

**Part 1: Agencies that did not have security cameras in 2003 (2008 update in red)**

<b>Agency Person responding</b>	<b>Future plans to buy cameras?</b>	<b>Policy in place at this time?</b>	<b>Additional comments</b>
<b><u>Affirmative Action</u></b>			
Nancy Castillo	No.	No.	None.
Larry Studesville (responding for Department of Civil Rights, not just the Affirmative Action Division.)	Yes.	No answer.	Cameras would be for the front desk reception area, because we have, at times, experienced individuals who have demonstrated behavior that is of concern to Department of Civil Rights staff.
<b><u>City Attorney</u></b>			
Jim Martin	No.	No.	None.
Mike May	No.	No.	None.
<b><u>Common Council</u></b>			
Lisa Veldran	No.	No.	None.
Lisa Veldran	No.	No.	None.
<b><u>CDBG</u></b>			
Hickory Hurie	No.	No.	None.
Hickory Hurie	No.	No answer.	None.
<b><u>Community Services</u></b>			
Dorothy Conniff	No.	No answer.	None.
Enis Ragland	No.	No answer.	None.
<b><u>Comptroller</u></b>			
Dean Brasser	No.	No.	None.
Dean Brasser	No.	No.	None.
<b><u>EOC</u></b>			
Anthony Brown	No.	No.	None.
Ariel Ford	Respondent stated there are no cameras.		
<b><u>Human Resources</u></b>			
Mary Ann Stalcup	No.	No.	None.
Brad Wirtz	No.	No.	None.
<b><u>Inspection Unit</u></b>			
Linda Grubb	No.	No.	None.
George Hank	No.	No.	None.
<b><u>Madison City Channel</u></b>			
Brad Clark	No.	No.	None.
Brad Clark	No.	No.	None.
<b><u>Madison Senior Center</u></b>			
Christine Beatty	Respondent stated there are no cameras in use at the Senior Center.		
Christine Beatty	No changes.		

<b>Agency Person responding</b>	<b>Future plans to buy cameras?</b>	<b>Policy in place at this time?</b>	<b>Additional comments</b>
<b><u>Mavor's Office</u></b>			
Linda Lewis	No.	No.	None.
Janet Piraino	No.	No.	None.
<b><u>Motor Equipment</u></b>			
Bruce Nelson & Bill Vanden Brook	No.	No.	None.
Bill Vanden Brook			This agency now has security cameras. Please see the detailed survey response in Part 4 of this summary.
<b><u>Municipal Court</u></b>			
Daniel Koval	No.	No.	None.
Daniel Koval	No.	No.	None.
<b><u>Organizational Training &amp; Development</u></b>			
Karl van Lith	No.	No.	None.
Karl van Lith	No.	No.	None.
<b><u>Parking Utility</u></b>			
Robin Williams	No.	No.	None.
David Dryer	No.	No.	None.
<b><u>Planning</u></b>			
Brad Murphy	No.	No.	None.
Brad Murphy	No.	No.	None.
<b><u>Police</u></b>			
Chuck Cole	No.	No.	None of the existing Police stations make use of security cameras. We do have a limited number of in-car video cameras in designated police vehicles and will be expanding the use of in-car video in our Patrol fleet next year. These are not security cameras. They allow us to videotape motor vehicle stops made by Police Officers. We do have a policy regarding the use of these devices and the records retention responsibilities associated with the videotapes and public access. You may contact Capt. Richard Bach (6-4076) or Lt. Joe Balles (6-4600) for details.
John Davenport			
<b><u>Public Health</u></b>			
James Alexander	No.	No.	None.
David Caes	No.	No.	None.

**Part 2: Agencies that did not have security cameras in 2003 but were considering the purchase of one or more (2008 update in red)**

Agency/person responding	For what purpose?	Policy in place at this time?	Additional comments
<u>Engineering</u> Larry Nelson	To monitor operations at the rear and side of Operations Bldg. at 1602 Emil St. to determine if the casting storage yard is secure and to verify if personnel were not injured in loading equipment or supplies. In addition, it is expected that the larger trucks will be equipped with cameras so the operator can back the vehicle or observe operations at the side.	No.	None.
Rob Phillips/ Kathy Cryan	The Engineering Division does not currently have any security cameras and is not anticipating purchasing any at this time. In addition to acquisition and installation, staff would be needed to continuously monitor the cameras in order to provide anything other than after-the-fact documentation. Installation of cameras is not seen as a priority.		None.
<u>Information Services</u> Dick Grasmick	Monitoring a remote locked computer room at the new Water Facility near Quann Park.	No.	None.
Dick Grasmick	No. (IT has facilitated the purchase and installation of cameras for other City agencies but has no reason to deploy cameras for IT itself.)	No.	
<u>Library</u> Barb Dimick	Perhaps in a new, expanded Central Library with significant public spaces that don't have good sightlines – could be unsupervisable.	No.	None.
Mark Benno	Security and theft deterrence.		
<u>Water Utility</u> David Denig-Chakroff Al Larson	If purchased, the cameras would be used in unmanned Water Utility facilities (or unmanned areas of facilities), such as unit wells and pumping stations, to provide additional security.	No.	None.
	This agency now has security cameras. Please see the detailed survey response in Part 4 of this summary.		

**Part 3: Agencies that had security cameras in 2003 (2008 update in red)**

**Fire Department**

Person responding

Ed Ruckriegel

Ed Ruckriegel

Does your agency have any security cameras?

Respondent indicated the agency has security cameras but did not provide information regarding how many, their locations, use, viewing procedures, etc.

Respondent indicated that the agency does not have any security cameras and has no plans to purchase any security cameras.

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

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

For what purpose were these cameras purchased?

How many mobile security cameras does your agency have?

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

For what purpose were these cameras purchased?

Where are the videotapes stored?

Who views the videotapes?

For what reason?

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

How long are the videotapes kept?

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

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

**Fire Department (cont.)**

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

If you answered “no,” please explain why employees aren’t informed of the use of security cameras.

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

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

If you answered “no,” please explain why citizens aren’t informed of the use of security cameras.

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

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

For what purpose will these additional security cameras be used?

Does your agency have a formal policy in place that guides the use of security cameras? No.

Additional comments. None.  
None.

## Housing Operations

Person responding	Agustin Olvera Agustin Olvera
Does your agency have any security cameras?	Yes.
How many security cameras in fixed locations does your agency have?	Three.
Where are the cameras installed? Please be specific, including whether they are inside or outside. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	One camera in the entryway to Romnes Apts.; Brittingham Apts. has 2 entrances – each entrance has a camera.
For what purpose were these cameras purchased?	Security.
How many mobile security cameras does your agency have?	Two.
Where are the cameras used? Please be specific. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	Stairwells, hallways and common areas at Brittingham Apts. (Couldn't afford fixed cameras for all these locations, so mobile ones are rotated to different areas as needed.)
For what purpose were these cameras purchased?	Security.
Where are the videotapes stored?	On site, in a secured room.
Who views the videotapes?	Site manager, police.
For what reason?	No one views unless an incident is reported.
Other than the person(s) authorized to view the videotapes, who has access to them?	Site staff.
How long are the videotapes kept?	Seven to ten days.
How are the videotapes disposed of at the end of this time?	They are reused, recorded over, eventually worn out and discarded.
Have the employees in your agency been notified that security cameras are in use?	Yes.
If you answered "yes," please indicate how your agency informs employees that security cameras are in use.	Part of remodeling, staff work on equipment, equipment in plain sight.
If you answered "no," please explain why employees aren't informed of the use of security cameras.	

**Housing Operations (cont.)**

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

If you answered “yes,” please indicate how your agency informs citizens that security cameras are in use. Equipment is visible, not hidden.

If you answered “no,” please explain why citizens aren’t informed of the use of security cameras.

Does your agency have plans to purchase any additional security cameras? No.

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

For what purpose will these additional security cameras be used?

Does your agency have a formal policy in place that guides the use of security cameras? No.

Additional comments. None.  
No change, except technology upgrade from video film to disc.

**Overture Center for the Arts (formerly Madison Civic Center)**

Person responding	Rudy Lienau Richard Bertrang
Does your agency have any security cameras?	Yes. Yes.
How many security cameras in fixed locations does your agency have?	Eleven. Please see answer below.
Where are the cameras installed? Please be specific, including whether they are inside or outside. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	One each in the Oscar Mayer Theatre, Isthmus Playhouse, Marquee Room and Spotlight Room; six covering various parts of the lobby; 1 exterior loading dock shot. Per recent training, I have been trained not to disclose security camera locations. As security coordinator, I do feel that it would jeopardize security intended to protect persons and critical infrastructure.
For what purpose were these cameras purchased?	The cameras were purchased for operational use, checking usage of spaces and security. 1) Security. 2) Operational use, checking usage of spaces.
How many mobile security cameras does your agency have?	None. Please see answer below.
Where are the cameras used? Please be specific. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	Per recent training, I have been trained not to disclose security camera locations. As security coordinator, I do feel that it would jeopardize security intended to protect persons and critical infrastructure.
For what purpose were these cameras purchased?	1) Security. 2) Operational use, checking usage of spaces.
Where are the videotapes stored?	Ticket office. Video is stored on a hard drive.
Who views the videotapes?	Management. Security coordinator and/or police.
For what reason?	Only when an incident has occurred. Incident or investigation.
Other than the person(s) authorized to view the videotapes, who has access to them?	Ticket office staff. No one.
How long are the videotapes kept?	The tapes are kept as long as they last (continuous loop). Six days.
How are the videotapes disposed of at the end of this time?	The tapes are kept as long as they last (continuous loop). Automatically disposed.



**Overture Center for the Arts (cont.)**

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

Yes.  
No.

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

They’re obvious.

If you answered “no,” please explain why employees aren’t informed of the use of security cameras.

Per recent training, I have been trained not to disclose security camera locations. As security coordinator, I do feel that it would jeopardize security intended to protect persons and critical infrastructure.

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

No.  
No.

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

If you answered “no,” please explain why citizens aren’t informed of the use of security cameras.

Not aware it’s necessary.  
Per recent training, I have been trained not to disclose security camera locations. As security coordinator, I do feel that it would jeopardize security intended to protect persons and critical infrastructure.

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

Yes.  
Yes.

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

Throughout the Center.  
Covering additional public areas.

For what purpose will these additional security cameras be used?

Security and operational needs.  
Security.

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

No.  
No.

Additional comments.

None.  
None.

**Madison Metro**

Person responding

Ann Gullickson  
**Ann Gullickson**

Does your agency have any security cameras?

Yes.  
Yes.

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

Four.  
**Thirty-three.**

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

Two are in the vaulting area of the service lane (where cash vaults are removed from the buses each day); two are in cash room (where the money is counted).  
**1) The four Transfer Points.  
2) Outside the Metro facility, monitoring the parking lot.  
3) Inside the Metro facility in the vaulting areas of the service lane, cash room, hallway outside the Parts Room and front reception area.**

For what purpose were these cameras purchased?

Internal control of the cash handling operation.  
**Provide security for customers and employees.**

How many mobile security cameras does your agency have?

Two.  
**One hundred sixty-eight.**

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

Boxes to hold the cameras are installed on 10 buses that are used in supplemental school service. They are moved from bus to bus on an as-needed basis, based on reports of inappropriate activity.  
**Forty-two buses are equipped with cameras, four cameras on each bus.**

For what purpose were these cameras purchased?

To document behavior, identify students who are engaging in unsafe or harassing behavior on the bus. The tapes are shared with principals at the school who can identify the students and follow up as appropriate.  
**Document behavior, identify individuals engaging in unsafe or harassing behavior on the bus.**

Where are the videotapes stored?

Videotapes are not stored unless an incident occurs. In that case, the tape is stored in the operations office until the incident is resolved, then it goes back in rotation and is taped over. The tapes from the cash handling operation are stored in the office of the Accounting Supervisor. These tapes are also taped over unless being held in response to an incident.  
**It is digital technology, not videotapes. The DVR records over the images unless an incident is reported that leads to the incident being viewed. In that case, on buses the hard drive is switched out, the relevant images downloaded onto a secure area of the network with limited access, and the hard drive then goes back into rotation. For the facility cameras, the images can be viewed from desktop computers, and footage that is saved is saved to the same secure network site.**

**Madison Metro (cont.)**

Who views the videotapes?

Videotapes from buses could be viewed by an operations supervisor, operations manager, police officers and/or school officials, depending on the nature of the incident. The tapes from the cash handling activities are viewed by the finance supervisor.

Metro management, MMSD school officials, Madison Police Department, depending on the nature of the incident.

For what reason?

Cash handling tapes are viewed as an internal control function of the finance department. Tapes from the buses are used to identify students and document behavior for follow-up by school officials or police, depending on the severity of the incidents.

To document behavior, identify individuals, and enforce our Inappropriate Behavior Policy. The cameras enable follow-up by school officials or police with individuals engaging in inappropriate activity at the transfer points and on the buses.

The cameras at the Admin/Operations facility provide security over our cash handling operations and parts room. In addition, they provide security in the parking lot.

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

No.  
No one.

How long are the videotapes kept?

Until the issue is resolved.  
We have not deleted any of the images that are downloaded to the computer and saved. We do not know what the retention requirements are under Open Records statutes.

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

They are taped over.

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

Metro employees have been informed that cameras are in use.  
Yes.

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

Cameras are not hidden, they are in plain view. Use of the cameras is explained to bus operators in training. In most cases, these cameras are placed on the bus in response to reports from the driver of misbehavior occurring. Cameras in the cash room are out in the open, and the cashiers are well aware of them. Employees in the service lane may be less aware of the cameras observing their vaulting activities as this is a dynamic work group with people rotating in and out of those job functions on a regular basis.

The cameras are not hidden. There were employee requests for cameras at the transfer points, on the buses, and in the parking lot.

**Madison Metro (cont.)**

If you answered “no,” please explain why employees aren’t informed of the use of security cameras.

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

No.  
Yes.

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

Signage.

If you answered “no,” please explain why citizens aren’t informed of the use of security cameras.

Did not answer.

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

Yes.  
Yes.

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

Metro has plans to install digital cameras on 10 additional buses.  
By 2010, all buses in the fleet will be equipped with cameras.

For what purpose will these additional security cameras be used?

They are to replace outdated cameras used in school service with newer technology. The recorders are over 10 years old and Metro can’t get replacement parts when they break down. Ten years ago, Metro had 8 cameras to rotate among the school service buses; only 2 continue to be operational.

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

No.  
Yes.

Additional comments.

Metro would also like to expand the use of buses with cameras to regular fixed route service. The goal is to curb disruptive behavior on buses that leads to the perception that it is an unsafe environment, which has a harmful effect on ridership levels. The cameras would not be ‘hidden.’ Metro’s insurance company has also expressed interest in video surveillance to reduce fraudulent claims. Drivers have expressed concern about their personal safety and say they feel vulnerable to assault. Video systems would lead them to feel safer. Cameras could also be used to prove or disprove charges made by passengers about system equipment or employees.  
None.

**Monona Terrace Community and Convention Center**

Person responding

Gregg Manners  
Connie Thompson

Does your agency have any security cameras?

Yes.

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

Twenty-five.

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

In the common areas on floors 1, 2, 3 & 4 and in the common areas on the roof. Common areas are defined as public areas accessible to all employees and patrons without limitation. Several cameras are also located in the "back of the house" to protect against pilferage.

For what purpose were these cameras purchased?

The cameras were purchased solely for the protection of people and property.

How many mobile security cameras does your agency have?

None.

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

For what purpose were these cameras purchased?

Where are the videotapes stored?

Digital recording systems are used instead of videotape. The system records what it sees and erases those images after 5 – 7 days. Video cameras are used as a redundant system only if the digital system fails.

Who views the videotapes?

The only people who view the images are authorized personnel from Assistant Operations Manager on up the management chain.

For what reason?

The images are viewed if there is damage to property or persons.

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

Limited access is also available to Command Center Operators, the Assistant and Operations Manager.

How long are the videotapes kept?

Digital recordings are saved for 5 – 7 days. Manually recorded tapes would typically have kept for 5 – 7 days.

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

Digital recordings are automatically taped over after 5 – 7 days. Manually recorded tapes would typically be taped over.

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

Yes.

**Monona Terrace Community and Convention Center (cont.)**

If you answered “yes,” please indicate how your agency informs employees that security cameras are in use. Employees are notified during orientation that security cameras are used by Monona Terrace. They are given a tour of the building that includes the Command Center where the camera system is monitored.

If you answered “no,” please explain why employees aren’t informed of the use of security cameras.

Are citizens who come into your offices aware that security cameras are in use by your agency? Yes and no.

If you answered “yes,” please indicate how your agency informs citizens that security cameras are in use. Depending upon the customer, MT will advise some clients who want to know about the security system and how the building and it’s contents are monitored. Also, the camera locations are visible, none are hidden.

If you answered “no,” please explain why citizens aren’t informed of the use of security cameras.

Does your agency have plans to purchase any additional security cameras? No.

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

For what purpose will these additional security cameras be used?

Does your agency have a formal policy in place that guides the use of security cameras? No.  
Yes.

Additional comments. There is formal training that teaches how to operate the cameras, the Standard Operating Procedures, what is acceptable conduct and what is not, etc.  
The only change since the 2003 survey is that there is now a camera use procedure.

**Parks Division – Ice Arenas**

Person responding	Fritz Kroncke Fritz Kroncke
Does your agency have any security cameras?	Yes.
How many security cameras in fixed locations does your agency have?	Three.
Where are the cameras installed? Please be specific, including whether they are inside or outside. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	Inside Hartmeyer Ice Arena, Madison Arena office and under the east bleachers at Hartmeyer. No mobile cameras.
For what purpose were these cameras purchased?	The cameras were purchased to maintain cash control in the cash register and to reduce vandalism.
How many mobile security cameras does your agency have?	None.
Where are the cameras used? Please be specific. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	
For what purpose were these cameras purchased?	
Where are the videotapes stored?	Arena office.
Who views the videotapes?	Leadworkers and administration clerks.
For what reason?	Observe cash handling and prevent vandalism.
Other than the person(s) authorized to view the videotapes, who has access to them?	Recreation Services Supervisor.
How long are the videotapes kept?	Years.
How are the videotapes disposed of at the end of this time?	N/A
Have the employees in your agency been notified that security cameras are in use?	No.
If you answered "yes," please indicate how your agency informs employees that security cameras are in use.	
If you answered "no," please explain why employees aren't informed of the use of security cameras.	They know from informal discussions & observation.

**Parks Division – Ice Arenas**

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

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

If you answered “no,” please explain why citizens aren’t informed of the use of security cameras.

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

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

For what purpose will these additional security cameras be used?

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

Additional comments.

**Parks Division – Ice Arenas**

Yes and no.

Security “systems” are posted – not cameras specifically. (Note: Respondent wrote that he would add them immediately.)

Yes.

Under the bleachers.

To prevent damage.

No.

None.

The ice arenas were sold 4 years ago, and the cameras were transferred with the ownership.



**Parks Division – Warner Park**

Person responding	Brad Weisinger Brad Weisinger
Does your agency have any security cameras?	Yes.
How many security cameras in fixed locations does your agency have?	Eight.
Where are the cameras installed? Please be specific, including whether they are inside or outside. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	Building entrance, game room, east and west hallways, front desk, playroom, 2 in gym
For what purpose were these cameras purchased?	Security of facility, customers and staff.
How many mobile security cameras does your agency have?	None.
Where are the cameras used? Please be specific. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	
For what purpose were these cameras purchased?	
Where are the videotapes stored?	Secured in a locked cabinet.
Who views the videotapes?	Management only.
For what reason?	Only if necessary, as in the case of vandalism, theft or conflicts.
Other than the person(s) authorized to view the videotapes, who has access to them?	No one.
How long are the videotapes kept?	Tapes are changed daily and turned over weekly/recorded on.
How are the videotapes disposed of at the end of this time?	Recorded over weekly.
Have the employees in your agency been notified that security cameras are in use?	Yes.
If you answered "yes," please indicate how your agency informs employees that security cameras are in use.	They are visible to all and watch a monitor that is at the front desk. Even customers can see what's being recorded.
If you answered "no," please explain why employees aren't informed of the use of security cameras.	

**Parks Division – Warner Park**

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

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

If you answered “no,” please explain why citizens aren’t informed of the use of security cameras.

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

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

For what purpose will these additional security cameras be used?

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

Additional comments.

**Parks Division – Warner Park**

Yes.

A “Welcome” sign is posted under the first camera they see.

Yes.

Directly outside front door of Center.

Security of facility, customers and staff.

No.

Cameras operate 24/7.

All is the same as 2003. Still thinking of an outside camera, but not this year.

## Revenue

Person responding	Jo Ann Terasa Jo Ann Terasa
Does your agency have any security cameras?	Yes. Yes.
How many security cameras in fixed locations does your agency have?	Three. Three.
Where are the cameras installed? Please be specific, including whether they are inside or outside. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	Two in the front office of the City Treasurer, 1 in the back area of the office near the vault. All are mounted in the ceiling. Two cameras are installed in the front office of the City Treasurer's Office. The cameras record activity at the front counter area. There is a camera located in the back area of the office near the vault. All cameras are located in the ceiling.
For what purpose were these cameras purchased?	Loss prevention system. (There had been 2 occurrences within an 18-month period.) The cameras were purchased as a loss prevention system.
How many mobile security cameras does your agency have?	None. None.
Where are the cameras used? Please be specific. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	
For what purpose were these cameras purchased?	
Where are the videotapes stored?	In the vault in the City Treasurer's Office. The tapes are stored in the vault within the City Treasurer's Office.
Who views the videotapes?	The Revenue Operations Manager and the Leadworker. The City Treasurer and the Leadworker.
For what reason?	Quality of the recording and ensure the equipment is operational. Quality assurance and ensure the equipment is operational.
Other than the person(s) authorized to view the videotapes, who has access to them?	Ray Fisher, Director of Revenue. Four Administrative Clerks in the Treasurer's Office.
How long are the videotapes kept?	Fourteen days. Fourteen days.
How are the videotapes disposed of at the end of this time?	Recorded over at the end of 14 days. At the end of the 14 days, the tape is reused.

**Revenue (cont.)**

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

Treasurer's Office – yes  
Assessor' Office – no  
Clerk's Office – no  
Yes.

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

Employees in the Treasurer's Office are aware of the cameras. The cameras are operational 24 hours a day.

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

Security.

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

No.  
No.

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

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

Security and safety issues. The City Treasurer's Office is the depository for the City of Madison.  
Security and safety issues. The City Treasurer's Office is the depository for the City of Madison.

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

No.  
No.

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

For what purpose will these additional security cameras be used?

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

No.  
No.

Additional comments.

None.  
None.

## Streets

Person responding

Roger Goodwin  
Al Schumacher

Does your agency have any security cameras?

Yes.  
Yes.

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

Eleven.

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

- 1) Employee parking lot at Sycamore.
- 2) Three cameras in 3 vehicle storage bays.
- 3) Maintenance shop at Sycamore.
- 4) Two outside at Sycamore solid waste drop off site.
- 5) Transfer Site scale house (outside).
- 6) SE corner of Transfer Site building (outside).
- 7) Transfer Site conveyor #3.
- 8) Above the overhead door at South Point Rd. salt storage facility (outside).

4602 Sycamore Ave.:

- 1) Employee parking lot – outdoor (1)
- 2) Vehicle storage bays – (3)
- 3) Maintenance shop – (1)
- 4) Yard waste drop off site – outdoor (2)

For what purpose were these cameras purchased?

- 1) Vandalism done to the cars in the parking lot.
  - 2 & 3) So staff can monitor activity in these areas.
  - 4) Monitor activity & discourage illegal dumping.
  - 5) Allow scale operator to see some areas around the scale.
  - 6) Monitor activity at the brush-processing site.
  - 7) So staff can monitor the waste flow.
  - 8) Discourage trespassers and prevent salt theft (a big problem before the camera).
- To allow the office staff to monitor activity in these areas.

How many mobile security cameras does your agency have?

None.  
Twenty-six mobile cameras on automated refuse/recycling vehicles.

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

Traffic side of the automated vehicle, the hopper of the automated truck and the rear of the automated truck for backing assistance.

For what purpose were these cameras purchased?

The cameras are used to view oncoming traffic, to view if any illegal dumping is occurring and to view if anyone or anything is behind the vehicle.

Where are the videotapes stored?

No videotapes are stored.  
Same as above.

**Streets (cont.)**

Who views the videotapes?

The only videotape that is regularly viewed is the one at the salt storage facility. It is viewed by whichever supervisor is assigned the task.

N/A

For what reason?

At the salt storage site, the camera is activated by movement – usually vehicles. The tape is viewed to see who is coming in to the site and to determine if they are supposed to be there. The first year we had several hundred tons of salt stolen from the site. None has been stolen since the camera was installed.

The other cameras are used largely for 2 reasons: to allow staff to monitor activities going on in or around facilities for safety or security purposes or to serve as a deterrent to site visitors from unacceptable activities.

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

No one.

How long are the videotapes kept?

They are not kept.

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

They are used over and over. When a tape is replaced, the old one goes in the trash.

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

Yes and no.

Yes.

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

We informed all of our west side employees by employee meeting when the security camera was installed at the salt barn.

All of the Transfer Site employees are aware of those cameras because they all use and maintain them.

We do not inform new employees at the Sycamore facility, but the cameras are not a secret, either.

The monitors are in plain sight so that all employees can see them in the office area. They are not kept secret.

If you answered “no,” please explain why employees aren’t informed of the use of security cameras.

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

Yes and no.

Yes.

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

At the sites that we have cameras, we have signs indicating that the facilities have security cameras. We don’t know if the citizens are aware of the cameras. It doesn’t come up in conversation.

The monitors are in plain sight so that all citizens can see them in the office area. They are not kept secret. In addition, signage at the entrances of the drop off sites inform citizens that security cameras are in place.

(These signs act as more of a scare tactic than policing power as we do not videotape.)

**Streets (cont.)**

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

We would like to have more security cameras at our drop off sites to discourage illegal dumping. It would also be nice to have cameras at some of our oil drop off sites for the same reason.

Yes.

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

1) On any additional automated vehicles purchased.  
2) At the Olin Ave. Transfer Station.

For what purpose will these additional security cameras be used?

For safety, to determine illegal dumping of material and to monitor public activity.

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

No.

No.

Additional comments.

None.

None.

## Traffic Engineering

Person responding	David Dryer David Dryer
Does your agency have any security cameras?	Yes. Yes (however they are not security related cameras).
How many security cameras in fixed locations does your agency have?	By the end of 2003, five (however they are not security related cameras). Five (however they are not security related cameras).
Where are the cameras installed? Please be specific, including whether they are inside or outside. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	E. Wash. & Brearly; E. Wash. & First; First & E. Johnson/Pennsylvania; E. Wash. & Milwaukee St.; E. Wash. & USH 51 (state owned). All are outside. 1) E. Wash. & Blair 2) E. Wash. & Second St. 3) First St. & Johnson 4) E. Wash. & Dayton 5) E. Wash. & Continental Lane All are outside.
For what purpose were these cameras purchased?	WisDOT purchased cameras to monitor traffic conditions and to allow engineers and 911 staff to operate/control system during and after completion of the E. Wash. reconstruction project. They will also provide much useful data/information to the public. Same as above.
How many mobile security cameras does your agency have?	One. One.
Where are the cameras used? Please be specific. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	It is not used currently. It is only used when there is a need to deter vandalism at our Sayle Street facility. Same as above, with notation that the camera can be used indoors and outdoors.
For what purpose were these cameras purchased?	Deter vandalism. Same as above.
Where are the videotapes stored?	For the traffic cameras, any tape collected for training or data needs will be stored at the MMB. Mobile camera tapes are stored at the shop. For the traffic condition cameras, any tape collected for training or data needs will be stored at the MMB. Tapes from the mobile camera are stored at the Sayle St. (shop) facility.
Who views the videotapes?	Engineering staff view the tapes from the traffic cameras. Manager(s) view the tapes from the mobile camera. Manager(s) view the tapes from the Sayle St. camera. Engineering staff view the tapes from the traffic condition cameras.



**Traffic Engineering (cont.)**

For what reason?

Traffic camera videotape will only be used for training and routine traffic data collection.  
Mobile camera tape is used to catch a person responsible for shop damage.  
In the case of the Sayle St. camera, tapes are viewed to catch person(s) responsible for shop damage.  
Traffic condition camera videotape will only be used for training and routine traffic data collection.

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

For traffic camera routine video, anyone could request to review.  
For mobile camera, they are not kept.  
Tapes from the Sayle St. camera are not kept.  
For traffic condition camera routine video, anyone could request to review.

How long are the videotapes kept?

Tapes will only be kept as long as is needed to train, etc.  
We do not plan to archive day after day of tapes.  
Same as above.

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

Erased or tossed.  
Same as above.

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

All are aware of the traffic cameras.  
For the mobile camera, employees were not advised that it was in use.  
Same as above.

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

For the TCCs, staff were aware through staff meetings.  
For the mobile camera, the belief at the time was an employee may be causing the damage.  
Same as above.

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

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

No.  
No.

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

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

Because if citizens were informed, it is likely that the person causing the damage would have been informed.  
Same as above.

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

No plans for purchasing security cameras.  
May purchase additional traffic condition cameras in the future.  
Same as above.

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

Traffic cameras would be located at streets and intersections that have yet to be determined.  
Same as above.

**Traffic Engineering (cont.)**

For what purpose will these additional security cameras be used?

Same as our other traffic condition cameras, to provide data for staff and the public.

Same as above.

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

We are in the process of developing with WisDOT, Dane County 9-1-1 this use policy.

Yes.

Additional comments.

This survey does not readily grasp the use of traffic cameras. These cameras are not security related and unlike security cameras, we welcome and encourage the public's use of the cameras images. The long-term plan is that video feeds from our cameras will be broadcast via MCC-12 and the other local electronic media. We also plan to provide streaming video to a publicly accessible website. The camera use should provide significant benefit to the public.

Same as above.

**Part 4: Agencies that did not have security cameras in 2003 but do in 2008 (2008 update in red)**

**Fleet Services (formerly Motor Equipment)**

Person responding	Bill Vanden Brook
Does your agency have any security cameras?	Yes.
How many security cameras in fixed locations does your agency have?	One.
Where are the cameras installed? Please be specific, including whether they are inside or outside. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	Camera to be installed the summer of 2008, located on the gas shack monitoring entry and exit at the gate.
For what purpose were these cameras purchased?	Security.
How many mobile security cameras does your agency have?	None.
Where are the cameras used? Please be specific. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.)	
For what purpose were these cameras purchased?	
Where are the videotapes stored?	Unknown at this time.
Who views the videotapes?	Management.
For what reason?	Facility security.
Other than the person(s) authorized to view the videotapes, who has access to them?	Unknown at this time.
How long are the videotapes kept?	Unknown at this time.
How are the videotapes disposed of at the end of this time?	Unknown at this time.
Have the employees in your agency been notified that security cameras are in use?	Yes.
If you answered "yes," please indicate how your agency informs employees that security cameras are in use.	Employees notified in writing in July 2007 that plans for 2008 included security upgrades, and again May of 2008.
If you answered "no," please explain why employees aren't informed of the use of security cameras.	

**Fleet Services (cont.)**

Are citizens who come into your offices aware that security cameras are in use by your agency? **No.**

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

If you answered “no,” please explain why citizens aren’t informed of the use of security cameras. **Currently do not have a policy as camera will be operational later this summer.**

Does your agency have plans to purchase any additional security cameras? **No.**

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

For what purpose will these additional security cameras be used?

Does your agency have a formal policy in place that guides the use of security cameras? **No.**

Additional comments. **None.**

**Police Department**

Person responding **Capt. John Davenport**

Does your agency have any security cameras? **Yes.**

How many security cameras in fixed locations does your agency have? **Eight.**

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

For what purpose were these cameras purchased? **To capture evidence of criminal offenses and to assist in the identification, apprehension and successful prosecution of those committing crimes. As these cameras have been highly publicized in the local media, we believe they act as a "deterrent" to criminal and disorderly behavior.**

How many mobile security cameras does your agency have? **Two.**

Where are the cameras used? Please be specific. (Note: If providing this information would jeopardize security, please indicate why you can't disclose the locations.) **Used during large scale crowd management events such as Halloween and Rhythm & Booms.**

For what purpose were these cameras purchased? **Information follows these survey responses.**

Where are the videotapes stored? **Information follows these survey responses.**

Who views the videotapes? **Information follows these survey responses.**

For what reason? **Information follows these survey responses.**

Other than the person(s) authorized to view the videotapes, who has access to them? **Information follows these survey responses.**

How long are the videotapes kept? **Information follows these survey responses.**

How are the videotapes disposed of at the end of this time? **Information follows these survey responses.**

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

If you answered "yes," please indicate how your agency informs employees that security cameras are in use. **Employees have been informed in briefing and via local media.**

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

**Police Department (cont.)**

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

Yes.

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

All uses of security cameras have been the subject of local media reports.

If you answered “no,” please explain why citizens aren’t informed of the use of security cameras.

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

Unknown.

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

For what purpose will these additional security cameras be used?

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

Yes.

Additional comments.

Information follows these survey responses.

Security Camera Survey

I would like to provide some additional information to the Security Camera Survey I have completed on behalf of the City of Madison Police Department. In compliance with State Statute all of our district stations have or will have, upon completion of the Central District remodel project, audio & video capabilities for capturing custodial interrogations of those sixteen and under as well as adults involved in felonious incidents. In addition all of our marked fleet and some of our unmarked fleet have in-car video installed. These cameras, however, are not considered “security cameras” as they are not used for security purposes. Video recordings are maintained in accordance with Department Policy.

The Department does have two portable cameras, which are used during large-scale crowd management events such as Halloween and Rhythm & Booms. The intent of creating a video record of such events is to document evidence of criminal activity for future prosecution, deter criminal behavior, to document and improve departmental response to demonstrations and assemblies, and for internal purposes such as training and evaluation. These cameras have been highly publicized in the local media. Video recordings are maintained in accordance with Department Policy.

More recently, the Department has acquired eight security cameras through the Downtown Safety Initiative (DSI). These cameras have been highly publicized in the local media and placed in the State St. area. In the event that a crime occurs in the area monitored by these cameras, the memory is reviewed for evidence of the crime. If the crime is captured and recorded it is preserved as evidence in accordance with WI State Statutes and Department policy.

All video data collected and recorded to the DSI-On SSI computer server by the DSI video surveillance cameras is purged after 14 days. If a record is created (video file in .AVI format) from the server, that record is to be maintained similar to other MPD digital evidence per Chapter 19 of the Wisconsin State Statutes (Open Records).

John Davenport  
Assistant Chief of Police  
City of Madison Police Department

**Water Utility**

Person responding

Al Larson.

Does your agency have any security cameras?

Yes.

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

Sixty-five cameras at 32 different remote locations.

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

The Water Utility has 32 remote facilities including wells, reservoirs, and pump stations. Generally there is one camera inside and one camera outside at each of these locations. Additional information would jeopardize security.

For what purpose were these cameras purchased?

Monitoring our remote un-staffed facilities.

How many mobile security cameras does your agency have?

None.

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

For what purpose were these cameras purchased?

Where are the videotapes stored?

No videotapes, everything is stored on disk. It's stored locally at each site for 30 days and then over-written. All events (a door opening or someone in the field of view) are transmitted back to the main office and stored on disk. At this time, no formal archiving or disposal policy is in place for dealing with the video tapes.

Who views the videotapes?

Supervisors, pump operators, and technicians can view the files. Any employee can look at the display at the main office.

For what reason?

Pump operators will view the event clips for monitoring purposes. If necessary, supervisors will look at the clips to evaluate the security of the facility and possibly for discipline if evidence supports that action.

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

Currently any employee can view the events in the control room.

How long are the videotapes kept?

Digital files are retained on each site for 30 days. Digital files are retained in the control room indefinitely based on hard drive space available.

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

Digital files would be deleted.

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

Yes.

**Water Utility (cont.)**

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

A general announcement was made to all employees advising them that they were in operation. Most employees were also aware of the cameras during installation.

If you answered “no,” please explain why employees aren’t informed of the use of security cameras.

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

Yes.

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

When an outside person is taken into one of our facilities they are advised of the presence of cameras.

If you answered “no,” please explain why citizens aren’t informed of the use of security cameras.

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

Yes.

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

They will be placed at our remote wells, reservoirs and pump stations to provide coverage as needed. They will be added to new facilities as they are constructed.

For what purpose will these additional security cameras be used?

Remote security monitoring.

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

No.

Additional comments.

None.



**Part 5: Agencies not surveyed in 2003, reporting for the first time in 2008 (2008 responses in red)**

**Agency**  
**Person responding**

**Additional comments**

**Parks Division**

LaVonne LaFave

There are cameras at two of the golf courses. These were installed by the golf pros to monitor their equipment, not the City's. There has been discussion about installing cameras in a couple of parks, but it hasn't happened yet.