

SURVEY ON SECURITY CAMERA USE BY CITY OF MADISON AGENCIES

Agency _____

Prepared by _____ **Date** _____

1. Does your agency have any security cameras?

_____ Yes

_____ No (skip to question #10.)

2. How many security cameras in fixed locations does your agency have? _____

Where are the cameras installed? Please be specific, including whether they are inside or outside. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)

For what purpose were these cameras purchased?

3. How many mobile security cameras does your agency have? _____

Where are the cameras used? Please be specific. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)

For what purpose were these cameras purchased?

4. Where are the videotapes stored?

5. Who views the videotapes?

For what reason?

Other than the person(s) authorized to view the videotapes, who has access to them?

6. How long are the videotapes kept?

How are the videotapes disposed of at the end of this time?

7. Have the employees in your agency been notified that security cameras are in use?

_____ Yes

_____ No

If you answered "yes," please indicate how your agency informs employees that security cameras are in use.

If you answered "no," please explain why employees aren't informed of the use of security cameras.

8. Are citizens who come into your offices aware that security cameras are in use by your agency?

_____ Yes

_____ No

If you answered "yes," please indicate how your agency informs citizens that security cameras are in use.

If you answered "no," please explain why citizens aren't informed of the use of security cameras.

9. Does your agency have plans to purchase any additional security cameras?

_____ Yes

_____ No

If you answered "yes," where will these additional security cameras be located?

For what purpose will these additional security cameras be used?

10. If your agency does not currently have security cameras, are you considering purchasing one or more?

_____ Yes

_____ No

If you answered "yes," for what purpose would they be used?

11. Does your agency have a formal policy in place that guides the use of security cameras?

_____ Yes

_____ No

If you answered "yes," please attach a copy of your agency's policy.

Thank you for your assistance.

Please return the completed survey by email or interdepartmental mail no later than Friday, November 7, 2003, to:

**Debbie Fields
Common Council Office
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266-4071
dfields@cityofmadison.com**