

DETAILED SUMMARY OF SURVEY ON SECURITY CAMERA USE BY CITY OF MADISON AGENCIES

Part 1: Agencies that do not currently have security cameras

Agency/person responding	Future plans to buy cameras?	Policy in place at this time?	Additional comments
Affirmative Action – Nancy Castillo	No.	No.	None.
City Attorney – Jim Martin	No.	No.	None.
Common Council – Lisa Veldran	No.	No.	None.
CDBG – Hickory Hurie	No.	No.	None.
Community Services – Dorothy Conniff	No.	Did not answer.	None.
Comptroller – Dean Brasser	No.	No.	None.
EOC – Anthony Brown	No.	No.	None.
Human Resources – Mary Ann Stalcup	No.	No.	None.
Inspection Unit – Linda Grubb	No.	No.	None.
Madison City Channel – Brad Clark	No.	No.	None.
Madison Senior Center – Christine Beatty	Did not answer.	Did not answer.	None.
Mayor’s Office – Linda Lewis	No.	No.	None.
Motor Equipment – Bruce Nelson & Bill Vanden Brook	No.	No.	None.
Municipal Court – Daniel Koval	No.	No.	None.
Organizational Training & Development – Karl Van Lith	No.	No.	None.
Parking Utility – Robin Williams	No.	No.	None.
Planning – Brad Murphy	No.	No.	None.
Police – Chuck Cole	No.	No.	None of the existing Police stations make use of security cameras. We do have a limited number of in-car video cameras in designated police vehicles and will be expanding the use of in-car video in our Patrol fleet next year. These are not security cameras. They allow us to videotape motor vehicle stops made by Police Officers. We do have a policy regarding the use of these devices and the records retention responsibilities associated with the videotapes and public access. You may contact Capt. Richard Bach (6-4076) or Lt. Joe Balles (6-4600) for details.
Public Health – James Alexander	No.	No.	None.

Part 2: Agencies that do not currently have security cameras but are considering the purchase of one or more

Agency/person responding	For what purpose?	Policy in place at this time?	Additional comments
Engineering – Larry Nelson	To monitor operations at the rear and side of Operations Bldg. at 1602 Emil St. to determine if the casting storage yard is secure and to verify if personnel were not injured in loading equipment or supplies. In addition, it is expected that the larger trucks will be equipped with cameras so the operator can back the vehicle or observe operations at the side.	No.	None.
Information Services – Dick Grasmick	Monitoring a remote locked computer room at the new Water Facility near Quan Park.	No.	None.
Library – Barb Dimick	Perhaps in a new, expanded Central Library with significant public spaces that don't have good sightlines – could be unsupervisable.	No.	None.
Water Utility - David Denig-Chakroff	If purchased, the cameras would be used in unmanned Water Utility facilities (or unmanned areas of facilities), such as unit wells and pumping stations, to provide additional security.	No.	None.

Part 3: Agencies that currently have security cameras

Agency/person responding	# of fixed cameras	Where?	Used for?	# of mobile cameras	Where?	Used for?	Tapes stored where?
Fire Department – Ed Ruckriegel	Respondent indicated the agency has security cameras but did not provide any information regarding how many, their locations, use, viewing procedures, etc.						
Madison Civic Center – Rudy Lienau	11	1 each in the Oscar Mayer Theatre, Isthmus Playhouse, Marquee Room and Spotlight Room; 6 covering various parts of the lobby; 1 exterior loading dock shot.	The cameras were purchased for operational use, checking usage of spaces and security.	0			Ticket office.
Madison Metro – Ann Gullickson	4	2 are in the vaulting area of the service lane (where cash vaults are removed from the buses each day); 2 are in the cash room (where the money is counted).	Internal control of the cash handling operation.	2	.Boxes to hold the cameras are installed on 10 buses that are used in supplemental school service. They are moved from bus to bus on an as-needed basis, based on reports of inappropriate activity.	To document behavior, identify students who are engaging in unsafe or harassing behavior on the bus. The tapes are shared with principals at the school who can identify the students and follow up as appropriate.	Videotapes are not stored unless an incident occurs. In that case, the tape is stored in the operations office until the incident is resolved, then it goes back in rotation and is taped over. The tapes from the cash handling operation are stored in the office of the Accounting Supervisor. These tapes are also taped over unless being held in response to an incident.
Monona Terrace – Gregg Manners	25	In the common areas on floors 1, 2, 3 &4 and in the common areas on the roof. Common areas are defined as public areas accessible to all employees and patrons without limitation. Several cameras are also located in the “back of the house” to protect against pilferage.	The cameras were purchased solely for the protection of people and property.	0			Digital recording systems are used instead of videotape. The system records what it sees and erases those images after 5 – 7 days. Video cameras are used as a redundant system only if the digital system fails.

Agency/person responding	# of fixed cameras	Where?	Used for?	# of mobile cameras	Where?	Used for?	Tapes stored where?
Parks (Ice arenas) – Fritz Kroncke	3	Inside Hartmeyer Ice Arena, Madison Arena office and under the east bleachers at Hartmeyer. No mobile cameras.	The cameras were purchased to maintain cash control in the cash register and to reduce vandalism.	0			Arena office.
Parks (Warner Park) – Brad Weisinger	8	Building entrance, game room, east and west hallways, front desk, playroom, 2 in gym	Security of facility, customers and staff.	0			Secured in a locked cabinet.
Revenue/Treasurer – Jo Ann Terasa	3	2 in the front office of the City Treasurer, 1 in the back area of the office near the vault. All are mounted in the ceiling.	Loss prevention system. (There had been 2 occurrences within an 18-month period.)	0			In the vault in the City Treasurer’s Office.
Streets – Roger Goodwin	11	1) Employee parking lot at Sycamore 2) 3 cameras in 3 vehicle storage bays 3) Maintenance shop at Sycamore 4) 2 outside at Sycamore solid waste drop off site 5) Transfer Site scale house (outside) 6) SE corner of Transfer Site building (outside) 7) Transfer Site conveyor #3 8) Above the overhead door at South Point Rd. salt storage facility (outside).	1) Vandalism done to the cars in the parking lot. 2 & 3) So staff can monitor activity in these areas. 4) Monitor activity & discourage illegal dumping. 5) Allow scale operator to see some areas around the scale. 6) Monitor activity at the brush-processing site. 7) So staff can monitor the waste flow. 8) Discourage trespassers & prevent salt theft (a big problem before the camera.)	0			No videotapes are stored.
Traffic Engineering – David Dryer	Yes (however they are not security related cameras).	By the end of 2003, 5.	E. Wash. & Brearly; E. Wash. & First; First & E. Johnson/Pennsylvania; E. Wash. & Milwaukee St.; E. Wash. & USH 51 (state owned). All are outside.	1	It is not used currently. It is only used when there is a need to deter vandalism at our Sayle Street facility.	Deter vandalism.	For the traffic cameras, any tape collected for training or data needs will be stored at the MMB. Mobile camera tapes are stored at the shop.

Agency/person responding	Who views?	Why?	Others w/access?	Tapes kept how long?	Method of disposal?	Employees notified cameras are in use?	Explain.
Fire Department – Ed Ruckriegel	Respondent indicated the agency has security cameras but did not provide any information regarding how many, their locations, use, viewing procedures, etc.						
Madison Civic Center – Rudy Lienau	Management.	Only when an incident has occurred.	Ticket office staff.	The tapes are kept as long as they last (continuous loop).	The tapes are kept as long as they last (continuous loop).	Yes.	They're obvious.
Madison Metro – Ann Gullickson	Videotapes from buses could be viewed by an operations supervisor, operations manager, police officers and/or school officials, depending on the nature of the incident. The tapes from the cash handling activities are viewed by the finance supervisor.	Cash handling tapes are viewed as an internal control function of the finance department. Tapes from the buses are used to identify students and document behavior for follow-up by school officials or police, depending on the severity of the incidents.	No.	Until the issue is resolved.	They are taped over.	Metro employees have been informed that cameras are in use.	Cameras are not hidden, they are in plain view. Use of the cameras is explained to bus operators in training. In most cases, these cameras are placed on the bus in response to reports from the driver of misbehavior occurring. Cameras in the cash room are out in the open, and the cashiers are well aware of them. Employees in the service lane may be less aware of the cameras observing their vaulting activities as this is a dynamic work group with people rotating in and out of those job functions on a regular basis.
Monona Terrace – Gregg Manners	The only people who view the images are authorized personnel from Assistant Operations Manager on up the management chain.	The images are viewed if there is damage to property or persons.	Limited access is also available to Command Center Operators, the Assistant and Operations Manager.	Digital recordings are saved for 5 – 7 days. Manually recorded tapes would typically have kept for 5 – 7 days.	Digital recordings are automatically taped over after 5 – 7 days. Manually recorded tapes would typically be taped over.	Yes.	Employees are notified during orientation that security cameras are used by Monona Terrace. They are given a tour of the building that includes the Command Center where the camera system is monitored.
Parks (Ice arenas) – Fritz Kroncke	Leadworkers and administration clerks.	Observe cash handling and prevent vandalism.	Recreation Services Supervisor.	Years.	N/A	No.	They know from informal discussions & observation.

Agency/person responding	Who views?	Why?	Others w/access?	Tapes kept how long?	Method of disposal?	Employees notified cameras are in use?	Explain.
Parks (Warner Park) – Brad Weisinger	Management only.	Only if necessary, as in the case of vandalism, theft or conflicts.	No one.	Tapes are changed daily and turned over weekly/recorded on.	Recorded over weekly.	Yes.	They are visible to all and watch a monitor that is at the front desk. Even customers can see what's being recorded.
Revenue/Treasurer – Jo Ann Terasa	The Revenue Operations Manager and the Leadworker.	Quality of the recording and ensure the equipment is operational.	Ray Fisher, Director of Revenue.	14 days.	Recorded over at the end of 14 days.	Treasurer's Office – yes Assessor' Office – no Clerk's Office – no	Security.
Streets – Roger Goodwin	The only videotape that is regularly viewed is the one at the salt storage facility. It is viewed by whichever supervisor is assigned the task.	At the salt storage site, the camera is activated by movement – usually vehicles. The tape is viewed to see who is coming in to the site and to determine if they are supposed to be there. The first year we had several hundred tons of salt stolen from the site. None has been stolen since the camera was installed. The other cameras are used largely for 2 reasons: to allow staff to monitor activities going on in or around facilities for safety or security purposes or to serve as a deterrent to site visitors from unacceptable activities.	No one.	They are not kept.	They are used over and over. When a tape is replaced, the old one goes in the trash.	Yes and no.	We informed all of our west side employees by employee meeting when the security camera was installed at the salt barn. All of the Transfer Site employees are aware of those cameras because they all use and maintain them. We do not inform new employees at the Sycamore facility, but the cameras are not a secret, either.
Traffic Engineering – David Dryer	Engineering staff view the tapes from the traffic cameras. Manager(s) view the tapes from the mobile camera.	Traffic camera videotape will only be used for training and routine traffic data collection. Mobile camera tape is used to catch a person responsible for shop damage.	For traffic camera routine video, anyone could request to review. For mobile camera, they are not kept.	Tapes will only be kept as long as is needed to train, etc. We do not plan to archive day after day of tapes.	Erased or tossed.	All are aware of the traffic cameras. For the mobile camera, employees were not advised that it was in use.	For the TCCs, staff were aware through staff meetings. For the mobile camera, the belief at the time was an employee may be causing the damage.

Agency/person responding	Citizens aware cameras are in use?	Explain	Plans to purchase additional cameras?	To go where?	To be used for what?	Policy?	Additional comments
Fire Department – Ed Ruckriegel			No.			No.	None.
Madison Civic Center – Rudy Lienau	No.	Not aware it's necessary.	Yes.	Throughout the Center.	Security and operational needs.	No.	None.
Madison Metro – Ann Gullickson	No.	Did not answer.	Yes.	Metro has plans to install digital cameras on 10 additional buses.	They are to replace outdated cameras used in school service with newer technology. The recorders are over 10 years old and Metro can't get replacement parts when they break down. Ten years ago, Metro had 8 cameras to rotate among the school service buses; only 2 continue to be operational.	No.	Metro would also like to expand the use of buses with cameras to regular fixed route service. The goal is to curb disruptive behavior on buses that leads to the perception that it is an unsafe environment which has a harmful effect on ridership levels. The cameras would not be 'hidden.' Metro's insurance company has also expressed interest in video surveillance to reduce fraudulent claims. Drivers have expressed concern about their personal safety and say they feel vulnerable to assault. Video systems would lead them to feel safer. Cameras could also be used to prove or disprove charges made by passengers about system equipment or employees.
Monona Terrace – Gregg Manners	Yes and no.	Depending upon the customer, MT will advise some clients who want to know about the security system and how the building and it's contents are monitored. Also, the camera locations are visible, none are hidden.	No.			No.	There is formal training that teaches how to operate the cameras, the Standard Operating Procedures, what is acceptable conduct and what is not, etc.

Agency/person responding	Citizens aware cameras are in use?	Explain	Plans to purchase additional cameras?	To go where?	To be used for what?	Policy?	Additional comments
Parks (Ice arenas) – Fritz Kroncke	Yes and no.	Security “systems” are posted – not cameras specifically. He wrote that he would add them immediately.	Yes.	Under the bleachers.	To prevent damage.	No.	None.
Parks (Warner Park) – Brad Weisinger	Yes.	A “Welcome” sign is posted under the first camera they see.	Yes.	Directly outside front door of Center.	Security of facility, customers and staff.	No.	Cameras operate 24/7.
Revenue/Treasurer – Jo Ann Terasa	No.	Security and safety issues. The City Treasurer’s Office is the depository for the City of Madison.	No.			No.	None.
Streets – Roger Goodwin	Yes and no.	At the sites that we have cameras, we have signs indicating that the facilities have security cameras. We don’t know if the citizens are aware of the cameras. It doesn’t come up in conversation.	We would like to have more security cameras at our drop off sites to discourage illegal dumping. It would also be nice to have cameras at some of our oil drop off sites for the same reason.			No.	None.
Traffic Engineering – David Dryer	No.	Because if citizens were informed, it is likely that the person causing the damage would have been informed.	No plans for purchasing security cameras. May purchase additional traffic condition cameras in the future.	Traffic cameras would be located at streets and intersections that have yet to be determined.	Same as our other traffic condition cameras, to provide data for staff and the public.	We are in the process of developing with WisDOT, Dane County 9-1-1 this use policy.	This survey does not readily grasp the use of traffic cameras. These cameras are not security related and unlike security cameras, we welcome and encourage the public’s use of the cameras images. The long-term plan is that video feeds from our cameras will be broadcast via MCC-12 and the other local electronic media. We also plan to provide streaming video to a publicly accessible website. The camera use should provide significant benefit to the public.