

September 30, 2013

Information Technology Video Surveillance Camera Plan

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.

Information Technology will be using cameras exclusively in its two city-owned data centers to monitor activities therein. Critical network infrastructure and sensitive information is housed at both of these locations, which justifies the need for these cameras.

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. **These cameras should activate when motion is detected within the data center. A high enough resolution should be provided that would allow for facial recognition.**

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? *

Signs in English and Spanish will be at the entrances and exits of facilities.

Provide location of where each camera will be physically placed by providing a street name, building name, etc. *

Due to the sensitive nature of our data center locations, this information may be made available upon request.

Please indicate whether or not these cameras are being put in place permanently or for temporary purposes only. *

These cameras will be permanently installed.

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.)

Information Technology management staff and Network Operations staff will be provided with access to view video from these cameras.

State your agency's plan on training regarding the use, retention and storage of video surveillance footage.

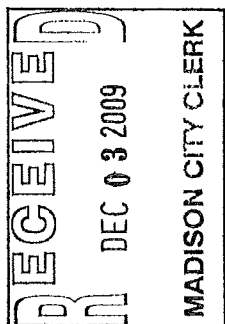
Information Technology will use the City's enterprise camera system. Video camera images will be stored on the city's enterprise system for a minimum of two weeks unless needed to identify someone or record a specific incident. Those images will be copied and kept as public records in accordance with 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 two system administrators for the enterprise camera system will be provided with permissions to extract video footage for the data center cameras.

Madison Public Library's use of video surveillance in accordance with the requirements of the City Ordinance, 08-00093, passed 8/23/2008. This plan is due to the City Clerk's office 30 days after video surveillance is implemented. Camera issues were worked out and began working correctly Nov 19, 2009.

1. The purpose of security cameras is to help fulfill the Library's Mission to create welcoming spaces for all to enjoy by correctly identifying people who exhibit problem behaviors as defined by the Library's Behavior Policy and by letting people know that it is possible to identify them and to accurately share their picture with staff at all branches. We want to limit problem behaviors. The cameras are at the entrance/exit of the Central Library and carefully aimed to not include areas where people are checking out or returning items or picking up requested items.
2. Signs informing people of the presence of video cameras are posted next to the entrance and exit doors in both English and Spanish.
3. Cameras are placed to cover the entrance and exit doors of the Central Library. Cameras are carefully pointed to exclude areas where people are checking out or returning items or picking up requested items. The use is expected to be permanent, but it will be evaluated after 6 months with a report to both the Library Security Committee and the Library Board.
4. Portable video cameras are not included in this plan.
5. Video images will be stored for 96 hours (4 days) on a City server unless needed to identify someone or record a specific incident. Those images will be copied and kept as public records in accordance with City Ordinance, 08-00093, passed 8/23/2008.
6. Images will be viewed only by library staff to identify someone who exhibited problem behavior or to view a specific incident in the area. A witness to an incident or behavior may also be asked to confirm an identification. Police cannot view the videos unless they have a warrant in accordance with the State Attorney General's opinion on the State Statutes on the privacy of library use www.dpi.wi.gov/pld/pdf/agsurveillance.pdf. A warrant may be requested to proceed with criminal incidents.
7. Staff training will be ongoing and overseen by the Library Computer Specialist, the Supervisor of Circulation, the Library Community Services Manger – Central and the Administrative Services Manager.
8. Oversight of equipment will be done by the Library Computer Specialist. Oversight of checking to identify problem behaviors or specific incidents will be overseen by permanent library staff and library security monitors with hourly staff assisting in identifying someone when appropriate. All library staff are trained in the privacy rights of library users.
9. The City IT department will oversee the tapes being used on an ongoing basis. When a copy is made, the picture, now a public record, will be stored in the Central Library Administrative Office under the oversight of the Administrative Services Manager.



Language on City Ordinance requirements is on the following page.

From new City Ordinance (RES-08-00863 passed on 9/3/2008)

Video Surveillance by City agencies potentially implicates individual privacy rights. The Fourth Amendment to the United States Constitution protects individuals from unreasonable searches and seizures. Article 1, Section 11 of the Wisconsin Constitution provides similar protections. Video surveillance will not implicate privacy rights if it is conducted in a forum in which an individual has no reasonable expectation of privacy. Determination of whether an individual has a reasonable expectation of privacy is a two-prong test: (1) A subjective expectation of privacy must be held by the individual; and (2) this privacy interest must be objectively recognized by society. Any agency with questions regarding the implementation and/or use of video surveillance and/or digital image recording should contact the Madison City Attorney's Office prior to implementation.

Any City agency that has video cameras or any type of electronic image recording in use must have a written policy regarding usage on file with the Madison City Clerk. The policy must be on file and available to the public for review with the City Clerk within 30 days of implementation of the video camera/electronic image recording system.

Video camera/electronic image recording use policies should include, but not be limited to, the following:

1. A statement regarding the agency's objective behind video surveillance and the scope of surveillance given the stated objective.
2. The manner in which individuals will be notified that video cameras are in use and they may be recorded. Such notification will not be required in cases where video surveillance is used pursuant to an investigation of law violations.
3. Placement of cameras and whether they will be permanently located.
4. Whether, and under what circumstances, portable cameras will be used.
5. Guidelines regarding retention and storage of videotapes/digital image recordings.
6. Guidelines regarding use and viewing of videotapes/digital image recordings.
7. Staff training regarding the use, retention and storage of video surveillance/digital image recordings.
8. Identification of individuals authorized to operate the video surveillance system.
9. Identification of the custodian of video surveillance tapes/records.

BE IT FINALLY RESOLVED that agencies which use video cameras should file their policies with the City Clerk's Office by October 15, 2008 ~~September 15, 2008~~.

BE IT FINALLY RESOLVED, prior to purchasing new security cameras, policies should be reviewed by the Information Technology Department.

Fiscal Note

No appropriation is required for this policy resolution.

Security Camera Surveillance Policy Metro Transit System

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, has also been a deterrent to disruptive behavior and provides a sense of security to riders and drivers. And finally, in case of personal injury accidents, a video record validates the facts.

Metro Transit has security surveillance cameras in our facility, at the transfer points, and on buses.

- All four Transfer Points are equipped with security cameras. At the South Transfer Point, the images are available in real-time via wireless connection to Metro staff and to the Madison Police Department. At the other transfer points, images must be downloaded from the hard drive. These facilities will be upgraded as the wireless connectivity and funding are available.
- Metro is in the process of installing on-board surveillance on the entire fleet over a three-year period. It will be completed in 2010. Until the installation is complete, the buses equipped with cameras are rotated among routes, based on feedback from drivers and customers.
- The facility cameras monitor the cash-handling activities, document evening and weekend access to the Parts Room, and provide security for our receptionist and dispatchers. In addition, there are exterior cameras providing security in the parking lot.
- There is signage in all locations providing notice that video surveillance is present.

Downloading Images:

Digital video recorders store information. The hard drive is pulled and/or images downloaded when an incident is reported (by bus operators or the public). Otherwise, the hard drives are recorded over. The activation of the emergency alarm on the bus by the driver places a 'bookmark' on the recording, preventing it from being recorded over and allowing quick access to the relevant images.

Access to Images:

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, the offending individual (and his/her parents as appropriate), and other 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.

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 to Metro computers.
- 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 relevant public records requirements.
- In cases of vehicular accidents, the images will be provided to our insurance company, who will maintain them as part of their case file in accordance with their record retention policies.
- The Transit Service Manager serves as the open records custodian for Metro Transit. This includes video surveillance tapes/records.

Updated January 15, 2009

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. Metro Transit uses video surveillance cameras on buses and at the bus transfer points to document behavior, identify individuals, and enforce our Inappropriate Behavior and Transit Exclusion Policy. The on-board cameras are also provide documentation when there are vehicular accidents and/or passenger slips and falls. All 226 transit buses are equipped with cameras.*
- 2. Cameras at the Admin/Maintenance facilities provide security over our cash handling operations and parts room, provide security for 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 recorded video from the on-board bus and transfer point cameras are used to identify individuals engaging in illegal, unsafe or harassing behavior. Cameras at Metro's facility also need to allow the identification of individuals.*

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? *

There is signage on all the buses, at the transfer points, and at the Metro facility.

Provide location of where each camera will be physically placed by providing a street name, building name, etc. *

*North Transfer Point, 1213 Huxley Street
East Transfer Point, 102 W. Corporate Drive
South Transfer Point, 2430 S. Park Street
West Transfer Point, 5700 Tokay Blvd
Metro Maintenance and Operations Facility, 1101 East Washington Avenue
Metro Administrative Offices, 1245 East Washington Avenue*

Please indicate whether or not these cameras are being put in place permanently or for temporary purposes only. *

Permanently

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 surveillance records will be shared with individuals directly involved in investigating and following up on the incident. This could include Metro management staff, law enforcement officials, school officials, the city's insurance company, the bus operator, the offending individual (and his/her parents as appropriate), and other who may be directly involved in responding to the behavior.

State your agency's plan on training regarding the use, retention and storage of video surveillance footage.

Metro staff has attended training by the City Attorney's office. Refresher training on retention of video records is offered periodically by the Office Manager to the Senior Management Team and the Customer Service and Security Team.

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.)

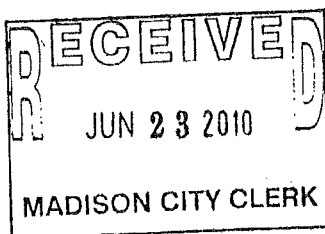
Operations Supervisor Chris Olson, Operations Supervisor Jim Lehman, and Maintenance Manager Jeff Butler.

This information is not required in cases where video surveillance is used pursuant to an investigation of law violations.

Upon completing this questionnaire please route to Rich Beadles, City of Madison Information Technology.

Video Surveillance Policy for the City Parking Utility
June 2010

1. The objective of the video system is to document what transpires in or near Parking Utility facilities. We would be watching for behavior that threatens the safety or security of customers, employees and visitors, or to assist individuals with their facility visit or to safeguard our revenue stream. The installation of video equipment along with signage alerting individuals to the cameras will also act as a deterrent to disruptive/illegal behavior and provide a sense of security to parkers and others. In the case of personal injury accidents, a video record validates the facts.
2. Signs in English and Spanish will be at the entrances and exits of facilities.
3. Some cameras will be permanently located, such as those next to payment machines and entrances/exits. The Parking Utility will have a limited number of portable cameras available to identify problem behavior.
4. Portable cameras will be used to record specific problem behavior that is not observable from the permanent cameras.
5. Video camera images will be stored on a city server 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 Section 3.70 of the City Ordinances (as repealed and recreated in Enactment No. ORD- 08-00093, passed 8/23/2008).
6. Images will be viewed only by approved Parking Utility staff with a need to see the images. A witness to an incident or behavior may also be asked to confirm identification. The Police Department may also view these images for investigative purposes.
7. Staff training will be ongoing and overseen by City IT staff.
8. Oversight of equipment will be done by the Parking Utility Operations Manager or designee. Specific Parking Utility management and line staff have been authorized to view the images.
9. The City IT department will oversee the video archival server and storage being used to store video images on an ongoing basis. Whenever a copy is made of any video, it will be stored in a separate area of the video storage system and retained in accordance with open records laws.



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 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.

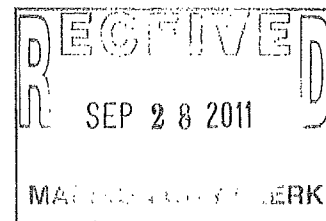
The Department does have two portable cameras, which are used during large-scale crowd management events such as Halloween and Rhythm & Booms. The intent of creating a video record of such events is to document evidence of criminal activity for future prosecution, deter criminal behavior, to document 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.

The Department can access networked cameras throughout the City. These cameras, positioned in highly public areas, are connected to the City's network. In the event that a crime or ordinance violation occurs in the area monitored by these cameras, the memory is reviewed for potential evidence. If the evidence is captured and recorded it is preserved in accordance with WI State Statutes and Department policy. These cameras may be used by officers conducting a law enforcement action in a targeted area, and the enforcement action may be captured as evidence of the unlawful conduct.

While most of these cameras are monitoring public streets, MPD has added cameras to the public areas near customer service windows within the City County Building on this same City network.

All video data collected and recorded on the enterprise based computer server by the video surveillance cameras is purged after 14 days. If a record is created through preservation of a portion of the video 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



FOLLOW-UP SURVEY ON SECURITY CAMERA USE BY CITY OF MADISON AGENCIES

Agency Madison Police Dept.
Prepared by John Davenport, Assistant Chief of Police Date May 7, 2008

1. Does your agency have any security cameras?
 Yes
 No (skip to question #10.)

2. How many security cameras in fixed locations does your agency have? 8
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 St. area

For what purpose were these cameras purchased?
To capture evidence of criminal offenses, 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.

3. How many mobile security cameras does your agency have? 2
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?
See Attached

4. Where are the videotapes stored?

5. Who views the videotapes?

For what reason?

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

6. How long are the videotapes kept?

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

7. 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.

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.

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

Yes
 No

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

All uses of security cameras of been subject of local media reports

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

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

Yes
 No *unk*

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

For what purpose will these additional security cameras be used?

10. If your agency does not currently have security cameras, are you considering purchasing one or more?

Yes

No

If you answered "yes," for what purpose would they be used?

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

Yes

No

If you answered "yes," please attach a copy of your agency's policy.

See attached.

**Thank you for your assistance.
Please return the completed survey by email or interdepartmental mail no later than
Friday, November 7, 2003 ~~Wednesday, May 7, 2008~~, to:**

**Debbie Fields
Common Council Office
Room 417, City-County Building
266-4297
dfields@cityofmadison.com**

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

- a. Employees follow established procedures for the use and operation of in-car data capture systems, handling of video/audio recordings, and the completion of data transfer and documentation.
- b. Repairs and replacement of damaged or nonfunctional in-car video equipment are reported to the City of Madison IS helpdesk, and a Vehicle Maintenance Report form is completed.

DATA MANAGEMENT

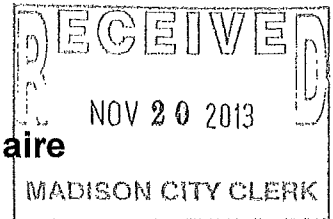
1. In-car data capture system video and audio recordings shall be safeguarded similar to other forms of evidence.
 - a. Evidentiary video and audio recordings submitted by officers will be maintained on a secure computer server, within City of Madison Information Services Operations Center, until the case has been adjudicated, or otherwise disposed of. Designated members of the Forensic Services Unit will be responsible for system administration of all captured and stored video and audio recordings. Disposition of evidentiary video and audio recordings will be completed in accordance with existing department policy for the handling and disposition of evidence.
 - b. Non-evidentiary video and audio recordings will be maintained for 180 days after the date of their creation.
 - c. Data recordings that are the subject of a denied open records request must be maintained until the dispute between the department and those requesting the recordings are resolved.
 - d. Data recordings may be placed on an administrative hold, preventing their disposal, by the Chief of Police or his/her designee, the Professional Standards Lieutenant or a commanding officer. This administrative hold may be discontinued by written request from the Chief of Police, his/her designee or the Commanding Officer responsible for the employees or activity involved in the recording.
 - e. If upon receipt of a complaint concerning the conduct of an employee, the supervisor taking the complaint determines the event has been recorded, that information shall be forwarded to the District Commanding Officer, and the Professional Standards Lieutenant with the details of the complaint.
2. Only designated members of the Forensic Services Unit shall have access to the original in-car data capture system digital file. All requests for digital copies shall be submitted on an Internal MPD "on line" Lab Request Form.

Digital copies for purposes not associated with the investigation or prosecution of a violation of law will only be made and or created subject to one of the following:

- a. Permission from the Chief of Police or his/her designee;
 - b. Request by a Commanding Officer;
 - c. Request by the Professional Standards Lieutenant or his/her designee;
 - d. Required by court order;
 - e. An approved Open Records request.
3. All in-car capture system digital video and audio recording are subject to Wisconsin Open Records Law.

9-100 DEMONSTRATIONS AND ASSEMBLIES

1. The Madison Police Department's function is to protect citizens' Constitutional rights to free speech, to demonstrate, and to disseminate information in a lawful and peaceful manner while protecting others' rights to free movement, privacy and freedom from violence. The Department has an obligation to protect citizens' rights while maintaining order, protecting property and ensuring safety. The Madison Police Department and its personnel will be completely impartial and employees will make no public statement which reflects personal opinion on the pertinent issues(s) while on duty.
2. Planning for pre-planned events or demonstrations will be the joint responsibility of the Special Events Team and the Command Staff of the District in which the event is to occur. If possible, Departmental personnel should communicate with the event organizer prior to the event.
3. In the event of a spontaneous crowd management/control incident, a patrol supervisor shall respond and assume command of the scene. If the situation warrants (increasing crowd size, hostile crowd demeanor, property damage, etc.) the SET commander will be contacted to determine if a full or partial SET activation is necessary.
4. The Special Events Team, under the direction of a SET commander or designee, will have primary responsibility for on scene management and control of all crowd events in which any portion of the team is activated. Whenever two (2) or more SET platoons are activated, or at the discretion of a SET commander, a command post will be designated and staffed. When possible, the command post will be staffed by a SET commander, a SET supervisor, an affected district commander or supervisor and a recorder.
5. Madison Police Department personnel may, at the direction of a SET commander, videotape demonstrations/assemblies. 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 other internal purposes (such as training and evaluation). Videotapes of demonstrations or assemblies will be maintained in accordance with MPD mobile video policy.
6. Personnel involved in crowd control/management situations will at all times act in accordance with MPD use of force policy. Special Events Team members may use special tools/devices as approved by the SET commander. Such use will be in accordance with training and SET procedures. Absent exigent circumstances, protective equipment will only be used at the direction of a commanding officer.



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.

Security purposes at 1120 Sayle St (Traffic Engineering)

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.

These cameras should activate when motion is detected. A high enough resolution should be provided that would allow for facial recognition.

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? *

Signs in English and Spanish are at the entrances and on the fences of the property.

Provide location of where each camera will be physically placed by providing a street name, building name, etc. *

1120 Sayle Street; B & C Bldgs & the parking lots

Please indicate whether or not these cameras are being put in place permanently or for temporary purposes only. *

Cameras are permanently installed

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.)

**David Dryer, City Traffic Engineer & Pkg Manager
Lynn Christoph, Traffic Operations Manager**

State your agency's plan on training regarding the use, retention and storage of video surveillance footage.

APM 3-17 will be posted and IT staff will be consulted as needed. Video images will be stored on city's system unless needed to identify or record a specific incident. Those images will be copied and kept as public record 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).

David Dryer, City Traffic Engineer & Pkg Manager
Lynn Christoph, Traffic Operations Manager

11/14/2013

Written Camera Policy

Per City Council Resolution RES-08-00863 adopted by the Common Council on 9/2/2008 states, each city agency that uses video surveillance cameras is required to submit written guidelines and policy regarding the camera usage. Each division's policy is required to include the following items- ***Traffic Engineering's response is below each required item:***

1. A statement regarding the agency's objective behind video surveillance and the scope of surveillance given the stated objective.

Traffic Engineering staff uses surveillance cameras located on critical streets and street intersections throughout the City. The purpose of these cameras is 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.

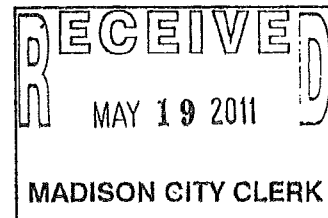
2. The manner in which individuals will be notified that video cameras are in use and they may be recorded.

The purpose of these cameras is exclusively to monitor traffic and street and sidewalk operation and there is no public notification.

3. Placement of cameras and whether they will be permanently located.

Cameras are permanently stationed at the locations below.

1. Northport & Troy
2. Northport & Sherman
3. Northport & International
4. University & Segoe
5. University & Midvale
6. University & Shorewood Blvd
7. University & Farley
8. Park and University
9. Lake & University (Police camera)
10. Frances & University (Police camera)
11. Gorham & State (Police Camera)
12. Wisconsin & Johnson
13. Johnson & State (police camera)
14. Park & Johnson
15. Park & Regent
16. Park & West Washington
17. Park & Badger



4. Whether, and under what circumstances, portable cameras will be used.

Traffic Engineering does own one portable camera which is exclusively used for traffic studies during certain construction projects or as needed.

5. Guidelines regarding retention and storage of videotapes/digital image recordings.

Traffic Engineering does not retain or store video recording. City IT department maintains these records.

6. Guidelines regarding use and viewing of videotapes/digital image recordings.

Traffic Engineering would only request digital image recordings for the purposes of studying and analyzing traffic flow.

7. Staff training regarding the use, retention and storage of video surveillance/digital image recordings.

Traffic Engineering staff is trained to solely use images from its surveillance cameras for the purpose of traffic studies. Cameras may not be purposefully used to view the interior of buildings or vehicles.

8. Identification of individuals authorized to operate and/or access the video surveillance system.

David Dryer, Scott Langer, Yang Tao, Daniel Dettmann, Brian Smith, Robert Arsenau

9. Identification of the custodian of video surveillance tapes/records.

Traffic Engineering does not retain video surveillance tapes/records.



Office of the City Treasurer

Room 107
210 Martin Luther King, Jr. Boulevard
Madison, Wisconsin 53703
PH 608 266 4771
FAX 608 266 4128
www.cityofmadison/treasurer

Camera Policy

- Video surveillance cameras may be used in the treasurer's office. The cameras are to aid law enforcement in any potential investigation of incidents that might occur. In addition, it is hoped that cameras provide a deterrent effect.
- A sign is displayed on the public bulletin board when one enters the office. The sign states: "This Office Uses Video Surveillance Equipment".
- The cameras are permanently mounted in the administrative (i.e., office) area and the counting room.
- The treasurer's office will not use portable cameras.
- The retention of video images will be constrained by the technology. There is no interest in keeping images longer than their potential use by law enforcement.
- Viewing of video images will only be done by treasurer's staff and law enforcement.
- Staff training will be done by the city treasurer.
- With the staff of the treasurer's office being so small, all members of the staff will be authorized to operate the equipment.
- The treasurer will be the custodian of any video images captured.

