

Policy on Distribution of Parking Coupons**7-6**

Parking coupons in increments of one dollar are available for use in the Overture Parking structure. These coupons are held by the Volunteer and Program Coordinators for the benefit of Madison Senior Center volunteers and its program.

Distribution of coupons to these volunteers and program providers are determined as appropriate:

- Participants may request a Senior Scholarship for parking coupons (must be at 150% of Federal Poverty Level) to enable their access to Senior Center programs and volunteer service,
- Senior volunteers who serve all day may receive up to 3 coupons daily,
- Program volunteers and providers may receive negotiated parking assistance as an incentive to their contribution,
- Thursday Dance Band volunteers receive 1 coupon each week,
- Others may receive parking coupons at the suggestion of the Program and Volunteer Coordinator with the approval of the Senior Center Director.



Madison Senior Center

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Guest Policy

Persons younger than 55 must be registered guests of the Madison Senior Center in approved, sponsored intergenerational programs. Any facility use by those under 55 may not exclude, prevent access, or disincite use by the primary target population, namely older adults over 55.

“Approved, sponsored intergenerational programs” include:

- Class participation, when no age restrictions are noted and space is available,
- Volunteer service as an enrolled volunteer in an approved assignment,
- Educational activities cosponsored by the Senior Center and educational institutions,
- Designated activities targeted to those younger than 55, for example, caregiver and/or retirement programs,
- Health services (AA group) and exercise programs (table tennis provided by community partners),
- Identified public presentations or events.

Programs provided at no cost by the Madison Senior Center Foundation, Inc. are reserved for the primary target population. Guests are welcome to visit at the Senior Center one half hour prior to and after the events. For information on programs available to Senior Center guests, please check at the front desk.

Policy on Background Checks for Volunteers**7-5**

The Madison Senior Center believes that background checks on volunteers are an essential tool for the protection of the Senior Center and its participants. Most Senior Center volunteers work at the Senior Center facility at 330 W. Mifflin Street and are directly supervised by Senior Center Staff.

On rare occasions, Senior Center volunteers may be assigned to off-site locations where they may handle fund raising receipts or they may be engaged in a project with young people or frail elders. This policy addresses appropriate and necessary concerns with:

- 1) Unsupervised volunteers who
- 2) Interact with vulnerable populations
- 3) Handling or managing senior center resources

~~Background checks are required for unsupervised Senior Center volunteers who may be assigned to handle large amounts of cash and work with youngsters, disabled adults and/or frail elders. Any volunteer so assigned will undergo a background check by the volunteer coordinator using the Wisconsin Circuit Court Access online data base.~~

Background checks are required for unsupervised Senior Center volunteers who may be assigned to handle cash and/or work with students, children under 18 years old, disabled adults, and/or frail elders. Any volunteer so assigned will undergo a criminal background check by the City of Madison Human Resources Department.

When the Senior Center collaborates with the Retired Senior Volunteer Program (RSVP), RSVP will complete the necessary background check.

Approved by the Personnel/Leadership Committee
Approved by the Board of Directors 2004
Committee on Aging 2015

Use of Video Surveillance Cameras Questionnaire

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 Director and Office Manager during normal weekday hours to ensure safety of participants and attendees (only one part-time hourly and/or one volunteer typically staff the main floor). 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.

Provided notification(s) to participants *

There are public notices on two sign-in participant monitors at the front desk. 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."**

The following statement was in our February newsletter and will be published 2 times annually in that publication: **"Recent renovations at the Madison Senior Center have included the installation of video security cameras. Public spaces inside and outside the Madison Senior Center are now monitored electronically by staff in the upstairs office. This allows us to respond quickly to emergencies and to protect our volunteers, participants and visitors. Should you have any questions about this new system, please contact the Director."**

Location of cameras

All cameras are located on Madison Senior Center property. Locations are: Exterior: 1) Courtyard to grocery store; 2) Mid-courtyard; 3) Courtyard to apartments; 4) Main entrance; 5) Exterior drive. Interior Main Floor: 6) Lounge; 7) Dining; 8) Front desk; 9) Entrance; 10) Vestibule. Interior 2nd Floor: 11) Hall to craft room; 12) Front corridor; 13) Back corridor.

Permanently or temporary placement?

Permanent placement

Persons in agency allowed view access

Christine Beatty, Director and Karen Cator, Office Manager. 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. Start guide will be used. 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 a disc in the Senior Center safe for 7 years.

Those allowed to export any needed footage.

Christine Beatty, Director and Karen Cator, Office Manager.

Submitted to Rich Beadles (City Information Technology) 2/26/2014