

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

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Mayor's Office	Safety and security	Equipment may be activated by any member of the mayor's office to facilitate quality improvement of customer service, providing trainings to staff, complying with public records laws or to document an incident for investigative purposes.	Yes	Mayoral office clerks and MPD	Equipment may be activated by any member of the Mayor's office to facilitate quality improvements of customer service or to document an incident for investigative purposes. Access given to MPD upon request.	Video	Mounted in the reception area	Mounted in the reception area	City's retention policy 90 days minimum	City's retention and open records policies
Monona Terrace	To enhance the security and safety of guests as well as detect and deter criminal activity in and around the facility	Needed to monitor safety of individuals, property and facility, investigation of criminal activity, monitor any behavior outside the ordinary	No	Identified trained and supervised personnel and MPD when requested.	Stored video access is limited to the Monona Terrace Director, Director of Operations, Operations Manager, and Assistant Operations Manager. Access granted for investigations and assess performance etc. Access given to MPD upon request.	Video	In and around Monona Terrace	Unknown	unknown	Stored in a secure locatiopn in the command center
Parking Utility	ensure safety and security of customers and employees; safeguard revenue stream	Ensure safety and security of customers and employees; safeguard revenue stream	Yes	Approved Parking Utility staff, not specific, A witness to confirm identification, MPD	Specific Parking Utility management and line staff, not detailed in the document have access as well as MPD for investigations.	Video	Payment machines, entrances and exits. Some portable cameras to identify problem behavior.	Entrances and exits of facilities	Unknown, policy only states video will be stored on an ongoing basis. Copied videos retained in accordance to open records laws.	Any copied videos will be stored in a separate area from the video storage system and retained in accordance to open records laws.

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Water Utility	Security of City assets, infrastructure and chemical supplies.	To provide security, ensure safety of wells etc and to have documentation when there are accidents , particulalry to Water Utility personnel.	Yes	Water Supply Manager has oversight, MWU managers and pump operators will be allowed to view continuous loops	Electronic Maintenance Techs will have access for maintenance of software and hardware, otherwise it is used to monitor operations and possible illegal activity. Access given to MPD upon request.	Video	35 remote facilities, Administration building , maintenance and storage facilities.	Entrances of facilities and around infrastructure like wells etc.		
Finance	Safety and securitysecurity	It is needed for staff to identify who is coming into the department and grant access.	Yes	Any staff working the front desk	Staff use it to allow access into the department and MPD can access data upon request	Video	Outside Rooms 406 and 416 at the City-County Building	NA	City's retention policy 90 days minimum	City's retention and open records policies
Treasurer's Office	Security reasons, in case of a robbery	Security reasons, in case of a robbery	yes	City Treasurer	IT and MPD have access as needed.	Video, no audio	8 cameras inside and lobby area	sign posted on bulletin board.	determined by IT, unknown.	data stored on city servers
Metro Transit	Cameras on buses, at our bus facilities, at our transfer points, automated vehicle locator systems that track where a bus is at a certain point, which can be helpful for safety or security reasons, and a farebox system with features a tracking system that has been used to address safety and security issues.	To try to achieve the highest levels of safety and security, consistent with guidance we get from other transit systems, our transit insurance company, the police department, and the national TSA.	yes	Specific supervisors and managers, but not all. They need to have a job-specific reason, such as the supervisor who responds to security incidents that require follow-up, or the Metro IT manager who is often needed to assist with that	MPD has access as needed as well as school district	Video, some cameras also have audio capabilities.	Busses, facilities and transit points	on buses and at facilities.	varies depending on the security system	data kept on City and Metro servers with IT

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Streets	Cameras that oversee the three public drop off locations as well as oversee the Streets Division work locations, Badger, Sycamore, Transfer Station and South Point	Monitor public use of the drop off locations\ discourage illegal dumping. Further serves as a deterrent to breakins of our outside equipment as well as facilities. Cameras in shop areas are primarily used to monitor equipment location but also employee actions.	yes	Comp Group 18 (Supervisory) employees have varying degrees of access to cameras.	MPD as needed. Access limited by individual log on. Supervisors only for the 15 min option. Supt and Asst Supt have access to go back several months thru the system.	video only	facilities	signs placed in public areas like drop off sites	Cameras can only store the last 15 minutes of video that anyone with access can reach	Supervisors only for the 15 min option. Supt and Asst Supt have access to go back several months thru the system.
Library	The Library uses surveillance technology to assist in identifying individuals who participate in negative behavior, threaten staff or public safety, or otherwise engage in dangerous or criminal activity.	safety and security	yes	Branch Supervisors (at branches that have cameras), Library Security Staff at Central Library, Library and City IT	Only MPD as needed.	Video only but cameras have sound capability	Central Library, Goodman South Madison Library, Meadowridge Library	None	Unknown, managed by IT	Unknown, managed by IT
Traffic Engineering	Monitoring traffic conditions at to enable traffic engineering staff to make real time changes to traffic signal timing to improve traffic flow during unexpected traffic events and incidents.	Traffic Engineering monitors the cameras during working hours and during planned nighttime and weekend events to determine if changes in signal timing are required to improve traffic operations.	yes	Traffic Signal and Traffic Operations Engineers as well as the Traffic Engineer and Assistant Traffic Engin	City Engineering and Madison Police	video	On traffic Signal and Street Light poles	None, limited to traffic operations	Determined by City IT	City IT is responsible for storage
CDA	to make visual recordings of criminal acts	Housing staff review video after incidents and provide access to the recordings for law enforcement.	Unknown. Don't think so.	Housing site managers	3rd party security company, Wisconsin Security Services and MPD as needed.	video	Public housing sites	unknown	Unknown, managed by IT	Data stored on site
MFD	Safety of employees welfare and security of POV's. Cameras may also be reviewed during an accident investigation.	Safety and security	yes	11 command staff and MFD IT	IT and MPD have access as needed.	video	13 fire stations, 1 dash camera in commad vehicle.	NA	several months Dash Camera is longer	IT City network