



# City of Madison

City of Madison  
Madison, WI 53703  
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## Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO DEVELOP CITY-WIDE SURVEILLANCE EQUIPMENT & DATA MANAGEMENT POLICIES

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Friday, October 26, 2018

12:00 PM

Room 354, City-County Building  
210 Martin Luther King, Jr. Boulevard

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Link to Madison City Channel Video: <https://bit.ly/2DQ0yUR>

### CALL TO ORDER / ROLL CALL

**Present:** 4 - Rebecca Kemble; Samba Baldeh; Ledell Zellers and Paul E. Skidmore

**Excused:** 1 - Sheri Carter

**Others Present:** Assistant Chief Vic Wahl, MPD & Sarah Edgerton, IT Director

**Ald. Rebecca Kemble, chair, called the meeting to order at 12:04 p.m.**

### APPROVAL OF MINUTES

A motion was made by Ald. Ledell Zellers, seconded by Ald. Samba Baldeh, to approve the minutes from the work group meeting of September 14, 2018. The motion passed by voice vote/other.

### PUBLIC COMMENT

There was no public comment.

### DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

**Ald. Sheri Carter arrived at 12:06 p.m.**

**Present:** 5 - Rebecca Kemble; Sheri Carter; Samba Baldeh; Ledell Zellers and Paul E. Skidmore

## INFORMATION

[52839](#) Information: Madison Water Utility use of surveillance equipment

There was no information or presentation from the Madison Water Utility. Referred to future meeting of the work group.

## DISCUSSION ITEMS

[52173](#) Update on the City Agency Survey

**Attachments:** [Responses\\_All\\_180726.pdf](#)

No further agency responses were received since last meeting.

[52648](#) City agency surveillance equipment policies

**Attachments:** [Spreadsheet: Departmental Surveillance Policies\(10/26/18\).pdf](#)  
[FinanceDepartmentVideoSurveillancePolicy.pdf](#)  
[GeneralCitySurveillanceCameraPolicy3-17.pdf](#)  
[ITCameraPolicy.pdf](#)  
[MayorsOfficeCameraPolicy.pdf](#)  
[MononaTerraceCCTVbuildingPolicy.pdf](#)  
[MPDDigitalForensicsPolicy.pdf](#)  
[MPDInCarVideoPolicy.pdf](#)  
[MPDSWATAudioVideoPolicy.pdf](#)  
[MPDSWATBodyWornCamerasPolicy.pdf](#)  
[MPDUnmannedAircraftSystemsPolicy.pdf](#)  
[MPDVideoAudioSurveillancePolicy.pdf](#)  
[ParkingUtilityCameraPolicy.pdf](#)  
[WaterUtilityCameraPolicy.pdf](#)  
[Ordinance 49284 Operating security camerasat convenience stores.pdf](#)

Ald. Kemble proposed that the work group take up discussion on Legislative Files 52648 and 53085 together. There was no objection from the work group members.

Sarah Edgerton noted that with all of the presentations for the work group members, staff noticed that the city's APM had several gaps. She planned on meeting with Deputy Mayor Enis Ragland, Assistant Chief Wahl and Assistant City Attorney Paulsen to address those gaps and then meet with the Mayor to revise the APM (and also the approval process).

The work group discussed the spreadsheet created by Kwasi Obeng.

Ald. Zellers: add who writes and approves the agency's policy/procedures, who audits for unauthorized access and how it occurs, specified consequences for unauthorized or inappropriate access.

Ald. Baldeh: add columns inter-departmental access and outside access to video

Ald. Kemble: spell out retention policy and rationale (retention schedule)

Ald. Zellers: has there been discussion on public notice requirements and policy - Ms. Edgerton and Assistant Chief Wahl said that they would be talking to the Mayor about the public notice issue and see if it could be part of the APM.

Ms. Edgerton stated that she could link the department surveillance policies and public notices to Council website.

Ald. Zellers: Traffic Engineering and Metro surveillance policies are missing. Mr. Obeng would extract data from the survey (these departments did not forward policies). She also suggested that a cross check be done with the surveys to add to the spreadsheet.

Ald. Zellers: Another column on where the data is stored / enterprise system or somewhere else other than enterprise system.

#### 53085

Proposed Surveillance Policy Development

**Attachments:** [DRAFT New Surveillance Technology Purchase Approval Process.pdf](#)  
[DRAFT Surveillance Technology Ordinance Language 080318.pdf](#)  
[Other City Surveillance Comparison Chart.pdf](#)  
[Surveillance Policy Outline 4/13/18.pdf](#)  
[Surveillance Policy Outline: M. Paulsen & V. Wahl Comments 4/16/18.pdf](#)

Ald. Kemble proposed that the work group take up discussion on Legislative Files 52648 and 53085 together. There was no objection from the work group members.

#### NEXT STEPS

Next Possible Meeting Date: November 19, 2018 at 12 noon in Room 354, CCB.

Agenda Items:  
Revised APM  
Revised Spreadsheet

#### ADJOURNMENT

A motion was made by Ald. Sheri Carter, seconded by Ald. Samba Baldeh, to adjourn. The motion passed by voice vote/other. Meeting adjourned at 12:30 p.m.