public records laws or to document an incident for investigative purposes.	Yes	Mayoral office clerks and MPD	Equipment may be activated by any member of the Mayor's office to facilitate quality improvements of customer service or to document an incident for investigative purposes.	Video	Mounted in the reception area	Mounted in the reception area	City's retention policy 90 days minimum	City's retention and open records policies
<b>Monona Terrace</b>	To enhance the security and safety of guests as well as detect and deter criminal activity in and around the facility	Needed to monitor safety of individuals, property and facility, investigation of criminal activity, monitor any behavior outside the ordinary	No	Identified trained and supervised personnel and MPD when requested.	Stored video access is limited to the Monona Terrace Director, Director of Operations, Operations Manager, and Assistant Operations Manager. Access granted for investigations and assess performance etc.	Video	In and around Monona Terrace	Unknown	unknown	Stored in a secure location in the command center
<b>Parking Utility</b>	ensure safety and security of customers and employees; safeguard revenue stream	Ensure safety and security of customers and employees; safeguard revenue stream	Yes	Approved Parking Utility staff, not specific, A witness to confirm identification, MPD	Specific Parking Utility management and line staff, not detailed in the document have access as well as MPD for investigations.	Video	Payment machines, entrances and exits. Some portable cameras to identify problem behavior.	Entrances and exits of facilities	Unknown, policy only states video will be stored on an ongoing basis. Copied videos retained in accordance to open records laws.	Any copied videos will be stored in a separate area from the video storage system and retained in accordance to open records laws.
<b>Water Utility</b>	Security of City assets, infrastructure and chemical supplies.	To provide security, ensure safety of wells etc and to have documentation when there are accidents, particularly to Water Utility personnel.	Yes	Water Supply Manager has oversight, MWU managers and pump operators will be allowed to view continuous loops	Electronic Maintenance Techs will have access for maintenance of software and hardware, otherwise it is used to monitor operations and possible illegal activity.	Video	35 remote facilities, Administration building, maintenance and storage facilities.	Entrances of facilities and around infrastructure like wells etc.		

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Finance	Safety and securitysecurity	It is needed for staff to identify who is coming into the department and grant access.	Yes	Any staff working the front desk	Staff use it to allow access into the department and MPD can access data upon request	Video	Outside Rooms 406 and 416 at the City-County Building	NA	City's retention policy 90 days minimum	City's retention and open records policies