



City of Madison, Wisconsin

Building Inspection

Annual Surveillance Technology Report

2024

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Introduction

Summary

No changes from previous year. No surveillance technology used.

Ordinance Requirements

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

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

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
None			

Usage of Surveillance Technology

Surveillance Data Usage

n/a

Sharing Data with Other Entities

n/a

Safeguarding Individual Information

n/a

Complaints or Concerns

n/a

Appendix A: Supporting Policies

n/a



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

Annual Surveillance Technology Report

2024

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Introduction

Summary

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

Ordinance Requirements

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 - 1. An inventory of current Surveillance Technology and the applicable policies;*
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 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.**
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

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

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

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

City Assessor

Annual Surveillance Technology Report

2024

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Introduction

Summary

No changes from previous year. No surveillance technology used.

Ordinance Requirements

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

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 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.**
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
None			

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

Office of City Attorney

Annual Surveillance Technology Report

2024

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Introduction

Summary

The Office of City Attorney does not use any surveillance technology.

Ordinance Requirements

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

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

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
N/A	N/A	N/A	N/A

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A



City of Madison, Wisconsin

Department of Civil Rights

Annual Surveillance Technology Report

2024

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Introduction

Summary

DCR does not have any surveillance technology installed in our office space. DCR is located on the 5th floor of the City County Building in room 523. There are two points of entry and exit. The main entrance where our reception is located is the primary point of entry/exit used by members of the public, and City staff. The second point of entry/exit, located at the back of the office is staff use only.

Ordinance Requirements

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 - 1. An inventory of current Surveillance Technology and the applicable policies;*
 - 2. How the Department has used the data collected by its Surveillance Technology;*
 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
N/A	N/A	N/A	N/A

Usage of Surveillance Technology

Surveillance Data Usage

Not Applicable

Sharing Data with Other Entities

Not Applicable

Safeguarding Individual Information

Not Applicable

Complaints or Concerns

Not Applicable

Appendix A: Supporting Policies

Not Applicable



City of Madison, Wisconsin

City Clerk's Office

Annual Surveillance Technology Report

2024

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Introduction to the Surveillance Technology Report Template

Pursuant to MGO 23.63(5), each City department must conduct an annual review of its use of Surveillance Technology and submit a report to the Common Council via resolution. This template is intended to assist departments with completing the annual report requirement.

This Surveillance Technology Report template contains brief instructions and examples for completing the annual report.

Template style conventions are as follows:

Style	Convention
Normal text	Indicates placeholder text that can be used for any report.
[Instructional text in brackets]	[Indicates text that is to be replaced/edited/deleted by the user]
<i>Example text in italics</i>	<i>Indicates text that might be replaced/edited/deleted by the user</i>

As you complete the template, please remember to delete all instructional text (**including this section**) and update the following items, as applicable:

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Introduction

Summary

Clerk's Office has no surveillance.

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.*
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 - 3. How any Surveillance Data is being shared with other entities;*
 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.**
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
[Insert common name for the item]	[Insert description of the item including its purpose]	[Insert building location or "mobile" if applicable]	[Insert surveillance technology type]

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A



City of Madison, Wisconsin

Common Council

Annual Surveillance Technology Report

2024

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Introduction

Summary

No changes to surveillance technology have been made by the Common Council over the 2023 calendar year. The Council 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:
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 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.**
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
N/A	N/A	N/A	N/A

*The Common Council 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 does not utilize surveillance technology.

Appendix A: Supporting Policies

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



City of Madison, Wisconsin
DPCED/CDD/Madison Senior Center
Annual Surveillance Technology Report
2024

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Introduction

Summary

No changes to technology have been made since 2013. Since 2013, the Madison Senior Center located at 330 West Mifflin Street has had 13 video cameras installed on the interior and exterior of the facility for security purposes. There are cameras installed at all main entrances/exits. Facial recognition is expected from these vantage points. Other cameras point to general communal areas and exterior courtyard and drive areas in order to oversee general behaviors. Camera video is accessed through the City network using exacqVision software.

Ordinance Requirements

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

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
- (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:
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 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.**
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
Axis M3204 (8 total)	Indoor 1 MP Color Camera, no audio	<ul style="list-style-type: none"> •Main Entrance/Exit •Vestibule Entrance/Exit •Dining Area •Lounge Area •Front Desk Area •2nd FI Elevator Entrance •2nd FI Front Hallway •2nd FI Back Hallway 	Camera
Axis P3364-VE (5 total)	Outdoor Color Camera, no audio	<ul style="list-style-type: none"> •Exterior Driveway •Exterior Main Entrance •Mid Courtyard •(2) Exterior Courtyard/ Entrance/Exit Areas 	Camera
Tyco exacqVision	Video surveillance software installed by City IT	City Network	Software

Usage of Surveillance Technology

Surveillance Data Usage

Video surveillance is for the purpose of security at the Madison Senior Center. In 2022, security entailed: 1) Live surveying by the Senior Center & Senior Services Manager and/or Office Manager during business hours to ensure safety of attendees; and 2) Replaying footage for the purpose of researching complaints of thievery, misconduct or behavioral problems, or property damage. Video data is automatically retained on the City network for approximately 2 weeks. Cameras can be remotely accessed through the City network using exacqVision software.

Sharing Data with Other Entities

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

Safeguarding Individual Information

To ensure privacy, only two administrative staff have access to Madison Senior Center's video surveillance system – the Community Resources Manager and the Facility Operations Supervisor. In the event footage needs to be exported and saved, the footage will be stored either 1) on an external drive and locked in the MSC safe which the two formally named staff only have access, or 2) on the City network's U drive where only the staff person who saved it has access. It will be saved for the appropriate time limit until it can be purged.

Public awareness notices are printing in the monthly newsletter and on signs located at the front desk. They state: *Public spaces (interior and exterior) at the Madison Senior Center are monitored by staff on video security cameras; participants and visitors may be recorded.*

Complaints or Concerns

No complaints or concerns in 2023.

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 Facility Operations Supervisor and Facility Operations Associate during business hours to ensure safety of participants and guests. 2) replaying footage for the purpose of researching complaints of thievery; misconduct or behavioral problems; property damage.

Level of detail and recording area

There are cameras installed at all main entrances/exits. Facial recognition is expected from these points. Other cameras are pointing to general communal areas and exterior courtyard and drive areas in order to oversee general behaviors. Cameras do not have audio. Software used to view video is Tyco Security Products' "exacqVision" installed by City IT.

Provided notification(s) to participants

There are public notices at two locations at the front desk where participants sign-in. These notices state the following: "**Public spaces (interior and exterior) at the Madison Senior Center are monitored by staff on video security cameras; participants and visitors may be recorded.**" This same statement is also found in the Senior Center's monthly newsletter – The Messenger.

Location of cameras

All 13 cameras are located on Madison Senior Center property. Locations are:

Exterior (5 cameras):

1) Courtyard leading to grocery store and facility exit, 2) Mid-courtyard, 3) Courtyard leading to apartments and rear facility entrance/exit, 4) Main entrance/exit, 5) Driveway

Interior Main Floor (5 cameras):

6) Lounge, 7) Dining, 8) Front desk, 9) Main entrance/exit, 10) Rear vestibule entrance/exit

Interior 2nd 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 Community Resources Manager and Facility Operations Supervisor are allowed viewing access. Records may also be shared with authorized individuals directly involved in investigating an incident.

Plan on training regarding the use, retention and storage

No official training on software usage. Online guide will be used if necessary. City IT retains and stores video for 14 days. If footage needs to be exported off the server and saved, it will be stored on an external drive in a locked safe, or on the City Network's U drive where it cannot be accessed by other staff, until it can be purged.

Those allowed to export any needed footage.

Community Resources Manager and Facility Operations Supervisor



City of Madison, Wisconsin
Employee Assistance Program
Annual Surveillance Technology Report
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Introduction

Summary

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 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.**
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
<i>Main Entrance Camera</i>	<i>A fixed-dome camera is located near the main entrance into the lobby of our facility. It captures visitors and staff that enter the main entrance doors.</i>	<i>City-County Building</i>	<i>Fixed-dome camera</i>

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A



City of Madison, Wisconsin
Economic Development Division
Annual Surveillance Technology Report
2024

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Introduction to the Surveillance Technology Report Template

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Introduction

Summary

No changes; we do not use surveillance technology.

Ordinance Requirements

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 - 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
[Insert common name for the item]	[Insert description of the item including its purpose]	[Insert building location or "mobile" if applicable]	[Insert surveillance technology type]

Usage of Surveillance Technology

Surveillance Data Usage

N/A; we do not use Surveillance Technology.

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A



City of Madison, Wisconsin

Engineering Division

Annual Surveillance Technology Report

2024

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Introduction

Summary

In 2023, no changes were made to surveillance technology policies or inventory used by Engineering. No complaints were received.

Ordinance Requirements

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

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 - 4. How well Surveillance Data management protocols are safeguarding individual information; and*
 - 5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.**
- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
2 Building Cameras	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – Rear Entrance Driveways	PTZ camera
1 Building Camera	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – Building Inspection Counter	PTZ camera
4 Building Cameras	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – First Floor Entrance Lobbies	PTZ camera
2 Building Cameras	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – CDA Housing Interview Room Hallway	PTZ camera
1 Building Camera	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – CDA Housing Department Lobby	PTZ camera
2 Building Camera	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – Second Floor Stairwells	PTZ camera
1 Building Camera	A PTZ camera is installed to record motion events in the area of the building indicated.	Madison Municipal Building – Second Floor Meeting Room Hallway	PTZ camera

Usage of Surveillance Technology

Surveillance Data Usage

In 2023, City Engineering used the data collected by these IPC cameras for the following legitimate safety and security purposes:

- Ensuring normal and secure operation of the facility for public events and meetings.
- Ensuring proper use of parking spaces and clear access of two building driveways.

Sharing Data with Other Entities

No MMB camera data was shared with other entities in 2023.

Safeguarding Individual Information

Access to cameras is restricted to the Deputy City Engineer - Facilities 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. In order to store video clips from these cameras, Engineering must request assistance from City IT, who can download as requested and send to Engineering Facilities.

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

Complaints or Concerns

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

Appendix A: Supporting Policies

Madison Municipal Building

Camera Surveillance Technology Departmental Policy

Revised July 10, 2023

Jim Wolfe, 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 City Engineer - Facilities 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 City Engineer - Facilities 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 City Engineer - Facilities 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 City Engineer - Facilities 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 City Engineer - Facilities, 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.

City IT automatically overwrites video stored 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 any 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.

In order to store video clips from these cameras, Engineering must request assistance from City IT, who can download as requested and send to Engineering Facilities.

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. Madison Police Department has relevant permissions to download and save video clips without Engineering's involvement.

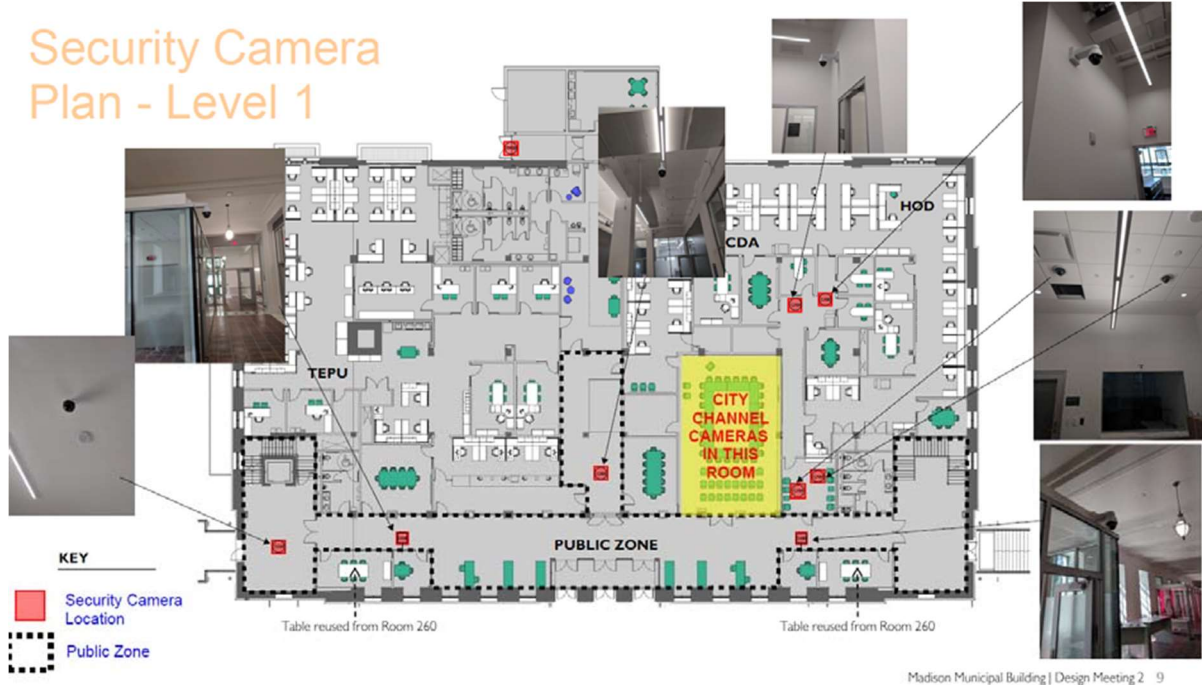
In the case of a valid request for these files that does not involve the Madison Police Department, all requests to save files will be first approved by either the Deputy City Engineer - Facilities or the City Engineer. Engineering will then work with City IT to save and obtain the appropriate files. 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

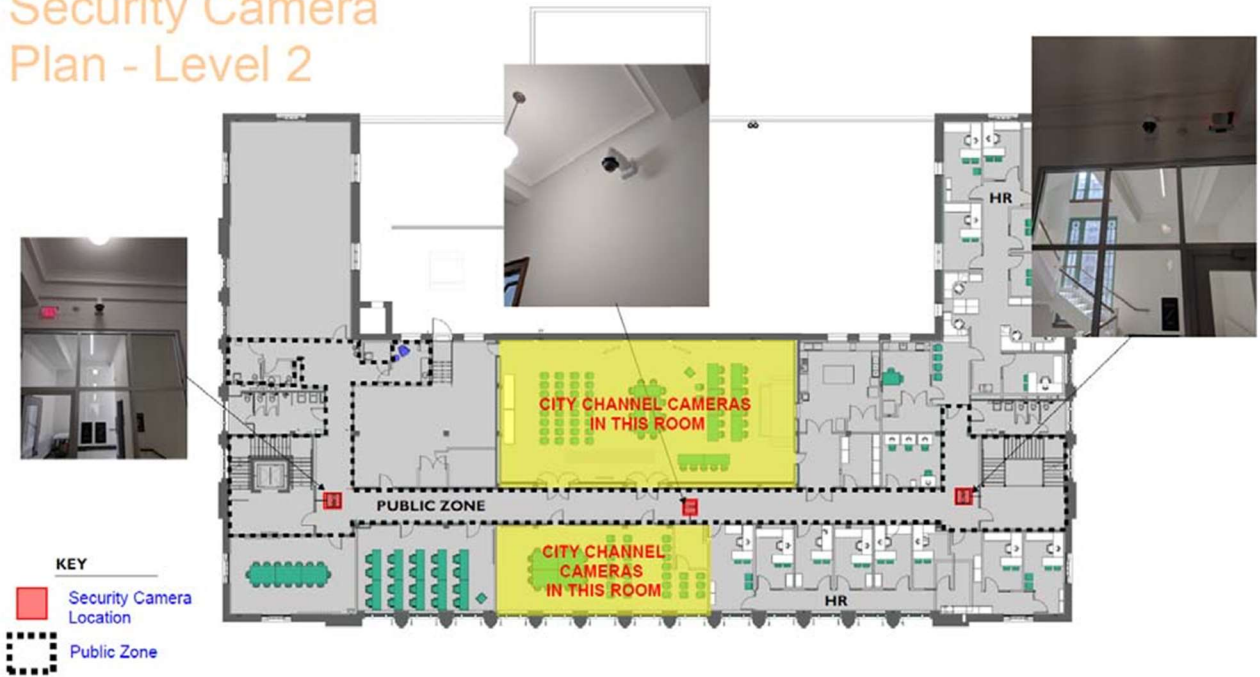


Madison Municipal Building | Design Meeting 2 8

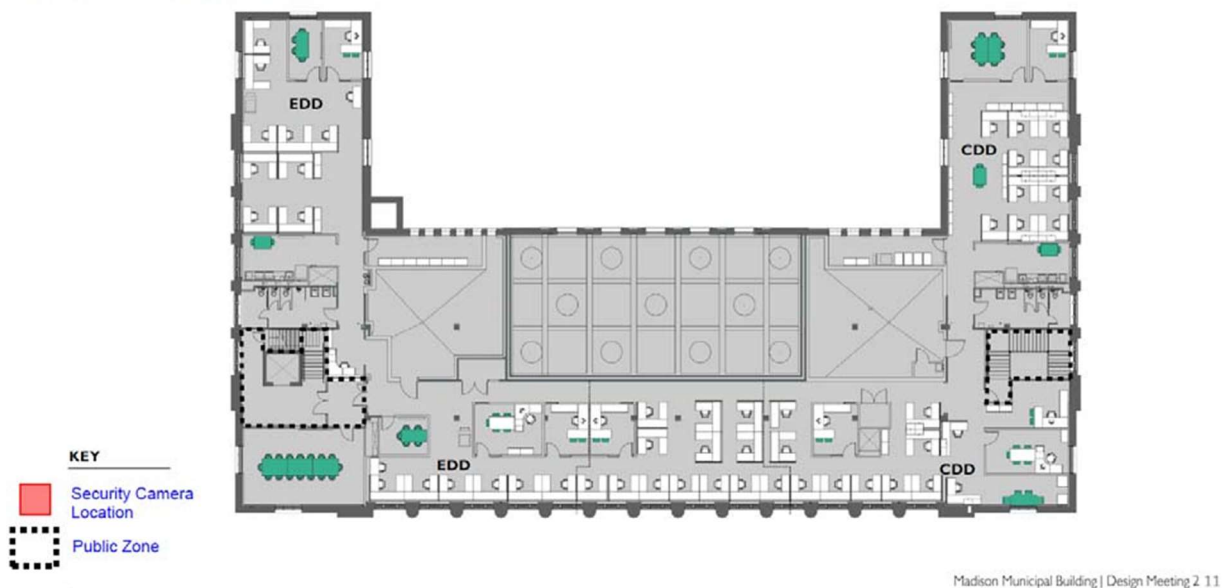
Security Camera Plan - Level 1



Security Camera Plan - Level 2



Security Camera Plan - Level 3





**City of Madison, Wisconsin
Finance Department**

Annual Surveillance Technology Report

2024

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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 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
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. This office was not occupied in 2023 due to construction/remodeling.	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

Fleet Division

Annual Surveillance Technology Report

2024

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Introduction

Summary

No changes have been made to the Fleet Division 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:

Reviewed Item	Description	Location	Type
Nakoosa Main 1	Exterior camera monitoring the patio area at the main entrance of the Nakoosa Trail Fleet Facility	Nakoosa Trail	Camera
Nakoosa Main 2	Exterior camera monitoring the main entrance of the Nakoosa Trail Fleet Facility	Nakoosa Trail	Camera
Nakoosa Main 3	Exterior camera monitoring the patio area at the main entrance of the Nakoosa Trail Fleet Facility	Nakoosa Trail	Camera
Nakoosa Main 4	Exterior camera monitoring the patio area and front drive at the main entrance of the Nakoosa Trail Fleet Facility	Nakoosa Trail	Camera
Comm North 2	Exterior camera monitoring the north side and parking lot of the Communications section of the facility	Nakoosa Trail	Camera
Comm North 3	Exterior camera monitoring the north side and parking lot of the Communications section of the facility	Nakoosa Trail	Camera
Comm North 4	Exterior camera monitoring the north side entrance and parking lot of the Communications section of the facility	Nakoosa Trail	Camera
East Service Drive 3	Exterior camera monitoring the driveway along the east side of the facility and Nakoosa Trail gated entrance	Nakoosa Trail	Camera
East Service Drive 4	Exterior camera monitoring the driveway along the east side of the facility	Nakoosa Trail	Camera

City of Madison 2024 Surveillance Technology Report (Fleet)

Reviewed Item	Description	Location	Type
Nakoosa Main Entrance	Interior camera monitoring the entryway and reception area at the Visitor Entrance of the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Nakoosa Main Entrance Quad View	Interior camera monitoring the entryway and reception area at the Visitor Entrance of the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Comm Customer Hall	Interior camera monitoring the entrance and open office area of the Communications Shop in the Nakoosa Trail facility	Nakoosa Trail	Camera
North Service Drive 1	Exterior camera monitoring the North service drive of the Nakoosa Trail facility	Nakoosa Trail	Camera
North Service Drive 2	Exterior camera monitoring the North service drive of the Nakoosa Trail facility	Nakoosa Trail	Camera
North Service Drive East	Exterior camera monitoring the North service drive of the Nakoosa Trail facility	Nakoosa Trail	Camera
North Service Drive West	Exterior camera monitoring the North service drive of the Nakoosa Trail facility	Nakoosa Trail	Camera
Comm Gate 1	Exterior camera monitoring the entrance area of the Communications Shop at the Nakoosa Trail facility	Nakoosa Trail	Camera
Comm Gate 2	Exterior camera monitoring the parking lot and Nakoosa Trail outside of the Communications Shop area at the Nakoosa Trail facility	Nakoosa Trail	Camera
Comm Gate 3	Exterior camera monitoring the gate entrance off of Nakoosa Trail	Nakoosa Trail	Camera
Comm Gate 4	Exterior camera monitoring the drive area and service bay garage doors in the Communications Shop area at the Nakoosa Trail facility	Nakoosa Trail	Camera

City of Madison 2024 Surveillance Technology Report (Fleet)

Reviewed Item	Description	Location	Type
Comm Yard 3	Exterior camera monitoring the parking lot and drive area behind the Communications Shop area at the Nakoosa Trail facility	Nakoosa Trail	Camera
Light Yard 4	Exterior camera monitoring the gated entrance, drive area, and fuel station behind the Light Duty Shop at the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Fleet Gate 1	Exterior camera monitoring the driveway and employee parking lot to the west of the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Fleet Gate 2	Exterior camera monitoring the gated entrance to the parking lot behind the Light Duty Shop at the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Fleet Gate 3	Exterior camera monitoring the fenced lawn behind the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Fleet Gate 4	Exterior camera monitoring the Nakoosa Trail Fleet facility driveway to Commercial Avenue	Nakoosa Trail	Camera
Main Driveway 1	Exterior camera monitoring the driveway between the employee parking lot at the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Main Driveway 2	Exterior camera monitoring the walled area of the parking lot behind the Light Duty Shop at the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Main Driveway 3	Exterior camera monitoring the driveway to Commercial Avenue and the employee parking lot	Nakoosa Trail	Camera
Main Driveway 4	Exterior camera monitoring the driveway and employee parking lot	Nakoosa Trail	Camera
Nakoosa Trail East (Parts Gate 1)	Exterior camera monitoring Nakoosa Trail and the driveway to the Parts gate of the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera

City of Madison 2024 Surveillance Technology Report (Fleet)

Reviewed Item	Description	Location	Type
Nakoosa Trail West (Parts Gate 2)	Exterior camera monitoring Nakoosa Trail	Nakoosa Trail	Camera
Fleet Parts Gate 3	Exterior camera monitoring the gated entrance to the Parts Delivery area of the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Fleet Parts Gate 4	Exterior camera monitoring the driveway to the Parts gate of the Nakoosa Trail Fleet facility	Nakoosa Trail	Camera
Fleet Parts Delivery 1	Exterior camera monitoring the garage door entrance to the Fleet Parts Warehouse	Nakoosa Trail	Camera
Fleet Parts Delivery 2	Exterior camera monitoring the service drive and loading zone outside the Fleet Parts Warehouse	Nakoosa Trail	Camera
Fleet Parts Delivery 3	Exterior camera monitoring the Fleet Parts Warehouse loading zone and the service drive outside the Heavy Duty Shop	Nakoosa Trail	Camera
Fleet Parts Delivery 4	Exterior camera monitoring the doorway to the Fleet Parts Warehouse and Heavy Duty Shop	Nakoosa Trail	Camera

Usage of Surveillance Technology

Surveillance Data Usage

In 2023, Fleet used the data collected by these IPC cameras for the following legitimate safety and security purposes:

- Ensuring normal and secure operation of the facility
- To investigate an employee complaint

Sharing Data with Other Entities

No camera data was shared with entities outside of Fleet in 2023. Radio Shop has additional access to cameras within their area of the building.

Safeguarding Individual Information

Access to camera recordings is restricted to the Fleet Superintendent, Fleet Operations Manager, and Fleet Chief of Staff, the latter two with the permission of the Fleet Superintendent. Live viewing is restricted to the two Fleet Forepersons.

Fleet does not store camera data except in rare situations when a specific event in the building is under 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.

Complaints or Concerns

Fleet has not received any complaints or concerns about its Surveillance Technology use in 2023.

Appendix A: Supporting Policies

Camera Surveillance Technology Departmental Policy

Revised 7/6/23

Mahanth Joishy, Fleet Superintendent

Location

Based at (1) 4151 Nakoosa Trail and (2) 1501 West Badger Road.

Responsible Agency

The City of Madison Fleet 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 Fleet Facilities 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 Signage

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

Five Fleet staff have access to the system. 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.

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

Policy Elements

1. Circumstances which necessitate the use of Surveillance Technology.

Legitimate purposes for IPC monitoring in Fleet facilities 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 Fleet 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.

2. Training protocols.

All Fleet staff that receive access to these IPC cameras have been or will be trained on the use of the ExacqVision software and have received 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 the Superintendent.

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

The Fleet Superintendent is responsible for account management and administration of the Surveillance Technology in partnership with City IT.

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

The Fleet Superintendent is responsible for receiving and reviewing complaints regarding the Department's use of Surveillance Technology. If Superintendent is absent the Operations Manager will be the backup.

5. 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 five Fleet staff have access to these cameras. Fleet Superintendent will review this list on an annual basis.

6. 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, Fleet 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. Fleet will also review the jobrelated need for Surveillance Technology access as part of the annual report required by APM 3-17 each year.

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

Fleet Superintendent is responsible for staff training, access and use.

8. Madison Police Department Access.

Fleet 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 Fleet Superintendent.
- Staff will contact the Madison Police Department Forensic Services Unit directly to ensure the proper segments of video are preserved for this use.

9. Retention Period.

Fleet 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, Fleet will follow the procedure laid out below.

10. Privacy.

All camera locations were carefully considered during the design process 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 the cameras do not have audio recording capability.

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

Fleet does not have the permissions to save video files from these cameras. During the investigation of a possible commission of a crime, Fleet 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 the Superintendent or Operations Manager. Fleet will then work with City IT to save and obtain the appropriate files. Staff will notify the Fleet Superintendent

(one of our Records Custodians) that we are now in possession of these files, and work with them to ensure compliance.



City of Madison, Wisconsin

Human Resources

Annual Surveillance Technology Report

2024

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Introduction

Summary

No changes

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
<i>Main Entrance Camera</i>	<i>A fixed-dome camera is located near the main entrance into the lobby of our facility. It captures visitors and staff that enter the main entrance doors.</i>	<i>City-County Building</i>	<i>Fixed-dome camera</i>

Usage of Surveillance Technology

Surveillance Data Usage

We do not use surveillance data, except Citywide surveillance data that is collected by other agencies.

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A



City of Madison, Wisconsin

Information Technology

Annual Surveillance Technology Report

2024

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Introduction to the Surveillance Technology Report Template

Pursuant to MGO 23.63(5), each City department must conduct an annual review of its use of Surveillance Technology and submit a report to the Common Council via resolution. This template is intended to assist departments with completing the annual report requirement.

This Surveillance Technology Report template contains brief instructions and examples for completing the annual report.

Template style conventions are as follows:

Style	Convention
Normal text	Indicates placeholder text that can be used for any report.
[Instructional text in brackets]	[Indicates text that is to be replaced/edited/deleted by the user]
<i>Example text in italics</i>	<i>Indicates text that might be replaced/edited/deleted by the user</i>

As you complete the template, please remember to delete all instructional text (**including this section**) and update the following items, as applicable:

- Title page
- Table of contents
- Headers
- Footers

Introduction

Summary

During 2023, 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
Doorbell Camera	Cameras used as part of the doorbell system so that we can see who is at the front doors.	CCB Room 525 and 501	Fixed
Help Desk Main Entrance	Cameras used as part of the doorbell system so that we can see who is at the front doors.	CCB Room 500 – Main Entrance	<i>Fixed</i>
Help Desk Back Hallway Entrance	Cameras are used as part of the doorbell system so that we can see who is at the back entrance	CCB Room 500 – Back Hallway Entrance	Fixed
Water Utility Data Center	Entrance inside data center	Water Utility Data Center	Fixed
Water Utility Data Center	Rack view	Water Utility Data Center	Fixed
CCB GA4 Storage Area	Main entrance	CCB-GA4 Storage Area – Main Entrance	Fixed
CCB GA4 Storage Area	Back entrance	CCB-GA4 Storage Area – Back Entrance	Fixed
CCB GA4 Storage Area	Storage area	CCB-GA4 Storage Area – Storage Area	Fixed
CCB GA4 Data Center	Entrance	CCB-GA4 Data Center – Entrance	Fixed
CCB GA4 Data Center	Rack view 1	CCB-GA4 Data Center – Rack View 1	Fixed

Reviewed Item	Description	Location	Type
CCB GA4 Data Center	Rack view 2	CCB-GA4 Data Center – Rack View 2	Fixed

Usage of Surveillance Technology

Surveillance Data Usage

The Help Desk, Data Center and GA2 video is used ONLY for review of incidents that may occur in those areas such as damage, theft or unauthorized access. The doorbell devices in Helpdesk area and 525 suite are used to identify customers for entrance to each area that may not have authorized access from the City's card access system.

Sharing Data with Other Entities

Data is not shared with entities except for use as a part of an investigation. This investigation could be initiated by IT or the Madison Police Department in the event of damage, theft or unauthorized access to facilities.

Safeguarding Individual Information

IT is not collecting any individual information with our camera usage. These cameras are solely used for monitoring incidents and identifying when customers are requesting access to an area.

Complaints or Concerns

IT has not received any complaints or concerns related to its usage of surveillance technology.

Appendix A: Supporting Policies

There are no IT-specific surveillance technology support policies at this time.



City of Madison, Wisconsin

Madison Public Library

Annual Surveillance Technology Report

2024

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Introduction

Summary

In accordance with Memorandum No. 3-17 Page 3 and Madison, Wisconsin - Code of Ordinances - CHAPTER 23 - OFFENSES AGAINST PUBLIC POLICY -23.63 - USE OF SURVEILLANCE TECHNOLOGY. Madison Public Library added 3 local cameras at our Hawthorne Library under the "exigent situation". Once the moratorium on adding new cameras is lifted, City IT will help us install city-managed cameras.

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	Fixed cameras at certain Library locations	Central Library, 201 W. Mifflin St., 53703 Pinney Library, 516 Cottage Grove Rd., 53716 Meadowridge Library, 5726 Raymond Rd., 53711 Goodman South Madison Library, 2222 S. Park St., 53713	PTZ Cameras of varied resolution
Security Cameras	Fixed cameras – Entrance/Exit	Hawthorne Library, 2707 E Washington Ave, Madison, WI 53704	Closed Circuit MPL IT access only

Usage of Surveillance Technology

Surveillance Data Usage

The Library uses screen shots from video to later identify subjects who may have violated the Library's Behavior Policy.

Sharing Data with Other Entities

The Library only shares data internally with authorized staff. Authorized Library staff may share data with law enforcement officials when required in accordance with Wisconsin State Statute 43.30 governing library records: <https://docs.legis.wisconsin.gov/statutes/statutes/43/30>.

Safeguarding Individual Information

Data can only be accessed by authorized Library account holders.

Complaints or Concerns

There have been no complaints registered against the Library's use of this data.

Appendix A: Supporting Policies

Employee Security Camera Training Acknowledgement

I _____ received security camera training on _____.

Name Date

I also acknowledge that with the responsibility of being granted access to MPL's security cameras I will adhere to the following policies:

- A supervisor must be notified and provide approval before accessing footage.
- Cameras are only to be used to supplement incident reports or in the event of an appropriate police request.
- Sharing images or video outside of MPL's incident reports or police requests is strictly prohibited
- Cameras are not to be moved or adjusted
- Employees cannot share security credentials for others to log in with.

_____ Signature/ Date



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

Annual Surveillance Technology Report

2024

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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 dome security camera	Camera to allow staff to see who is entering	Suite 403 - near front desk	camera

Usage of Surveillance Technology

Surveillance Data Usage

The camera near the front desk of 403 is for security. It allows other staff to see who is entering and if front desk staff need assistance.

Sharing Data with Other Entities

Our understanding is that this camera does not record and is just used for live situations, should the need arise.

Safeguarding Individual Information

Because no video is recorded, no individual information is retained or at-risk

Complaints or Concerns

Appendix A: Supporting Policies

No supporting policies.



2024 Annual Surveillance Technology Report

City of Madison, Wisconsin



metro transit



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Introduction

Summary

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

Ordinance Requirements

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

- (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

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

- (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*



Surveillance Technologies

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

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



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



ME1101 Hallway E	Interior fixed camera using Exacqvision	1101 Common Area Hall	Camera
ME1101 Engine Shop A	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Engine Shop B	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Shop 01	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Shop 02	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Seat Shop	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Meter Room	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Bus Storage	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Wash Bay Exits	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Vault 1	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Vault 2	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Cash Room	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Overhead Doors A	Exterior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Overhead Doors B	Exterior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Overhead Doors C	Exterior fixed camera using Exacqvision	1101 Service Lane	Camera
MT1101 Dispatch A	Audio using Exacqvision	1101 Dispatch	Microphone
MT1101 Mechroom	Audio using Exacqvision	1101 Mechanic Break Room	Microphone
MT1101 EmpEntrance	Audio using Exacqvision	Currently down due to renovation	Microphone
MT1101 BusStorage J	Audio using Exacqvision	1101 Garage	Microphone
ME Metro Storage	Interior fixed camera using Exacqvision	1 S. Ingersoll Garage	Camera
ME Cash Room New	Interior fixed camera using Exacqvision	Cash Room	Camera
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 1245 West Reception B	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 West Reception A	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 West Hallway A	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 West Hallway B	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 CSC Overview	Interior fixed camera using Exacqvision	1245 Customer Service Call Center	Camera
ME 1245 Finance Hall	Interior fixed camera using Exacqvision	1245 Hallway near Finance department	Camera
ME 1245 West Downstairs	Interior fixed camera using Exacqvision	1245 lower level near vending machine	Camera
ME 1245 East Hallway A	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 East Hallway B	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 Lost and Found A	Interior fixed camera using Exacqvision	1245 Lost and Found Room	Camera
ME 1245 Lost and Found B	Interior fixed camera using Exacqvision	1245 Lost and Found Room	Camera
ME 1245 Reception C	Interior fixed camera using Exacqvision	1245 Reception Window	Camera



ME 1245 Reception D	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 East Mens Rm Exit	Interior fixed camera using Exacqvision	1245 Exit Hall near mens room	Camera
ME 1245 Reception A	Fixed audio using Exacqvision	1245 Reception Window	Microphone
ME 3829 Hanson West Exterior	Exterior fixed camera using Exacqvision	Exterior West side of building	Camera
ME 3829 Hanson 180 Interior	Interior fixed camera using Exacqvision	Building and Grounds shop	Camera
ME 3829 Hanson NW Exterior	Exterior fixed camera using Exacqvision	Exterior NW side of building	Camera
ME 3829 Hanson SE Exterior	Exterior fixed camera using Exacqvision	Exterior SE side of building	Camera
ME 3829 Hanson NE Exterior	Exterior fixed camera using Exacqvision	Exterior NE side of building	Camera
ME 3901 Hanson W Exterior	Exterior fixed camera using Exacqvision	Exterior West side of building	Camera
ME 3901 Hanson SE Exterior	Exterior fixed camera using Exacqvision	Exterior SE side of building	Camera
ME 3901 Hanson NE Exterior	Exterior fixed camera using Exacqvision	Exterior NE side of building	Camera
ME 3901 Hanson 180 Interior	Interior fixed camera using Exacqvision	Interior view of future bus storage	Camera
ME 3901 Hanson NW Exterior	Exterior fixed camera using Exacqvision	Exterior NW view of building	Camera
Smart Record	Phone recording software	266-4466, 267-8760, 267-8761, 267-8781 are recorded phone lines	Software
REI R8001	Bus Video Recorder	110 buses utilize this system. Each bus has 5 fixed cameras. 4 interior, 1 exterior. Each interior camera is equipped with a microphone.	Video Recording system with cameras and audio
REI HD800	Bus Video Recorder	78 buses utilize this system. Each bus has 6 fixed cameras. 4 interior, 2 exterior. Each interior camera is equipped with a microphone.	Video recording system with cameras and audio
REI HD5-1200	Bus Video Recorder	16 buses utilize this system. Each bus has 8 fixed cameras. 4 interior and 4 exterior. Each interior camera is equipped with a microphone	Video recording system with cameras and audio
Apollo	Bus Video Recorder	33 buses utilize this system. Each bus has 11 cameras. 4 exterior and 7 interior. Each interior camera is equipped with a microphone	Video recording system with cameras and audio





Usage of Surveillance Technology

Surveillance Data Usage

Bus Video/Audio Recording Systems – Each revenue service vehicle is equipped with a digital video recorder (DVR), cameras, and microphones. The data is utilized on an as needed basis to investigate accidents, customer feedback, passenger count verification, and security incident investigation. Video and audio recordings are not reviewed or saved without merit to do so. Bus video data is overwritten unless pulled and saved.

Facility Video/Audio Recording Systems – Metro facilities are equipped with cameras both in public and non-public areas. Complete access with rights to save is only granted to a small group of employees identified in the Metro Security Camera Surveillance Policy. Frontline supervisors have rights to transfer point facility cameras with live view rights but cannot create or save clips. Facility video/audio is reviewed and/or saved only when warranted. It is utilized to resolve disputes, employee misconduct investigations, security incident investigations, and accident investigations in and around Metro facilities.

Phone Recording Systems – Metro utilizes recorded phone lines both internally and externally. The publically distributed customer service phone line is recorded as well as the operations and maintenance internal phone numbers utilized by employees. Phone calls are only reviewed or accessed when warranted to resolve disputes or to verify the correct information was provided. The customer service supervisory staff may utilize phone recordings in coaching of customer service representatives.

Sharing Data with Other Entities

Bus Video/Audio Recording Systems – Clips created from bus video systems are shared with other government entities upon request. Metro has an established method of sharing with the school district, labor union, local law enforcement agencies, city attorney’s office, work comp insurance carrier, and its vehicle insurance carrier. This insures timely investigation and conclusion of incidents and/or accidents that occur in and around buses.

Facility Video/Audio Recording Systems – Metro utilizes the same methods of sharing clips upon request from other governmental agencies and insurance partners as with bus video clips.

Phone Recording Systems – Metro would utilize the same methods of sharing phone recording clips upon request from other governmental agencies and insurance partners as with bus video clips.

***Requests for video or recordings from the general public, media, employees, outside insurance companies, government agencies that do not have an active relationship with Metro Transit, and all other video requests outside of established sharing relationships would be vetted by the Records Custodian before release.

Safeguarding Individual Information

All surveillance records are stored and secured in established location on a video server. This server is protected by City IT network security systems.

Complaints or Concerns

Metro Transit has not directly received any complaints or concerns regarding video surveillance systems.



Appendix A: Supporting Policies

Security Camera Surveillance Policy

Objectives

The primary objective of having video surveillance is to document what transpires when events occur that threaten the safety of customers and/or employees of the transit system. The installation of cameras, with signage alerting customers and employees, has also been a deterrent to disruptive behavior and provides a sense of security to riders and employees. In the case of personal injury accidents, a video record validates the facts.

Locations

Metro Transit has security surveillance cameras at the transfer points, on buses, in the operations, maintenance, storage, and administration facilities.

- All four Transfer Points are equipped with security cameras. Images are available in real-time via wireless connection to Metro staff and to the Madison Police Department.
- On-board video and audio surveillance equipment is installed on the entire fleet of revenue service vehicles.
- Facility cameras are located in the following areas:
 - Common areas such as hallways, employee parking lot, garage exterior along E. Washington Ave., bus storage and entrances, service lane and maintenance areas, dispatch office, and breakrooms.
 - The cash-handling room where cash is counted and sorted from bus fare is also equipped with cameras.
- Cameras provide security for employees at the building entrances and other public areas. Footage is also used to resolve disputes and review incidents that may have occurred.
- There is signage in all locations providing notice that video (and audio on the buses) surveillance is present.

Downloading Images

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



Access to Images

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

Metro Transit Rules of Conduct call for police intervention, arrest and/or prosecution in situations in which an individual's actions present an imminent danger to the life or safety of him/herself or others, or to Metro property. Video evidence is particularly useful in enlisting police and prosecutorial support to enforce the policy in these emergency situations.

- Video images are used to monitor ride loads, boarding activity, and other planning purposes. The Planning Manager has access to the video records for this purpose.
- The on-board bus video is also used for training purposes. The ability to develop training videos showing our own operators handling real life situations has been an excellent training tool. Metro Driver Instructors access the on-board video record created by management. Driver Instructors are not allowed or have access to pull hard drives or review facility cameras. This type of footage is displayed to employees in training. Metro management will gain consent of known individuals shown in the footage before utilization in training groups.

Levels of Access

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



Public Records

- In consultation with the City Attorney’s office and insurance company, Metro will maintain, as a public record, images downloaded from the recorders in accordance with the video record retention policy outlined below.
- In cases where follow-up action is taken, the images will become part of the files for the incident, and be maintained in accordance with the video record retention policy outlined below.
- In cases of vehicular accidents, the images provided to our insurance company will be maintained as part of their case file in accordance with their record retention policies.
- The Assistant to the General Manager serves as the open records custodian for Metro Transit. This includes video surveillance records.
- Records are stored on a secure network server maintained by the City of Madison Information Technology Department

Record Retention Policy:

Category	Default
MPD-MetroVideo	
Transit General Mgr Requests	365 Days
Complaints	365 Days
Misc	365 Days
Pedestrians	365 Days
School School Name	365 Days
Shop Misc	365 Days
Policy/Fare Dispute Strollers	365 Days
Workers Comp	365 Days
Driver Violations	365 Days
Driver Electronic Violations	365 Days
Shop Employee Misconduct	365 Days
Office Employee Misconduct	365 Days
Accidents Fixed Route Paratransit Slip & Fall Bike or Ped Facility	4 Years
Refresher Training	4 Years
Safe Streets	4 Years

Updated January 15, 2009

Updated May 5, 2011

Updated December 17, 2012

Updated March 20, 2014

Updated June 22, 2018 – Phil Gadke – Operations General Supervisor

Updated August 26, 2020 – Phil Gadke – Operations General Supervisor



Updated June 23, 2022 – Justin Maki – Safety Coordinator
Updated June 8th, 2023—Justin Maki—Safety Coordinator
Updated June 13th, 2024—Justin Maki—Safety Coordinator



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

Annual Surveillance Technology Report

2024

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Introduction

Summary

Madison Fire did not add any new surveillance equipment during the calendar year 2023.

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	Madison Fire has several cameras on the City Enterprise camera system. The system is maintained by IT. The cameras are there to capture the front and rear of the stations and parking lots of the stations.	Cameras located at the front and rear of the stations and some at Fire Admin.	Security camera

Usage of Surveillance Technology

Surveillance Data Usage

The MFD utilizes the video camera systems at the fire stations to provide a type of security to our employees at work. It not only provides security to their safety via regarding awareness and monitoring outside of the city buildings, but also for their personal vehicles. Over the years, MFD has experienced multiple acts of theft and vandalism near and around the fire stations. This has been vital for police reports and documentation of the incidents when possible. The video camera system also aids in an attempts to learn from MFD accidents that happen at the fire station. If captured on video, the data can be used to educate our personnel to improve our driving or safety habits.

Sharing Data with Other Entities

By default, the data collected is not shared with other agencies or entities. All data is subject to request and potential release.

Safeguarding Individual Information

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

Complaints or Concerns

MFD has had no complaints or concerns with our surveillance technology in 2023. It continues to be an asset as needed for the safety and concern of the MFD and related parties.

Appendix A: Supporting Policies

None



City of Madison, Wisconsin

Monona Terrace

Annual Surveillance Technology Report

2024

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Safeguarding Individual Information	Error! Bookmark not defined.
Complaints or Concerns	Error! Bookmark not defined.
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Introduction to the Surveillance Technology Report Template

Pursuant to MGO 23.63(5), each City department must conduct an annual review of its use of Surveillance Technology and submit a report to the Common Council via resolution. This template is intended to assist departments with completing the annual report requirement.

This Surveillance Technology Report template contains brief instructions and examples for completing the annual report.

Template style conventions are as follows:

Style	Convention
Normal text	Indicates placeholder text that can be used for any report.
[Instructional text in brackets]	[Indicates text that is to be replaced/edited/deleted by the user]
<i>Example text in italics</i>	<i>Indicates text that might be replaced/edited/deleted by the user</i>

As you complete the template, please remember to delete all instructional text (**including this section**) and update the following items, as applicable:

- Title page
- Table of contents
- Headers
- Footers

Introduction

Summary

Monona Terrace uses our camera system to help ensure our customers, guests and staff have a safe environment to meet, visit and work.

Technology changes this year have only been replacement of failed cameras.

We have no changes to our current policies.

Monona Terrace has received zero complaints regarding our 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
<i>MT-Level 6 Radar</i>	<i>Radar unit located on light pole on rooftop. Detects when people cross railing</i>	<i>Monona Terrace</i>	<i>Radar</i>
<i>MT Olin Terrace External</i>	<i>A PTZ Camera mounted on a light pole on Olin Terrace. This camera captures visitors and staff near 5th floor entrance to MT</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level2 West Hallway 2</i>	<i>A fixed-dome camera located in 2W lobby. It Captures visitors and staff that visit the building.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 6 West Roof</i>	<i>A PTZ Camera located on the "West Drum" It Captures visitors and staff that use the rooftop.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>

City of Madison 2024 Surveillance Technology Report Monona Terrace

<p><i>MT Level 6 Rooftop CTR PTZ</i></p>	<p><i>A PTZ Camera located on a light pole. It Captures visitors and staff that use the rooftop.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>PTZ Camera</i></p>
<p><i>MT Level 6 Rooftop CTR 360 D</i></p>	<p><i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 6 West Roof" It captures visitors and staff the visit the rooftop</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 6 Rooftop CTR 360 C</i></p>	<p><i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 6 West Roof" It captures visitors and staff the visit the rooftop</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 6 Rooftop CTR 360 B</i></p>	<p><i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 6 West Roof" It captures visitors and staff the visit the rooftop</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>

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<p><i>MT Level 6 Rooftop CTR 360 A</i></p>	<p><i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 6 West Roof" It captures visitors and staff the visit the rooftop</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 6 Rooftop Center West</i></p>	<p><i>A PTZ Camera located on a light pole. It Captures visitors and staff that use the rooftop.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>PTZ Camera</i></p>
<p><i>MT Level 6 Rooftop Center Lake</i></p>	<p><i>A PTZ Camera located on a light pole. It Captures visitors and staff that use the rooftop.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>PTZ Camera</i></p>
<p><i>MT Level 6 Rooftop Center East</i></p>	<p><i>A PTZ Camera located on a light pole. It Captures visitors and staff that use the rooftop.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>PTZ Camera</i></p>
<p><i>MT Level 6 Exterior elevator</i></p>	<p><i>A Fixed camera in a call box. It captures visitors and staff that use the rooftop</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>

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<i>MT Level 6 Elevator</i>	<i>A fixed dome camera located near rooftop passenger elevator. It captures staff and visitors who access the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 6 East Roof</i>	<i>A PTZ Camera located on a light pole. It Captures visitors and staff that use the rooftop.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 6 East Freight Elevator</i>	<i>A fixed dome camera located near freight elevators. It captures staff and vendors who access the rooftop</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 5 West Roof Ramp</i>	<i>A fixed dome camera located on exterior wall. It captures East roof Ramp and bicycle elevator traffic.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 5 Skywalk</i>	<i>A fixed dome camera located on Hotel end of Sky Walk. It captures visitors and staff that use the Sky Walk.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<p><i>MT Level 5 Sky Walk Elevator B</i></p>	<p><i>A fixed dome camera located in the Sky Walk Lobby. It captures visitors and staff using stairs, elevator, Sky Walk.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 5 Sky Walk Elevator A</i></p>	<p><i>A fixed dome camera located in the Sky Walk Lobby. It captures visitors and staff using stairs, elevator, Sky Walk.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 5 Main Ent. West</i></p>	<p><i>A fixed dome camera located in 5th floor main entrance. It captures visitors and staff using this entrance.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 5 Main Ent. East</i></p>	<p><i>A fixed dome camera located in 5th floor main entrance. It captures visitors and staff using this entrance.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 5 East Roof Ramp</i></p>	<p><i>A fixed dome camera located on exterior wall. It captures west roof Ramp.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>

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<i>MT Level 4 West Vending</i>	<i>A fixed dome camera located on 4th floor vending area. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 West Lecture Hallway</i>	<i>A fixed dome camera located on 4th lobby outside Lecture Hall and Meeting Rooms. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 West</i>	<i>A PTZ camera located on 4th floor West. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Spare Input</i>	<i>Spare input - No Camera or audio.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 spare input</i>	<i>Spare input - No Camera or audio.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 North Catering 2</i>	<i>A fixed dome camera located on 4th floor East catering area. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 4 North Catering 1</i>	<i>A fixed dome camera located on 4th floor East catering area. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room R</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room Q</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room P</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room O</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room N</i>	<i>A fixed dome camera located in Meeting space. It captures</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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	<i>visitors and staff using this room.</i>		
<i>MT Level 4 Meeting Room M</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room L</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Meeting Room K</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Main Ent. West</i>	<i>A fixed dome camera located in North Hallway. It captures visitors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Main Ent. East</i>	<i>A fixed dome camera located in North Hallway. It captures visitors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 4 Lecture Hall B</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Lecture Hall A</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Hol MTG Hallway</i>	<i>A fixed dome camera located in North Hallway. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Hall of Ideas J</i>	<i>A fixed dome camera located in North Hallway. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Hall of Ideas I</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Hall of Ideas H</i>	<i>A fixed dome camera located in Meeting space. It captures</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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	<i>visitors and staff using this room.</i>		
<i>MT Level 4 Hall of Ideas G</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Hall of Ideas F</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Hall of Ideas E PTZ</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Hall of Ideas E</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Grand View</i>	<i>A fixed dome camera located in Grand Terrace. It captures visitors and staff using public space.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 4 Grand Terrace West</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Grand Terrace East</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Grand Terrace</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Giftshop 4</i>	<i>A fixed dome camera located in Gift Shop. It captures visitors and staff in the shop.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Giftshop 3</i>	<i>A fixed dome camera located in Gift Shop. It captures visitors and staff in the shop.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Giftshop 2</i>	<i>A fixed dome camera located in Gift Shop. It captures visitors and staff in the shop.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 4 Giftshop 1</i>	<i>A fixed dome camera located in Gift Shop. It captures visitors and staff in the shop.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 East State Stairs</i>	<i>A fixed dome camera located on wall in stairwell. It captures visitors and staff in the stairwell</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 East Entrance/Elevator</i>	<i>A fixed dome camera located in level 4 elevator lobby. It captures visitors and staff entering the building.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 East</i>	<i>A PTZ camera located on 4th floor East. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Drive West Entrance</i>	<i>A fixed dome camera located outside in soffit. It captures visitors and staff on sidewalk and drive through.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Drive West</i>	<i>A fixed dome camera located outside in soffit. It captures visitors and</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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	<i>staff on sidewalk and drive through.</i>		
<i>MT Level 4 Drive Thru</i>	<i>A PTZ camera located outside main entrance level 4. It captures visitors and staff using drive through.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Drive East</i>	<i>A fixed dome camera located outside in soffit. It captures visitors and staff on sidewalk and drive through.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ctr West Hallway</i>	<i>A fixed dome camera located near main entrance. It captures visitors and staff using the North Hallway.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ctr East Hallway</i>	<i>A fixed dome camera located near main entrance. It captures visitors and staff using the North Hallway.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Catering North Doors</i>	<i>A fixed dome camera located on 4th floor East catering area. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 4 Catering Elevators</i>	<i>A fixed dome camera located on 4th floor East catering area. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Cap Prom</i>	<i>A fixed dome camera located on wall behind elevator. It captures visitors and guests in the capital Promenade.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Bike Elevator</i>	<i>A fixed dome camera located in soffit. It captures visitors and staff using bike elevator, sidewalk and parking.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ballroom D PTZ</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Ballroom D</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ballroom C West</i>	<i>A fixed dome camera located in Meeting space. It captures</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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	<i>visitors and staff using this room.</i>		
<i>MT Level 4 Ballroom C</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ballroom B West</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ballroom B</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 4 Ballroom A PTZ</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 4 Ballroom A</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 3 West Hallway Strg B</i>	<i>A fixed camera located in storage hallway. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 West Hallway Strg A</i>	<i>A fixed camera located in storage hallway. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 West Hallway Gallery</i>	<i>A fixed dome camera mounted to ceiling. It captures visitors and staff in gallery.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 Parking Ramp West Right</i>	<i>A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 Parking Ramp West Left</i>	<i>A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<p><i>MT Level 3 Parking Ramp West Center</i></p>	<p><i>A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 3 Parking Ramp East Right</i></p>	<p><i>A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 3 Parking Ramp East Left</i></p>	<p><i>A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 3 Parking Ramp East Center</i></p>	<p><i>A fixed dome camera. This is one of three sensors in this camera. Together it covers 180 degrees. It captures visitors and staff in the parking ramp.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>

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<i>MT Level 3 East Hallway PTZ</i>	<i>A PTZ camera located in 3rd floor storage. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 3 East Hallway D</i>	<i>A fixed camera located in storage hallway. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 East Hallway C</i>	<i>Spare input - No Camera or audio.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 3 East Hallway B</i>	<i>A fixed camera located in storage hallway. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 East Hallway A</i>	<i>A fixed camera located in storage hallway. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 CTR Entrance West</i>	<i>A fixed dome camera located in 3rd floor main entrance. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 3 CTR Entrance East</i>	<i>A fixed dome camera located in 3rd floor main entrance. It captures visitors and staff using this entrance.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 3 Comm Room</i>	<i>A fixed dome camera located on cable tray. It captures vendors and staff in the communications room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 2 West Hallway</i>	<i>A fixed dome camera mounted to ceiling. It captures visitors and staff using this hallway.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 2 East Hallway</i>	<i>A fixed dome camera mounted to ceiling. It captures visitors and staff using this hallway.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 2 East Elevators</i>	<i>A fixed dome camera mounted in ceiling tile. It captures elevators and surrounding area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 2 E Back of House</i>	<i>A fixed dome camera mounted in ceiling tile. It captures hallway leading to locker rooms.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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<i>MT Level 2 Community Terrace W</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 2 Community Terrace E</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 2 Community Terrace</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 West Lake 360 D</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock Outside PTZ" It captures visitors and staff the visit the West Dock area</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 West Lake 360 C</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock Outside PTZ" It captures visitors and</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

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	<i>staff the visit the West Dock area</i>		
<i>MT Level 1 West Lake 360 B</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock Outside PTZ" It captures visitors and staff the visit the West Dock area</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 West Lake 360 A</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock Outside PTZ" It captures visitors and staff the visit the West Dock area</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 West Dock Outside PTZ</i>	<i>A PTZ camera mounted to a concrete support. It captures visitors and staff using the West Dock.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>

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<p><i>MT Level 1 West Dock Outside 360 D</i></p>	<p><i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock 2" It captures visitors and staff the visit the rooftop</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 1 West Dock Outside 360 C</i></p>	<p><i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock 2" It captures visitors and staff the visit the rooftop</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 1 West Dock Outside 360 B</i></p>	<p><i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock 2" It captures visitors and staff the visit the rooftop</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>

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<p><i>MT Level 1 West Dock Outside 360 A</i></p>	<p><i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 West Dock 2" It captures visitors and staff the visit the rooftop</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 1 West Dock 2</i></p>	<p><i>A PTZ Camera located on light pole. It captures visitors and staff using West parking lot.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>PTZ Camera</i></p>
<p><i>MT Level 1 W Dock PTZ</i></p>	<p><i>A PTZ camera located inside West Loading Dock area. It captures vendors and staff that use this area.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>PTZ Camera</i></p>
<p><i>MT Level 1 W Dock C</i></p>	<p><i>A fixed camera located in West Dock Inside. It captures vendors and staff using this area.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 1 W Dock B</i></p>	<p><i>A fixed camera located in West Dock Inside. It captures vendors and staff using this area.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>

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<i>MT Level 1 W Dock A</i>	<i>A fixed camera located in West Dock Inside. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 Lakeside West</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 Lakeside PTZ</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 Lakeside East</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 ExHall B Wide</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 ExHall B North Wall</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

City of Madison 2024 Surveillance Technology Report Monona Terrace

<i>MT Level 1 ExHall B</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 ExHall A Temp PTZ</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 ExHall A North Wall</i>	<i>A fixed dome camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 ExHall A</i>	<i>A PTZ camera located in Meeting space. It captures visitors and staff using this room.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 East Lake PTZ</i>	<i>A PTZ camera mounted to a light pole on East Dock. It captures visitors and staff using East Dock area.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 East Lake 360 D</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Lake PTZ It captures visitors and</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

City of Madison 2024 Surveillance Technology Report Monona Terrace

	<i>staff using the East Dock area</i>		
<i>MT Level 1 East Lake 360 C</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Lake PTZ It captures visitors and staff using the East Dock area</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 East Lake 360 B</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Lake PTZ It captures visitors and staff using the East Dock area</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 East Lake 360 A</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Lake PTZ It captures visitors and staff using the East Dock area</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

City of Madison 2024 Surveillance Technology Report Monona Terrace

<p><i>MT Level 1 East Dock Outside PTZ</i></p>	<p><i>A PTZ camera mounted to a concrete support. It captures visitors and staff using the East Dock.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>PTZ Camera</i></p>
<p><i>MT Level 1 East Dock Outside 3 360 D</i></p>	<p><i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Dock Outside PTZ" It captures visitors and staff using the East Dock.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 1 East Dock Outside 3 360 C</i></p>	<p><i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Dock Outside PTZ" It captures visitors and staff using the East Dock.</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>
<p><i>MT Level 1 East Dock Outside 3 360 B</i></p>	<p><i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Dock Outside PTZ" It captures visitors and</i></p>	<p><i>Monona Terrace</i></p>	<p><i>Fixed-dome camera</i></p>

City of Madison 2024 Surveillance Technology Report Monona Terrace

	<i>staff using the East Dock.</i>		
<i>MT Level 1 East Dock Outside 3 360 A</i>	<i>A fixed camera that works with 3 other sensors to make a 360 degree image that works with "MT Level 1 East Dock Outside PTZ" It captures visitors and staff using the East Dock.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 East Dock Inside</i>	<i>A PTZ camera mounted in East Dock area. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 E. Dock Inside 3</i>	<i>A fixed camera located in East Dock Inside. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 E. Dock Inside 2</i>	<i>A fixed camera located in East Dock Inside. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

City of Madison 2024 Surveillance Technology Report Monona Terrace

<i>MT Level 1 E. Dock Inside 1</i>	<i>A fixed camera located in East Dock Inside. It captures vendors and staff using this area.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>
<i>MT Level 1 Bike Path West PTZ</i>	<i>A PTZ Camera located in soffit outside Lakeside Commons. It captures visitors and staff using bike path.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Level 1 Bike Path East PTZ</i>	<i>A PTZ Camera located in soffit outside Lakeside Commons. It captures visitors and staff using bike path.</i>	<i>Monona Terrace</i>	<i>PTZ Camera</i>
<i>MT Greeter</i>	<i>A fixed dome camera located in ceiling by main entrance on 4th floor. It captures visitors and staff interacting with the Greeter.</i>	<i>Monona Terrace</i>	<i>Fixed-dome camera</i>

Usage of Surveillance Technology

Surveillance Data Usage

The Monona Terrace camera system is used for the purposes of monitoring the safety of all individuals and property. Video data is automatically retained on the City network for approximately 2 weeks. The Command Center Operator will report any suspicious activity or behavior to the Operations Manager. MPD will be contacted for all incidents that may be criminal in nature. Incident reports are filled out for all other incidents that happen on MT property and sent to the City Risk Manager for review.

Sharing Data with Other Entities

Monona Terrace captured and shared video segments upon request from MPD in 2023.

Monona Terrace captured and shared video segments upon request from City Risk Manager in 2023.

Safeguarding Individual Information

No change from previous year.

Complaints or Concerns

No change from previous year.

Appendix A: Supporting Policies

No Change from previous year.



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

Annual Surveillance Technology Report

2024

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Introduction

Summary

During 2023, 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
Body Cameras	MPD SWAT officers use body worn cameras during authorized SWAT operations (warrant service, high risk incidents, etc.) Body worn cameras are also deployed to TEST motor officers.	Mobile	Cameras
Small Unmanned Aircraft Systems (sUAS or UAS)	Small Unmanned Aircraft Systems (sUAS or UAS) provides assistance to officers in a variety of contexts: search and rescue, crimes scene processing, major events, etc.	Mobile	Camera
SWAT Robotics	Robotics platforms that are equipped with audio and/or visual monitoring. The robotics are used to enter and observe areas during high-risk operations.	Mobile	Robotics/Camera
Covert tracking devices	Used to track the location of an individual suspect (pursuant to a valid court order) during criminal investigations. Limited personnel have access to this technology.	Mobile	Covert tracking devices
Telephone recording devices	Device used by personnel that attaches to a phone to record a conversation. Used in limited circumstances	Mobile	Audio recorder
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
Computer, cellphone and mobile device extraction tools.	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).	Stationary – MPD Facility	Extraction tools

<p>Cameras on City Enterprise Camera System</p>	<p>MPD has been assigned a number of cameras on the City Enterprise camera system. The system is maintained by IT.</p>	<p>Varies</p>	<p>Cameras</p>
<p></p>	<p></p>	<p></p>	<p></p>

Usage of Surveillance Technology

Surveillance Data Usage

In-car video systems have been utilized by MPD for over 20 years and consists of one camera that faces forward of the squad car and one internal camera facing to the back seat of the vehicle. Officers also wear a portable microphone that is connected to the system and transmits audio. It is intended to serve a variety of purposes; the most significant is to capture evidence for use in a prosecution (this can include driving behavior, field sobriety tests, etc.) In-car video is also used to help investigate citizen complaints about officer behavior and to audit officer driving habits.

The SWAT Body Worn Cameras are used during tactical operations. The data captured is used to resolve citizen complaints, provide documentation for use-of-force encounters, assist with prosecutions, assist with after action reviews, and as a training aid. During pre-planned tactical operations (like serving search warrants), specific officers are assigned to wear cameras. There are not enough cameras to assign one to each officer, so they are assigned with the goal of providing as much coverage of the operation as possible. After the incident is resolved, supervisors download the video. The cameras are also deployed when possible for spontaneous tactical incidents, but there will be a delay in their arrival at the scene (and sometimes it is not practical to deploy them).

TEST Motor Officers are also assigned Body Worn Cameras since in-car video is not available for motorcycles. The data captured during all traffic stops is used to resolve citizen complaints, provide documentation for use-of-force encounters, assist with prosecutions, and document the issuance of citations and physical arrests.

The UAS provides assistance to officers in a variety of contexts: search and rescue, crime scene processing, and major events and incidents. Officers investigating an incident where a UAS would be beneficial can request that the UAS team respond. The UAS provides real-time video which enables officers to check large open areas much more quickly than they could on foot.

MPD SWAT has several robotics platforms that are equipped with audio and/or visual monitoring. The robotics are used to enter and observe areas during high-risk tactical operations. They are intended to aid officers in searching for high-risk individuals in a safe manner.

Covert tracking devices are used in limited circumstances with a valid court order during criminal investigations to track the location of an individual crime suspect.

Telephone recording devices are attached to a telephone and record conversations. Most common use would be by members of the Crisis Negotiation Team (CNT) to record their negotiations during a tactical incident.

Covert recording devices are used during criminal investigations or internal investigations (very limited circumstances).

Data extracted by the tools used by MPD's forensic services unit is used in criminal investigations. Extractions are completed pursuant to a valid court order or with the consent from the owner of the device.

All commissioned employees are authorized to use the City Enterprise Camera System per MPD SOP. Civilian employees may be authorized by the Chief to access the system where there is a job-related need. No employee is allowed to access or utilize the system prior to receiving training in its use. Authorized employees are only permitted to access the City Enterprise Camera System for official law enforcement business, under any of the following conditions - to assist with the investigation of criminal or otherwise unlawful activity; for internal investigations as appropriate by the Chief or designee; to protect and secure MPD/City facilities; to maintain order during planned and unplanned events, for proactive review of a tactical incident, or for internal training opportunities with prior supervisory approval; to remotely monitor environmental conditions or other non-investigative circumstances necessary to perform an employee's duties (i.e., weather or traffic conditions, safety hazards, management of resources, etc.); and to preserve previously-discovered items or view/retrieve preserved evidence.

Sharing Data with Other Entities

Other agencies can request a particular video or piece of data, but no other agency (with the exception of the City Attorney's Office) has immediate access to our data server. All data is subject to request and potential release under the public records law. The City Attorney's Office can review video that has been specifically designated for them to review. Video/data is shared with the District Attorney's Office as part of the case review/prosecution process.

Safeguarding Individual Information

The MPD recognizes that while the use of video and audio surveillance technology can significantly aid MPD investigative efforts and promote greater public safety, the use of this technology must be balanced with the need to protect the privacy rights of the public and MPD employees when and where applicable. MPD SOPs require that use of surveillance technology will be consistent with any applicable City of Madison APMs and ordinances.

Complaints or Concerns

The MPD did not receive any complaints or expressed concerns in 2023 that stemmed from the use of surveillance technology. There were some instances where residents asked that the MPD staff review available recordings of camera footage to justify a complaint or concern.

Appendix A: Supporting Policies

MPD's Video and Audio Surveillance SOP:

<https://www.cityofmadison.com/police/documents/sop/VideoAudioSurveillance.pdf>

MPD's Digital Forensics SOP:

<https://www.cityofmadison.com/police/documents/sop/DigitalForensics.pdf>

MPD In-Car Video System SOP:

<https://www.cityofmadison.com/police/documents/sop/InCarVideo.pdf>

MPD SWAT Body Worn Cameras SOP:

<https://www.cityofmadison.com/police/documents/sop/SWATBodyWornCameras.pdf>

MPD Unmanned Aircraft Systems SOP:

<https://www.cityofmadison.com/police/documents/sop/UnmannedAircraftSystems.pdf>

MPD Police Motorcycles SOP:

<https://www.cityofmadison.com/police/documents/sop/PoliceMotorcycles.pdf>



City of Madison, Wisconsin

Municipal Court

Annual Surveillance Technology Report

2024

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Introduction

Summary

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
<i>Main Entrance Camera</i>	<i>A fixed-dome camera is located near the main entrance into the lobby of our facility. It captures visitors and staff that enter the main entrance doors.</i>	<i>City-County Building</i>	<i>Fixed-dome camera</i>

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A



City of Madison, Wisconsin

Parking Division

Annual Surveillance Technology Report

2024

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Introduction

Summary

The Parking Division has not made any significant changes to our video surveillance system in 2024.

Ordinance Requirements

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

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

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
	PU OC Entry Exit 1	Overture Center Garage	Video Camera
	PU OC Entry Exit 2	Overture Center Garage	Video Camera
	PU OC Entry Exit 3	Overture Center Garage	Video Camera
	PU OC Entry Exit 4	Overture Center Garage	Video Camera
	PU OC POF 1	Overture Center Garage	Video Camera
	PU OC POF 2	Overture Center Garage	Video Camera
	PU OC POF 3	Overture Center Garage	Video Camera
	PU OC POF 4	Overture Center Garage	Video Camera
	PU Frances Entry Exit 1	SSCa Frances Garage	Video Camera
	PU Frances POF 1 & 2	SSCa Frances Garage	Video Camera
	PU Frances Entry Exit 2	SSCa Frances Garage	Video Camera
	PU Frances Booth 1	SSCa Frances Garage	Video Camera
	PU Frances Booth 2	SSCa Frances Garage	Video Camera
	PU SSC Entry Exit 3	State Street Capitol Garage	Video Camera

City of Madison 2024 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU SSC Entry Exit 4	State Street Capitol Garage	Video Camera
	PU SSC Entry Exit 2	State Street Capitol Garage	Video Camera
	PU SSC Entry Exit 1	State Street Capitol Garage	Video Camera
	PU SSC POF 1	State Street Capitol Garage	Video Camera
	PU SSC Entry/Exit 5	State Street Capitol Garage	Video Camera
	PU SSC Johnson Entry	State Street Capitol Garage	Video Camera
	PU SSC Dayton	State Street Capitol Garage	Video Camera
	PU SSC POF 2	State Street Capitol Garage	Video Camera
	PU SSC Metered North 2	State Street Capitol Garage	Video Camera
	PU SSC Dayton Meter Section	State Street Capitol Garage	Video Camera
	Buckeye Gilman	Buckeye Lot	Video Camera

City of Madison 2024 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	Buckeye Gorham	Buckeye Lot	Video Camera
	PU CSN Webster Entry	Capitol Square North Garage	Video Camera
	PU CSN Permit Entry/Exit	Capitol Square North Garage	Video Camera
	PU CSN POF 1	Capitol Square North Garage	Video Camera
	PU CSN Entry/Exit 2	Capitol Square North Garage	Video Camera
	PU CSN POF 2	Capitol Square North Garage	Video Camera
	PU CSN Entry/Exit 1	Capitol Square North Garage	Video Camera
	PU CSN POF 3	Capitol Square North Garage	Video Camera
	PU SLS Bicycle Entry 1	South Livingston St. Garage	Video Camera
	PU SLS Motorcycle	South Livingston St. Garage	Video Camera
	PU SLS Entry 3	South Livingston St. Garage	Video Camera

City of Madison 2024 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU SLS Exit 3	South Livingston St. Garage	Video Camera
	PU SLS Lobby 1	South Livingston St. Garage	Video Camera
	PU SLS East Exterior	South Livingston St. Garage	Video Camera
	PU SLS Center Bay 1	South Livingston St. Garage	Video Camera
	PU SLS Ramp 1	South Livingston St. Garage	Video Camera
	PU SLS Entry Exit 2	South Livingston St. Garage	Video Camera
	PU SLS Livingston Driveway 1	South Livingston St. Garage	Video Camera
	PU SLS Entry Exit 1	South Livingston St. Garage	Video Camera
	PU SLS Elevator 1	South Livingston St. Garage	Video Camera
	PU SLS Elevator 2	South Livingston St. Garage	Video Camera
	PU SLS Plaza	South Livingston St. Garage	Video Camera

City of Madison 2024 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU SLS Lobby 2	South Livingston St. Garage	Video Camera
	PU SLS South Stair 2	South Livingston St. Garage	Video Camera
	PU SLS East Bay 2	South Livingston St. Garage	Video Camera
	PU SLS NW Bay 2	South Livingston St. Garage	Video Camera
	PU SLS Lobby 3	South Livingston St. Garage	Video Camera
	PU SLS South Stair 3	South Livingston St. Garage	Video Camera
	PU SLS East Bay 3	South Livingston St. Garage	Video Camera
	PU SLS NW Bay 3	South Livingston St. Garage	Video Camera
	PU SLS Lobby 4	South Livingston St. Garage	Video Camera
	PU SLS South Stair 4	South Livingston St. Garage	Video Camera
	PU SLS NW Bay 4	South Livingston St. Garage	Video Camera

City of Madison 2024 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU SLS Lobby 5	South Livingston St. Garage	Video Camera
	PU SLS South Stair 5	South Livingston St. Garage	Video Camera
	PU SLS Roof 3	South Livingston St. Garage	Video Camera
	PU SLS Roof 4	South Livingston St. Garage	Video Camera
	PU SLS Roof 1	South Livingston St. Garage	Video Camera
	PU SLS Roof 2	South Livingston St. Garage	Video Camera
	PU SLS POF 6	South Livingston St. Garage	Video Camera
	PU WS LL0 WB North	Wilson Street Garage	Video Camera
	PU WS LL1-CB SOUTH	Wilson Street Garage	Video Camera
	PU WS LL0-CB North	Wilson Street Garage	Video Camera
	PU WS LL2-EB North	Wilson Street Garage	Video Camera
	PU WS LL0-North Lobby	Wilson Street Garage	Video Camera
	PU WS LL2-EB Center	Wilson Street Garage	Video Camera

City of Madison 2024 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU WS LL3-WB Center	Wilson Street Garage	Video Camera
	PU WS LL2-WB Center	Wilson Street Garage	Video Camera
	PU WS LL3-WB North	Wilson Street Garage	Video Camera
	PU WS LL3-North Stairs	Wilson Street Garage	Video Camera
	PU WS LL2-North Stairs	Wilson Street Garage	Video Camera
	PU WS LL0-EB Center	Wilson Street Garage	Video Camera
	PU WS LL4-WB North	Wilson Street Garage	Video Camera
	PU WS LL3-CB Center	Wilson Street Garage	Video Camera
	PU WS LL2-North Lobby	Wilson Street Garage	Video Camera
	PU WS LL3-EB South	Wilson Street Garage	Video Camera
	PU WS LL2-WB North	Wilson Street Garage	Video Camera
	PU WS LL1-CB Center	Wilson Street Garage	Video Camera
	PU WS LL3-South Lobby	Wilson Street Garage	Video Camera
	PU WS LL0-CB Center	Wilson Street Garage	Video Camera
	PU WS LL2-EB South	Wilson Street Garage	Video Camera
	PU WS LL3-EB Center	Wilson Street Garage	Video Camera
	PU WS LL1-EB South	Wilson Street Garage	Video Camera

City of Madison 2024 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU WS LL1-EB Center	Wilson Street Garage	Video Camera
	PU WS LL1-NB Center	Wilson Street Garage	Video Camera
	PU WS LL1-WB North	Wilson Street Garage	Video Camera
	PU WS LL0-North Stairs	Wilson Street Garage	Video Camera
	PU WS LL3-CB North	Wilson Street Garage	Video Camera
	PU WS LL3-North Lobby	Wilson Street Garage	Video Camera
	PU WS LL4-CB Center	Wilson Street Garage	Video Camera
	PU WS LL1-North Lobby	Wilson Street Garage	Video Camera
	PU WS LL1-EB North	Wilson Street Garage	Video Camera
	PU WS LL1-North Stairs	Wilson Street Garage	Video Camera
	PU WS LL3-EB North	Wilson Street Garage	Video Camera
	PU WS LL2-CB Center	Wilson Street Garage	Video Camera
	PU WS LL4-WB Center	Wilson Street Garage	Video Camera
	PU WS LL2-CB North	Wilson Street Garage	Video Camera
	PU WS LL4-EB Center	Wilson Street Garage	Video Camera
	PU WS LL4-EB South	Wilson Street Garage	Video Camera
	PU WS LL4-North Lobby	Wilson Street Garage	Video Camera

City of Madison 2024 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU WS LL4-CB North	Wilson Street Garage	Video Camera
	PU WS LL2-South Lobby	Wilson Street Garage	Video Camera
	PU WS LL1-WB Center	Wilson Street Garage	Video Camera
	PU WS LL1-South Lobby	Wilson Street Garage	Video Camera
	PU WS LL4-South Lobby	Wilson Street Garage	Video Camera
	PU WS LL3-CB South	Wilson Street Garage	Video Camera
	PU WS LL4-CB South	Wilson Street Garage	Video Camera
	PU WS LL0-Motorcycle	Wilson Street Garage	Video Camera
	PU WS LL2-CB South	Wilson Street Garage	Video Camera
	PU WS LL4-North Stairs	Wilson Street Garage	Video Camera
	PU WS L1 Entry 1 & 2	Wilson Street Garage	Video Camera
	PU WS L1 Exit 1 & 2	Wilson Street Garage	Video Camera
	PU WS L1 Entry/Exit 3	Wilson Street Garage	Video Camera
	PU WS L1-Wilson Exit	Wilson Street Garage	Video Camera
	PU WS L1 Wilson Pedestrian	Wilson Street Garage	Video Camera
	PU WS L1-Wilson Corridor	Wilson Street Garage	Video Camera
	PU WS L1-Ambassador Window	Wilson Street Garage	Video Camera

City of Madison 2024 Surveillance Technology Report Parking Division

Reviewed Item	Description	Location	Type
	PU WS L2-Doty Pedestrian	Wilson Street Garage	Video Camera
	PU WS L2 North Lobby	Wilson Street Garage	Video Camera
	PU WS L2 Bike Center	Wilson Street Garage	Video Camera
	PU WS L2-Doty Ramp	Wilson Street Garage	Video Camera
	PU WS L1-Garage Office	Wilson Street Garage	Video Camera
	PU WS L1 South Lobby	Wilson Street Garage	Video Camera

Usage of Surveillance Technology

Surveillance Data Usage

Live video is used by staff responding to helpline calls to assist customers. For example, if a customer cannot 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 can also 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 and 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 an incident requires the archival of specific records. Parking Division staff do not have access permissions to download or share video data files. All archival requests are submitted through the Police Department for processing.

Sharing Data with Other Entities

The Parking Division does not provide data to other entities. City IT determines camera access rights for other departments.

Safeguarding Individual Information

Parking Division Staff do not have direct access to the video files and can only view them in real-time or review video recordings from the previous two weeks before they are overwritten. No concerns have been raised/identified regarding protecting individual privacy and safeguarding information from the Parking Division's use of cameras in public parking facilities.

Complaints or Concerns

The Parking Division has not received any complaints or concerns regarding our surveillance policy.

Appendix A: Supporting Policies

Video Surveillance Policy for the City of Madison Parking Division

July 2024

1. The City of Madison Parking Division uses Video Surveillance Technology to meet the following objectives:
 - a. Assist customers with their facility visits, allow staff to provide better response times through remote assistance and help-line support, and monitor and review 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 vehicular and pedestrian traffic, notifying the public that Surveillance Camera Technology is in use.
3. Staff training will be ongoing, 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 it or is found to have inappropriately used it.

8. Staff training will be provided by the employee's direct supervisors when initial access is granted, with annual refresher training on the policy and appropriate use of the technology. The Parking Operations Supervisor oversees the ongoing training and review of staff account access with City IT support.
9. City IT will ensure access to the Madison Police Department.
10. Video recordings are temporarily stored on City Servers and automatically overwritten every two weeks or as established by City IT for temporary retention. Parking Division staff do not have system access permissions to download, share, or store images or video files. In the event of an incident requiring the 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 per 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. Most of the Parking Division's cameras are fixed and located within parking facilities without any 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 the 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

2024

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Introduction

Summary

The Parks Division is a large organization with very diverse facilities and operations, consisting of General Parks, Olbrich Botanical Gardens, Warner Park Community Recreation Center (WPCRC), and the Golf Enterprise Program. There are no cameras owned or maintained by the Parks Division located within any general park locations or at the Olbrich Botanical Gardens Facility. Both WPCRC and Golf Enterprise own and maintain cameras within their facilities.

Warner Park Community Recreation Center (WPCRC) has 11 cameras throughout the facility's common areas. Cameras are not monitored continuously under normal circumstances but may be monitored for safety or security purposes. During 2023, there was no new surveillance technology added to the WPCRC's existing surveillance technology 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
Camera 1	Wired 1080p camera with infra-red, motion activated.	WPCRC Lobby	Indoor Camera
Camera 2	Wired 1080p camera with infra-red, motion activated.	WPCRC Front Desk	Indoor Camera
Camera 3	Wired 1080p camera with infra-red, motion activated.	WPCRC Game Room	Indoor Camera
Camera 4	Wireless 720p camera with infra-red, motion activated.	WPCRC Outside Driveway East	Indoor Camera
Camera 5	Wired 1080p camera with infra-red, motion activated.	WPCRC Gymnasium Hallway Rear	Indoor Camera
Camera 6	Wired 1080p camera with infra-red, motion activated.	WPCRC Gymnasium Court A	Indoor Camera
Camera 7	Wired 1080p camera with infra-red, motion activated.	WPCRC Gymnasium Court B	Indoor Camera
Camera 8	Wireless 720p camera with infra-red, motion activated.	WPCRC Outside Driveway West	Indoor Camera
Camera 9	Wired 1080p camera with infra-red, motion activated.	WPCRC Main Hall Front	Indoor Camera
Camera 11	Wired 1080p camera with infra-red, motion activated.	WPCRC Mall Hall Rear	Indoor Camera
Camera 12	Wired 1080p camera with infra-red, motion activated.	WPCRC Childcare-common area	Indoor Camera
Camera 16	Wireless 720p camera with infra-red, motion activated.	WPCRC Lobby Entrance	Indoor Camera
Video Security System	Loxex DV800 Series 16 channel DVR. Local video storage only. Not on City of Madison network, no remote access.	WPCRC Front Desk	DVR

Reviewed Item	Description	Location	Type
Video Surveillance System	Video Surveillance System	Odana Hills Golf Course – Clubhouse – Interior	Speco DVR8TL500
	Speco DVR8TL500		
Camera 1	Constant stream, safe	Odana Hills	
Camera 2	Golf shop		
Camera 3	Bar/concession		
Reviewed Item	Description	Location	Type
Video Surveillance System	Video Surveillance System	Glenway Golf Course – Clubhouse – Interior & Exterior	Speco DVR8TL500
Camera 1	Constant stream, carts	Glenway Golf Course – Clubhouse –Carts	Outside Camera
Camera 2	Cash register and safe	Glenway Golf Course – Clubhouse – Cash Register and Safe	Indoor Camera
Camera 3	Door	Glenway Golf Course – Clubhouse – Main Door	Indoor Camera
Camera 4	Seating	Glenway Golf Course – Clubhouse – Seating	Indoor Camera

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

Usage of Surveillance Technology for WPCRC:

Surveillance Data Usage

The primary use of surveillance data is to investigate incidents in the facility such as thefts, accidents, injuries, and property damage and support disciplinary actions for staff and facility users.

Sharing Data with Other Entities

Surveillance records are only shared with individuals directly involved in investigating and following up on the incident, including Park's Management and the Madison Police Department.

Safeguarding Individual Information

WPCRC surveillance cameras use digital video recorders (DVR) to store information. Video may be reviewed and downloaded when employees or the public report an incident requiring camera access. Video is available for 14 days from the time of the incident. After 14 days from the time of the incident, all data is overwritten and becomes unavailable. WPCRC Facility Manager or designee provides downloaded videos and images to the City of Madison Information Technology (IT) Department for storage on a secure network server.

WPCRC Program Coordinator, WPCRC Facility Manager, Parks Community Services Manager, Assistant Parks Superintendent, and Parks Superintendent have access to the login functions to review, save, and download footage from the surveillance cameras. All other staff have access to the view-only functions.

Surveillance from golf courses is stored DVR BOX with a sim card that is self contained deletes after two days. These systems are in locked areas and can only be accessed by Golf Supervisors, Assistant, Assistant Parks Superintendent, and Parks Superintendent.

Complaints or Concerns

The Parks Division has not received complaints or concerns about its surveillance technology in any of these locations.

Appendix A: Supporting Policies

WPCRC SURVEILLANCE CAMERA POLICY

Purpose: This document is the Parks Division's policy for using surveillance cameras at the Warner Park Community Recreation Center (WPCRC), as required by APM 3-17. The primary purpose of this policy is to balance the City's interests in monitoring the use of the WPCRC, protecting the public safety of those in the facility, and respecting the privacy rights of the public and the associational/collective action rights of City employees. In addition, this policy promotes security for the public and City employees through timely surveillance of areas otherwise difficult to monitor.

Locations: The WPCRC surveillance camera system includes 13 cameras throughout the facility. Video monitoring occurs in common areas of the facility to include; building entrances and exits, lobby and reception area, hallways and corridors, gymnasium, game room, and the childcare room.

Monitoring by surveillance cameras shall not occur in the following areas:

- Bathrooms
- Lockers rooms
- Offices
- Maintenance and storage rooms

Downloading Videos and Images: WPCRC surveillance cameras use digital video recorders (DVR) to store information. The playback feature provides access to video footage. Video and images may be reviewed and downloaded when employees or the public reports an incident or accident. Video is available for 14 days from the time of the incident. After 14 days from the time of the incident, all data is overwritten and becomes unavailable. WPCRC Facility Manager or designee, as outlined in the Public Records section, will provide downloaded videos and images to the City of Madison Information Technology (IT) Department for storage on a secure network server.

Access, Use, and Monitoring: Surveillance records are only shared with individuals directly involved in investigating and following up on the incident, including Park's Management Team, Madison Police Department, the offending individual parents as appropriate, and others who may be directly involved in responding to the incident, including the City Attorney's Office and the City's Risk Manager. The Madison Police Department will be provided with immediate access to all data recordings that may constitute evidence of a crime, upon request, unless otherwise prohibited by law.

Surveillance cameras are not monitored continuously under normal operating conditions but may be monitored for safety and security purposes, including investigating thefts, accidents, misconduct, or property damage. Personnel with access to the surveillance cameras should be trained in the effective use of the equipment. Public notice of security monitoring is located on the facility entrance door.

The following list outlines examples of prohibited use of the surveillance cameras:

- Use of dummy or placebo cameras, personal webcam, or similar technology for surveillance purposes.
- Recording of audio for surveillance purposes.
- The use of a personal cell phone to record or monitor activity.

- Reasons unrelated to surveillance activity including videotaping athletic events for replay or post-game reviews or attendance for programs.

The following list provides additional expectations for the use of the surveillance cameras:

- Personnel, as outlined in the Levels of Access section, may review video from the surveillance cameras when an incident occurs.
- Complete the WPCRC Behavior Report Form with details, including the date, time, and location for incidents requiring video review and place in the WPCRC Facility Manager's box.

Levels of Access: The following individuals shall have access to the login functions to review, save, and download footage from the surveillance cameras. In addition, individuals may also have access to the remote access features.

- WPCRC Program Coordinator
- WPCRC Facility Manager
- Parks Community Services Manager
- Assistant Parks Superintendent
- Parks Superintendent
- WPCRC Maintenance Mechanic shall have access to the Admin login function for maintenance, training, and revocation of access to the surveillance cameras.
- Staff not listed in this section shall have access to the view-only functions.
- Information Technology staff may have access to the surveillance records and equipment as needed to maintain, service, or operate the system.

When any of the above listed persons are no longer in the listed job title, their access to the surveillance records shall be revoked. Revoking this access shall be the responsibility of the Assistant Parks Superintendent, and in their absence, the Parks Superintendent.

Other Responsibilities:

Assistant Parks Superintendent

- Authorize copies of surveillance videos or images and the release of records.
- Submit the Annual Surveillance Technology Report to the Common Council.
- Periodically review this policy and make recommendations for revisions to the Board of Parks Commissioners.
- Receive complaints regarding the use of surveillance cameras.
- Conduct an annual review of surveillance technology to ensure compliance with city ordinance MGO Section 23.63.
- Periodically review staff access and use of the surveillance technology

Public Records

- In consultation with the City Attorney's office, WPCRC will maintain, as a public record, images downloaded from the recorders following the video record retention policy outlined below.
- In cases where follow-up action is taken, the images will become part of the files for the incident and be maintained under the video record retention policy outlined below. During the pendency of any public records request, investigation or civil or criminal litigation, no applicable records shall be destroyed.
- The Assistant Parks Superintendent serves as the open records custodian for Parks.

- Records are stored on a secure network server maintained by the City of Madison IT Department. In addition to IT Department staff and representatives of the City Attorney’s Office, the following individuals shall have access to the secured network folder.
 - WPCRC Program Coordinator
 - WPCRC Facility Manager
 - Parks Community Services Manager
 - Assistant Parks Superintendent
 - Parks Superintendent

Record Retention Policy:

Category	Default
MPD-WPCRC Video	
Parks Superintendent Requests	365 Days
Workers Comp	365 Days
Employee Misconduct	365 Days
User Misconduct	365 Days
Complaints	365 Days
Misc	365 Days
Accidents Slip & Falls Sports & Fitness activities Community programs, rentals, and events Other facility accidents or injuries	4 Years

The Training Protocol Parks Division employees identified above who have access to the surveillance records will be trained annually, or upon commencement of their employment, on their duties and responsibilities under this Policy. The Assistant Parks Superintendent shall be responsible for this training. No employee shall have access to surveillance records until they have received this training.



City of Madison, Wisconsin
Public Health Madison & Dane County
Annual Surveillance Technology Report
2024

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Introduction

Summary

Public Health Madison & Dane County does not have any surveillance technology and has not added any surveillance technology in 2024.

Ordinance Requirements

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

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

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
N/A	N/A	N/A	N/A

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies



City of Madison, Wisconsin

Planning Division

Annual Surveillance Technology Report

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Introduction

Summary

The Planning Division's use of surveillance technology has not changed.

Ordinance Requirements

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

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

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
None			

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A



City of Madison, Wisconsin

Streets Division

Annual Surveillance Technology Report

2024

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Introduction

Summary

There have been no changes with the Streets Division.

Ordinance Requirements

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

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

Surveillance Technologies

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

Reviewed Item	Description	Location	Type
N/A	N/A	N/A	N/A

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A



City of Madison, Wisconsin

Traffic Engineering

Annual Surveillance Technology Report

2024

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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:

See Addendum

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

City of Madison 2024 Surveillance Technology Report (Traffic Engineering)

<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 & Cops 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

City of Madison 2024 Surveillance Technology Report (Traffic Engineering)

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

City of Madison 2024 Surveillance Technology Report (Traffic Engineering)

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

City of Madison 2024 Surveillance Technology Report (Traffic Engineering)

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 & Caroll #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

City of Madison 2024 Surveillance Technology Report (Traffic Engineering)

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
Department of Transportation**

Annual Surveillance Technology Report

2024

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Introduction

Summary

The Department of Transportation (DOT) has not implemented new surveillance technologies in 2021. Divisions within the DOT, Traffic Engineering, Parking, and Metro Transit, have individual camera installations and will report on them as appropriate. Note that Bus Rapid Transit cameras will be reported on Metro Transit's report.

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

[INSERT TEXT]



City of Madison, Wisconsin

Water Utility

Annual Surveillance Technology Report

2024

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Introduction

Summary

During 2023, the Water Utility added new cameras to the inside of some of its remote non public water site buildings. This was done as a result of a physical security audit that was done by Wildcard in 2022 that showed a camera footage deficiency inside of the remote water site buildings. The Water Utility Emergency Response Committee met, reviewed the security audit, and determined that the locations below were the biggest need. The remote water site buildings are not open to the public and the camera locations that were added are internal to the building. These camera locations are not public facing.

Here is a list of cameras that were added in 2023 and these are included in the Surveillance Technologies list below. These camera additions/locations were approved by City IT as part of TDX ticket “Water Utility request to add and replace cameras 2022” (Service Request ID: 20257101).

- Unit Well 7
 - Booster Pump Area
 - Pump Room PTZ
- Unit Well 9
 - Well Pump Room
- Unit Well 11
 - Booster Pump Room
- Unit Well 12
 - Booster Pump Room
- Unit Well 13
 - Booster Pump Room
- Unit Well 14
 - Booster Pump Room
- Unit Well 20
 - Pump Room
- Unit Well 24
 - Booster Pump Room
- Unit Well 26
 - Pump Room
- Unit Well 29
 - Filter Room
- Unit Well 31
 - Pump Room PTZ
 - Filter 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
Pump Room	Interior camera monitoring the building main entrance and pump room.	Unit Well 6	Fixed – fisheye camera
North Hatches	Exterior camera monitoring the north roof accesses into the water reservoir.	Unit Well 6	Fixed – bullet camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 6	Fixed – bullet camera
Front Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 6	Fixed – dome 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 – dome camera
Generator Door	Exterior camera monitoring the generator room entrance.	Unit Well 7	Fixed – dome camera
Pump Room Entry	Interior camera monitoring the front and side building entrances.	Unit Well 7	Fixed – dome camera
Chemical Room Door	Exterior camera monitoring the chemical storage room entrance.	Unit Well 7	Fixed – dome camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Side Door	Exterior camera monitoring the building side entrance and the parking spot for the building side entrance.	Unit Well 7	Fixed – dome camera
Front Entrance	Exterior camera monitoring the building front entrance.	Unit Well 7	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 7	Fixed – dome camera
Booster Pump Area	Interior camera monitoring the area near the booster pumps.	Unit Well 7	Fixed – dome camera
Pump Room PTZ	Interior camera monitoring the front and side building entrances, the filter area, and the entrance into the generator room.	Unit Well 7	PTZ – dome camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 8	Fixed – dome camera
Hatch	Exterior camera monitoring the roof access into the water reservoir.	Unit Well 8	Fixed – bullet camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 8	Fixed – dome camera
Booster Pump Room	Interior camera monitoring the building main entrance and the booster pump room.	Unit Well 9	Fixed – dome camera
Hatch	Exterior camera monitoring the water reservoir pit entrance and water reservoir climbing pilaster entrance.	Unit Well 9	Fixed – bullet camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 9	Fixed – dome camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Overflow	Exterior camera monitoring the water reservoir overflow discharge pipe.	Unit Well 9	Fixed – bullet camera
Well Pump Room	Interior camera monitoring the well pump room, the chlorine room entrance, and the fluoride room room entrance.	Unit Well 9	Fixed – dome camera
Well Pump Room	Interior camera monitoring the building main entrance and well pump room.	Unit Well 11	Fixed – dome camera
Hatch	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 11	Fixed – bullet camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 11	Fixed – dome camera
Booster Pump Room	Interior camera monitoring the booster pump room.	Unit Well 11	Fixed – dome camera
Well Pump Room	Interior camera monitoring the building main entrance and well pump room.	Unit Well 12	Fixed – dome camera
Hatch	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 12	Fixed – bullet camera
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 12	Fixed – dome camera
Booster Pump Room	Interior camera monitoring the booster pump room.	Unit Well 12	Fixed – dome camera
Well Pump Room	Interior camera monitoring the building main entrance and well pump room.	Unit Well 13	Fixed – bullet camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 13	Fixed – bullet camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 13	Fixed – bullet camera
Booster Pump Room	Interior camera monitoring the booster pump room.	Unit Well 13	Fixed – dome camera
Well Pump Room	Interior camera monitoring the building main entrance and well pump room.	Unit Well 14	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 14	Fixed – bullet camera
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 14	Fixed – dome camera
Booster Pump Room	Interior camera monitoring the booster pump room.	Unit Well 14	Fixed – dome camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 15	Fixed – bullet camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 15	Fixed – bullet camera
Filter Room	Interior camera monitoring the water filtration room entrance.	Unit Well 15	Fixed – dome camera
Rear Entrance	Exterior camera monitoring the building rear entrance.	Unit Well 15	Fixed – dome camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 16	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 16	Fixed – dome camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 16	Fixed – dome camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 17	Fixed – bullet camera
North Hatch	Exterior camera monitoring the north roof access into the water reservoir.	Unit Well 17	Fixed – bullet camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 17	Fixed – bullet camera
Parking/Entry	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 17	Fixed – bullet camera
Pump Room	Interior camera monitoring the building main entrance and booster pump area.	Unit Well 18	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 18	Fixed – bullet camera
Front Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 18	Fixed – dome camera
Chemical Parking	Exterior camera monitoring the chemical storage room entrance and the chemical storage room parking spot.	Unit Well 18	Fixed – bullet camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 19	Fixed – bullet camera
North Hatch	Exterior camera monitoring the north roof access into the water reservoir.	Unit Well 19	Fixed – bullet camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 19	Fixed – bullet camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 19	Fixed – bullet camera
Pump Room Entry	Interior camera monitoring the building main entrance.	Unit Well 20	Fixed – bullet camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 20	Fixed – dome camera
Sphere Entry	Exterior camera monitoring the water tower entrance.	Unit Well 20	Fixed – bullet camera
Pit	Exterior camera monitoring the water reservoir pit entrance.	Unit Well 20	Fixed – bullet camera
Pump Room	Interior camera monitoring the well pump and booster pump areas.	Unit Well 20	Fixed – fisheye camera
Booster Pump Room Entry	Interior camera monitoring the booster pump building main entrance.	Unit Well 24	Fixed – bullet camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Northwest Hatch	Exterior camera monitoring the northwest roof access into the water reservoir.	Unit Well 24	Fixed – bullet camera
Southwest Hatch	Exterior camera monitoring the southwest roof access into the water reservoir.	Unit Well 24	Fixed – bullet camera
Front Parking	Exterior camera monitoring the booster pump building main entrance, the chemical room entrance, and the booster pump building parking spot.	Unit Well 24	Fixed – dome camera
Deepwell Entrance	Exterior camera monitoring the well pump building main entrance and the well pump building parking spot.	Unit Well 24	Fixed – dome camera
Deepwell Pump Room	Interior camera monitoring the well pump building main entrance and well pump room.	Unit Well 24	Fixed – dome camera
Booster Pump Room	Interior camera monitoring the booster pump room in the booster pump building.	Unit Well 24	Fixed – fisheye camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 25	Fixed – bullet camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 25	Fixed – bullet camera
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 25	Fixed – dome camera
Pump Room Entry	Interior camera monitoring the building main entrance and well pump area.	Unit Well 26	Fixed – dome camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Sphere Entry	Exterior camera monitoring the water tower entrance.	Unit Well 26	Fixed – bullet camera
Hatch East	Exterior camera monitoring the east roof access into the water reservoir.	Unit Well 26	Fixed – bullet camera
Hatch West	Exterior camera monitoring the west roof access into the water reservoir.	Unit Well 26	Fixed – bullet camera
Front Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 26	Fixed – dome camera
Pump Room	Interior camera monitoring the building main entrance, building side entrance, well pump area, and booster pump area.	Unit Well 26	Fixed – fisheye camera
Pump Room	Interior camera monitoring the building main entrance, the well pump area, and the booster pump area.	Unit Well 27	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 27	Fixed – dome camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 27	Fixed – dome camera
Pump Room	Interior camera monitoring the building main entrance, the well pump area, and the booster pump area.	Unit Well 28	Fixed – dome camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 28	Fixed – dome camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Front Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 28	Fixed – dome camera
Well Pump Room	Interior camera monitoring the well pump building entrance and the well pump area.	Unit Well 29	Fixed – dome camera
Booster Pump Room	Interior camera monitoring part of the well pump area and the booster pump area.	Unit Well 29	Fixed – dome camera
North Hatch	Exterior camera monitoring the north roof access into the water reservoir.	Unit Well 29	Fixed – dome camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 29	Fixed – dome camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, water filtration room entrance, and the site parking spot.	Unit Well 29	Fixed – dome camera
Filter Room	Interior camera monitoring the water filtration room and water filtration room entrance.	Unit Well 29	Fixed – fisheye camera
Pump Room	Interior camera monitoring the building main entrance and well pump area.	Unit Well 30	Fixed – bullet camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 30	Fixed – bullet camera
Pump Room Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 30	Fixed – bullet camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Chemical Room Entry	Exterior camera monitoring the chemical storage room entrance and the chemical storage room parking spot.	Unit Well 30	Fixed – dome camera
Pump Room Entry	Exterior camera monitoring the building side entrance.	Unit Well 31	Fixed – dome camera
Pump Room	Interior camera monitoring the front and side building entrances.	Unit Well 31	Fixed – dome camera
Garage/Storage Lot Entry	Exterior camera monitoring the storage lot entrance and garage entrance.	Unit Well 31	Fixed – dome camera
Backwash Tank Hatches	Exterior camera monitoring the roof accesses into the water filtration backwash tanks.	Unit Well 31	Fixed – bullet camera
Reservoir Hatch	Exterior camera monitoring the roof access into the water reservoir.	Unit Well 31	Fixed – dome camera
Garage Exit	Exterior camera monitoring the garage exit and generator area.	Unit Well 31	Fixed – dome camera
Storage Lot	Exterior camera monitoring the site storage lot.	Unit Well 31	Fixed – dome camera
Chemical Room Entry	Exterior camera monitoring the building front entrance, chemical storage room entrance, and the site parking spot.	Unit Well 31	Fixed – dome camera
Reservoir Overflow	Exterior camera monitoring the water reservoir overflow discharge pipe.	Unit Well 31	Fixed – dome camera
Garage Entrance Overhead Door	Interior camera monitoring the garage entrance overhead door.	Unit Well 31	Fixed – dome camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Garage Exit Overhead Door	Interior camera monitoring the garage exit overhead door.	Unit Well 31	Fixed – dome camera
Pump Room PTZ	Interior camera monitoring the front and side building entrances, the well pump area, the water filtration area, the interior entrance into the garage, and the booster pump area.	Unit Well 31	PTZ – dome camera
Filter Area	Interior camera monitoring the water filtration area.	Unit Well 31	Fixed – dome camera
Front Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Booster Station 106	Fixed – dome camera
East Hatch	Exterior camera monitoring the east roof access into the water reservoir.	Booster Station 106	Fixed – dome camera
West Hatch	Exterior camera monitoring the west roof access into the water reservoir.	Booster Station 106	Fixed – dome camera
Pump Room Door	Interior camera monitoring the building main entrance and booster pump area.	Booster Station 106	Fixed – dome camera
Main Climbing Pilaster	Exterior camera monitoring the reservoir main climbing pilaster entrance.	Reservoirs 113/313	Fixed – bullet camera
Vault Door	Interior camera monitoring the reservoir vault entrance.	Reservoirs 113/313	Fixed – dome camera
Overflow	Exterior camera monitoring the water reservoir overflow discharge pipe.	Reservoirs 113/313	Fixed – bullet camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Vault Entry	Exterior camera monitoring the reservoir vault entrance.	Reservoirs 113/313	Fixed – bullet camera
Pump Room	Interior camera monitoring the building main entrance.	Booster Station 115	Fixed – bullet camera
Pilaster Door	Exterior camera monitoring the reservoir climbing pilaster entrance.	Booster Station 115	Fixed – bullet camera
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Booster Station 115	Fixed – dome camera
Pump Room	Interior camera monitoring the building main entrance and the booster pump area.	Booster Station 118	Fixed – bullet camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Booster Station 118	Fixed – dome camera
Chemical Room Entry	Exterior camera monitoring the chemical storage room entrance.	Booster Station 118	Fixed – dome camera
Building East Side	Exterior camera monitoring the east side of the building.	Booster Station 118	Fixed – dome camera
Building South Side	Exterior camera monitoring the south side of the building.	Booster Station 118	Fixed – dome camera
Pump Room	Interior camera monitoring the building main entrance.	Booster Station 125	Fixed – bullet camera
Pump Room	Interior camera monitoring the building main entrance and pump room.	Booster Station 128	Fixed – dome camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Entrance/Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Booster Station 128	Fixed – dome camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Booster Station 213	Fixed – bullet camera
Pump Room	Interior camera monitoring the building main entrance.	Booster Station 213	Fixed – dome camera
Pump Room	Interior camera monitoring the building main entrance.	Booster Station 215	Fixed – bullet camera
Entrance/Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Booster Station 215	Fixed – dome camera
Door/Overflow	Exterior camera monitoring the water tower entrance and the water tower overflow discharge pipe.	Sphere 225	Fixed – bullet camera
Parking Area	Exterior camera monitoring the water tower parking spot and radio shop building entrance.	Sphere 225	Fixed – bullet camera
Entrance Exterior	Exterior camera monitoring the water tower main entrance.	Blackhawk Tank 228	Fixed – dome camera
Overflow	Exterior camera monitoring the water tower overflow discharge pipe.	Blackhawk Tank 228	Fixed – dome camera
Interior Entry	Interior camera monitoring the water tower main entrance.	Blackhawk Tank 228	Fixed – bullet camera
Pump Room	Interior camera monitoring the building main entrance, the building main level, and the stairs to the building pit room.	Felland Reservoir 229	Fixed – dome camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
East Hatch	Exterior camera monitoring the east roof access into the water reservoir.	Felland Reservoir 229	Fixed – bullet camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Felland Reservoir 229	Fixed – bullet camera
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Felland Reservoir 229	Fixed – dome camera
Door	Exterior camera monitoring the water tower entrance.	Sphere 315	Fixed – bullet camera
Overflow/Parking	Exterior camera monitoring the water tower parking spot and the water tower overflow discharge pipe.	Sphere 315	Fixed – bullet camera
Employee East Entrance	Interior camera monitoring the building employee east entrance.	Olin Office	Fixed – dome camera
Employee South Entrance	Exterior camera monitoring the building south employee entrance and the parking spots in front of this entrance.	Olin Office	Fixed – dome camera
Meter Shop Entrance	Exterior camera monitoring the building meter shop entrance and the parking spots in front of this entrance.	Olin Office	Fixed – dome camera
Main Entrance Plaza	Exterior camera monitoring the building front entrance plaza.	Olin Office	Fixed – dome camera
Main Entrance	Exterior camera monitoring the building front entrances.	Olin Office	Fixed – dome camera
Patio Entrance	Interior camera monitoring the building patio area entrance.	Olin Office	Fixed – dome camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Patio Parking	Exterior camera monitoring the parking and building entrance near the patio area.	Olin Office	Fixed – dome camera
Reception	Interior camera monitoring the building main public entrance and reception area. Camera also monitors the entrance into the first floor office area and the stairs to the second floor office area.	Olin Office	Fixed – dome camera
Main Entrance Doors	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.	Olin Office	Fixed – dome camera
Main Gate	Exterior camera monitoring the entrance and exit gate into the employee parking lot.	Olin Office	Fixed – dome camera
VSB Main Entrance/Hallway	Interior camera monitoring the vehicle storage building main entrance, the main hallway for the vehicle storage building, and the entrance into the City IT NOC Room.	Olin Office Vehicle Storage Building	Fixed – dome camera
VSB Entrance Overhead Door	Interior camera monitoring the garage entrance overhead door.	Olin Office Vehicle Storage Building	Fixed – dome camera
VSB Exit Overhead Door	Interior camera monitoring the garage exit overhead door.	Olin Office Vehicle Storage Building	Fixed – dome camera
VSB Entrance Bay	Interior camera monitoring the garage entrance bay.	Olin Office Vehicle Storage Building	Fixed – dome camera
VSB Exit Bay	Interior camera monitoring the garage exit bay.	Olin Office Vehicle Storage Building	Fixed – dome camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
Outside Main Entrance	Exterior camera monitoring the building main public entrance.	Paterson Street Office	Fixed – bullet camera
Inside Main Entrance	Interior camera monitoring the building main public entrance.	Paterson Street Office	Fixed – dome camera
Employee Entrance	Exterior camera monitoring the building main employee entrance and the south end of the main employee parking lot.	Paterson Street Office	Fixed – bullet camera
Employee Interior Entrance	Interior camera monitoring the building main employee entrance.	Paterson Street Office	Fixed – dome camera
Main Parking Lot South	Exterior camera monitoring the south end of the main employee parking lot.	Paterson Street Office	Fixed – bullet camera
Shop/Fuel Pumps	Exterior camera monitoring the fueling station and the mechanical shop overhead door entrances from the employee parking lot.	Paterson Street Office	Fixed – bullet camera
Shop Entrance	Exterior camera monitoring the mechanical shop overhead door entrances from Paterson Street.	Paterson Street Office	Fixed – bullet camera
VSB Entrance/Exit Overhead Doors	Exterior camera monitoring the entrance and exit overhead doors into the vehicle storage building.	Paterson Street Office	Fixed – bullet camera
Back Lot Gate	Exterior camera monitoring the entrance/exit gate for the back employee parking lot.	Paterson Street Office	Fixed – bullet camera
Back Lot Entrance	Exterior camera monitoring the building entrance from the back employee parking lot.	Paterson Street Office	Fixed – bullet camera
Back Parking Lot	Exterior camera monitoring the back employee parking lot.	Paterson Street Office	Fixed – bullet camera

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Reviewed Item	Description	Location	Type
Parking Lot South Generator	Exterior camera monitoring the back employee parking lot and the building generator.	Paterson Street Office	Fixed – bullet camera
Interior Shop Entrance	Interior camera monitoring the main interior entrance into the mechanical shop.	Paterson Street Office	Fixed – dome camera
Shop Entrance Overhead Door	Exterior camera monitoring the mechanical shop overhead door entrances from Paterson Street.	Paterson Street Office	Fixed – bullet camera
Main Gates	Exterior camera monitoring the entrance and exit gates into the main employee parking lot.	Paterson Street Office	Fixed – bullet camera
Fuel Pumps	Exterior camera monitoring the fueling station and the north end of the main employee parking lot.	Paterson Street Office	Fixed – bullet camera
Shop Door Exterior Entrance	Exterior camera monitoring the mechanical shop exterior entrance.	Paterson Street Office	Fixed – bullet camera
Main Parking Lot North	Exterior camera monitoring the north end of the main employee parking lot and the entrance gate into the main employee parking lot.	Paterson Street Office	Fixed – bullet camera
Parking Lot Southwest	Exterior camera monitoring the south end of the main employee parking lot and the building generator.	Paterson Street Office	Fixed – bullet camera
Building Main St.	Exterior camera monitoring the Main Street side of the building.	Paterson Street Office	Fixed – bullet camera
VSB South Overhead Door Back Lot	Interior camera monitoring the VSB south overhead door that exits into the back storage lot.	Paterson Street Vehicle Storage Building	Fixed – dome camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
VSB Exit Overhead Door Paterson Street	Interior camera monitoring the VSB exit overhead door to Paterson Street.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB Back Lot	Exterior camera monitoring the far east side of the back storage lot and the VSB south overhead door exit.	Paterson Street Vehicle Storage Building	Fixed – bullet camera
VSB Center Overhead Door Back Lot	Interior camera monitoring the VSB center overhead door that exits into the back storage lot.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB Entrance Overhead Door Paterson Street	Interior camera monitoring the VSB entrance overhead door from Paterson Street.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB North Overhead Door Back Lot	Interior camera monitoring the VSB north overhead door that exits into the back storage lot.	Paterson Street Vehicle Storage Building	Fixed – dome camera
VSB Back Lot East Gate	Exterior camera monitoring the back lot east entrance/exit gate.	Paterson Street Vehicle Storage Building	Fixed – bullet camera
VSB Back Lot Storage East	Exterior camera monitoring the east side of the back storage lot.	Paterson Street Vehicle Storage Building	Fixed – bullet camera
VSB Back Lot Main St Gate	Exterior camera monitoring the back lot entrance/exit gate from Main Street.	Paterson Street Vehicle Storage Building	Fixed – bullet camera
VSB Back Lot Storage West	Exterior camera monitoring the back lot entrance/exit gate from Main Street and the west side of the back storage lot.	Paterson Street Vehicle Storage Building	Fixed – bullet camera
VSB Entrance Overhead Door	Exterior camera monitoring the VSB entrance overhead door from Paterson Street.	Paterson Street Vehicle Storage Building	Fixed – bullet camera
VSB Main Street	Exterior camera monitoring the vehicle storage building along Main Street.	Paterson Street Vehicle Storage Building	Fixed – bullet camera

City of Madison 2024 Surveillance Technology Report (Water Utility)

Reviewed Item	Description	Location	Type
VSB East Side	Exterior camera monitoring the vehicle storage building along the east side.	Paterson Street Vehicle Storage Building	Fixed – bullet camera
VSB Exit Overhead Door	Exterior camera monitoring the VSB exit overhead door from Paterson Street.	Paterson Street Vehicle Storage Building	Fixed – bullet camera

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, City 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 aid 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

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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.