City of Madison, Wisconsin
City Assessor

Annual Surveillance Technology Report

2022

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Introduction

Summary

We have made no changes to our surveillance technology in the past year.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> *(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> *(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
>> *1. An inventory of current Surveillance Technology and the applicable policies;*
>> *2. How the Department has used the data collected by its Surveillance Technology;*
>> *3. How any Surveillance Data is being shared with other entities;*
>> *4. How well Surveillance Data management protocols are safeguarding individual information; and*
>> *5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> *(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type

Usage of Surveillance Technology

Surveillance Data Usage
We do not use surveillance data.

Sharing Data with Other Entities
We do not use surveillance data.

Safeguarding Individual Information
We do not use surveillance data.

Complaints or Concerns
Not applicable.

Appendix A: Supporting Policies

City of Madison, Wisconsin
Building Inspection

Annual Surveillance Technology Report

2022

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Introduction

Summary

The Building Inspection Division has no surveillance technology under our responsibility. No change from previous years.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
   1. *An inventory of current Surveillance Technology and the applicable policies;*
   2. *How the Department has used the data collected by its Surveillance Technology;*
   3. *How any Surveillance Data is being shared with other entities;*
   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
N/A			

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A

**City of Madison, Wisconsin
Community Development Authority (CDA) – Housing
Operations**

Annual Surveillance Technology Report

2022

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Introduction

Summary

No changes have been made to CDA Housing Operations surveillance technology during the past calendar year.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

    1. *An inventory of current Surveillance Technology and the applicable policies;*

    2. *How the Department has used the data collected by its Surveillance Technology;*

    3. *How any Surveillance Data is being shared with other entities;*

    4. *How well Surveillance Data management protocols are safeguarding individual information; and*

    5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Facility cameras	Two exterior cameras, 22 interior cameras covering eight floors of residential building	Parkside – 245 S. Park St.	Cameras

Usage of Surveillance Technology

Surveillance Data Usage

Data is used/reviewed to follow up on resident concerns, complaints and potential crimes that occur within the building.

Sharing Data with Other Entities

Data is not shared with other entities. However, MPD has access to the data through their department.

Safeguarding Individual Information

The CDA is federally funded and subject to the requirements of federal statutes that limit the disclosure of information about public housing and multifamily housing residents and recipients of the Housing Choice Voucher Program. Any data collected from surveillance technology is protected the same as all CDA records and files.

Complaints or Concerns

The department has not received and complaints or concerns about it's surveillance technology.

Appendix A: Supporting Policies

N/A

City of Madison, Wisconsin
Office of City Attorney

Annual Surveillance Technology Report

2022

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Introduction

Summary

The Office of City Attorney does not have applicable surveillance technology.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.

(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
No applicable surveillance technology			

Usage of Surveillance Technology

Surveillance Data Usage

No applicable surveillance technology.

Sharing Data with Other Entities

No applicable surveillance technology.

Safeguarding Individual Information

No applicable surveillance technology.

Complaints or Concerns

No applicable surveillance technology.

Appendix A: Supporting Policies

No applicable surveillance technology.

**City of Madison, Wisconsin
Clerk's Office**

Annual Surveillance Technology Report

2022

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Introduction

Summary

N/A

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.

(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:
  1. *An inventory of current Surveillance Technology and the applicable policies;*
  2. *How the Department has used the data collected by its Surveillance Technology;*
  3. *How any Surveillance Data is being shared with other entities;*
  4. *How well Surveillance Data management protocols are safeguarding individual information; and*
  5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
N/A			

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A

City of Madison, Wisconsin
Common Council

Annual Surveillance Technology Report

2022

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Introduction

Summary

No changes to surveillance technology have been made by the Common Council over the 2021 calendar year. The Council does not utilize surveillance technology.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> *(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> *(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
> > *1. An inventory of current Surveillance Technology and the applicable policies;*
> > *2. How the Department has used the data collected by its Surveillance Technology;*
> > *3. How any Surveillance Data is being shared with other entities;*
> > *4. How well Surveillance Data management protocols are safeguarding individual information; and*
> > *5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> *(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance*:

Reviewed Item	Description	Location	Type
N/A	N/A	N/A	N/A

* The Common Council does not utilize surveillance technology.

Usage of Surveillance Technology

Surveillance Data Usage*

N/A

Sharing Data with Other Entities*

N/A

Safeguarding Individual Information*

N/A

Complaints or Concerns*

N/A

* The Common Council does not utilize surveillance technology.

Appendix A: Supporting Policies

The Common Council does not utilize surveillance technology, and, therefore, has no additional supporting policies.

**City of Madison, Wisconsin
Department of Civil Rights**

Annual Surveillance Technology Report

2022

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Introduction

Summary

DCR does not have any surveillance technology installed in our office space. DCR is located on the 5th floor of the City County Building in room 523. There are two points of entry and exit. The main entrance where our reception is located is the primary point of entry/exit used by members of the public, and City staff. The second point of entry/exit, located at the back of the office is staff use only.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
   1. *An inventory of current Surveillance Technology and the applicable policies;*
   2. *How the Department has used the data collected by its Surveillance Technology;*
   3. *How any Surveillance Data is being shared with other entities;*
   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
N/A	N/A	N/A	N/A

Usage of Surveillance Technology

Surveillance Data Usage

Not Applicable.

Sharing Data with Other Entities

Not Applicable.

Safeguarding Individual Information

Not Applicable.

Complaints or Concerns

Not Applicable.

Appendix A: Supporting Policies

Not Applicable.

**City of Madison, Wisconsin
DPCED/CDD/Madison Senior Center**

Annual Surveillance Technology Report

2022

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Introduction

Summary

No changes to technology have been made since 2013. Since 2013, the Madison Senior Center located at 330 West Mifflin Street has had 13 video cameras installed on the interior and exterior of the facility for security purposes. There are cameras installed at all main entrances/exits. Facial recognition is expected from these vantage points. Other cameras point to general communal areas and exterior courtyard and drive areas in order to oversee general behaviors. Camera video is accessed through the City network using exacqVision software.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> *(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> *(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
> > *1. An inventory of current Surveillance Technology and the applicable policies;*
> > *2. How the Department has used the data collected by its Surveillance Technology;*
> > *3. How any Surveillance Data is being shared with other entities;*
> > *4. How well Surveillance Data management protocols are safeguarding individual information; and*
> > *5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> *(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Axis M3204 (8 total)	Indoor 1 MP Color Camera, no audio	•Main Entrance/Exit •Vestibule Entrance/Exit •Dining Area •Lounge Area •Front Desk Area •2nd Fl Elevator Entrance •2nd Fl Front Hallway •2nd Fl Back Hallway	Camera
Axis P3364-VE (5 total)	Outdoor Color Camera, no audio	•Exterior Driveway •Exterior Main Entrance •Mid Courtyard •(2) Exterior Courtyard/ Entrance/Exit Areas	Camera
Tyco exacqVision	Video surveillance software installed by City IT	City Network	Software

Usage of Surveillance Technology

Surveillance Data Usage

Video surveillance is for the purpose of security at the Madison Senior Center. Security entails: 1) Live surveying by the Senior Center & Senior Services Manager and/or Office Manager during business hours to ensure safety of attendees; and 2) Replaying footage for the purpose of researching complaints of thievery, misconduct or behavioral problems, or property damage. Video data is automatically retained on the City network for approximately 2 weeks. Cameras can be remotely accessed through the City network using exacqVision software.

Live surveying was done in 2021.

Sharing Data with Other Entities

Surveillance footage of three incidents in August 2021 was shared with City of Madison Human Resources.

Safeguarding Individual Information

To ensure privacy, only two administrative staff have access to Madison Senior Center's video surveillance system – the Senior Center & Senior Services Manager, and the Office Manager. In the event footage needs to be exported and saved, the footage will be stored either 1) on a disc or drive and locked in the MSC safe which the two formally named staff only have access, or 2) on the City network's U drive where only the staff person who saved it has access. It will be saved for the appropriate time limit until it can be purged.

Public awareness notices are printing in the monthly newsletter and on signs located at the front desk. They state: *Public spaces (interior and exterior) at the Madison Senior Center are monitored by staff on video security cameras; participants and visitors may be recorded.*

Complaints or Concerns

No complaints or concerns in 2021.

Appendix A: Supporting Policies

Video Camera Surveillance Policy for Madison Senior Center:

Madison Senior Center

Video Camera Surveillance Plan
Madison Senior Center Policy 1-16

Objectives and the scope of video surveillance
The Madison Senior Center has video cameras installed on the exterior and interior of the facility for security purposes. Security entails: 1) live surveying by the Senior Center and Senior Services Manager and/or Office Manager during business hours to ensure safety of participants and guests. 2) replaying footage for the purpose of researching complaints of thievery; misconduct or behavioral problems; property damage.

Level of detail and recording area
There are cameras installed at all main entrances/exits. Facial recognition is expected from these points. Other cameras are pointing to general communal areas and exterior courtyard and drive areas in order to oversee general behaviors. Cameras do not have audio. Software used to view video is Tyco Security Products' "exacqVision" installed by City IT.

Provided notification(s) to participants
There are public notices on two sign-in participant monitors at the front desk and in the monthly Messenger newsletter. These notices state the following: "***Public spaces (interior and exterior) at the Madison Senior Center are monitored by staff on video security cameras; participants and visitors may be recorded.***"

Location of cameras
All 13 cameras are located on Madison Senior Center property. Locations are:
Exterior (5 cameras):
1) Courtyard leading to grocery store and facility exit, 2) Mid-courtyard, 3) Courtyard leading to apartments and rear facility entrance/exit, 4) Main entrance/exit, 5) Driveway
Interior Main Floor (5 cameras):
6) Lounge, 7) Dining, 8) Front desk, 9) Main entrance/exit, 10) Rear vestibule entrance/exit
Interior 2nd Floor: (3 cameras):
11) Hall leading to Craft Room, 12) Front corridor and elevator entrance/exit, 13) Back corridor

Permanently or temporary placement?
Permanent placement

Persons in agency allowed view access

The Senior Center and Senior Services Manager and Office Manager are allowed viewing access. Records may also be shared with authorized individuals directly involved in investigating an incident.

Plan on training regarding the use, retention and storage
No official training on software usage. Online guide will be used if necessary. City IT retains and stores video for 14 days. If footage needs to be exported off the server and saved, it will be stored on a disc in a locked safe, or on the City Network's U drive where it cannot be accessed by other staff, until it can be purged.

Those allowed to export any needed footage.
Senior Center and Senior Services Manager; Office Manager.

City of Madison, Wisconsin
Employee Assistance Program

Annual Surveillance Technology Report

2022

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Introduction

Summary

The EAP Office does not have applicable surveillance tech.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.
(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:
    1. An inventory of current Surveillance Technology and the applicable policies;
    2. How the Department has used the data collected by its Surveillance Technology;
    3. How any Surveillance Data is being shared with other entities;
    4. How well Surveillance Data management protocols are safeguarding individual information; and
    5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.
(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
No applicable surveillance tech.			

Usage of Surveillance Technology

Surveillance Data Usage

No applicable surveillance tech.

Sharing Data with Other Entities

No applicable surveillance tech.

Safeguarding Individual Information

No applicable surveillance tech.

Complaints or Concerns

No applicable surveillance tech.

Appendix A: Supporting Policies

No applicable surveillance tech.

**City of Madison, Wisconsin
DPCED / Economic Development Division**

Annual Surveillance Technology Report

2022

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Introduction

Summary

The Economic Development Division does not currently use any surveillance technology. There is no change from prior years.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

    (a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

    (b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

        1. *An inventory of current Surveillance Technology and the applicable policies;*
        2. *How the Department has used the data collected by its Surveillance Technology;*
        3. *How any Surveillance Data is being shared with other entities;*
        4. *How well Surveillance Data management protocols are safeguarding individual information; and*
        5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

    (c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
N/A			

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A

**City of Madison, Wisconsin
Engineering Division**

Annual Surveillance Technology Report

2022

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Introduction

Summary

City Engineering maintains and operates the Madison Municipal Building, located at 215 Martin Luther King, Jr. Blvd. This facility is equipped with thirteen Internet Protocol Cameras (IPC) all of which are focused on building entry/access points and common areas. These cameras are operated using City IT supported ExacqVision software. These cameras record video only; no audio is recorded.

This report does not cover the cameras used in MMB Conference Rooms to record and broadcast meetings. Those cameras are operated and maintained by City IT/Media Team, and will be included in their report.

The Engineering Division conducted an annual review of its surveillance technology as required per APM 3-17 Acquisition and Use of Surveillance Technology to ensure compliance with MGO Sec. 23.63.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> (a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> (b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
>   1. *An inventory of current Surveillance Technology and the applicable policies;*
>   2. *How the Department has used the data collected by its Surveillance Technology;*
>   3. *How any Surveillance Data is being shared with other entities;*
>   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
>   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> (c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
IP Security Cameras	13 IP cameras focused on building entry/access points and common areas	MMB	IP Cameras

An inventory of cameras maintained and operated by the Engineering Division is provided in the table below.

Level	Camera Location	Number of Cameras
0	Rear building driveways/entrances	2
0	Ground Floor lobby	1
1	First Floor lobbies/common areas/entrances	4
1	CDA Housing interview room hallway	2
1	CDA Housing entry	1
2	Second Floor stairwells	2
2	Second Floor main corridor, covering meeting room entrances	1

Maps showing exact locations of cameras on each level of the MMB are included with Appendix A.

Usage of Surveillance Technology

Surveillance Data Usage

In 2021, City Engineering used the data collected by these IPC cameras for the following legitimate safety and security purposes:

- Ensuring normal and secure operation of the facility for public events and meetings
  - Ensuring that doors are locked/unlocked correctly for meetings and events in the building.

Sharing Data with Other Entities

No MMB camera data was shared with other entities in 2021.

Safeguarding Individual Information

Access to cameras is restricted to the Interim Engineering Head and the Facilities Services Coordinator. No other Engineering Division staff has been granted access.

The Engineering Division does not store camera data locally in Engineering except in rare situations when a specific event in the building is under investigation. Any such data is deleted after the conclusion of each investigation.

All other surveillance data from these cameras is stored and accessed through ExacQ Vision and managed by City IT. Data from these cameras is automatically overwritten after 14 days.

Complaints or Concerns

The Engineering Division has not any complaints or concerns about its Surveillance Technology.

Appendix A: Supporting Policies

Madison Municipal Building
Camera Surveillance Technology Departmental Policy
Revised June 28, 2022
Kathy Cryan, Interim Engineering Manager

The Engineering Division developed and adopted a Camera Surveillance Technology Departmental Policy in 2018. The purpose of this policy is to set forth guidelines for monitoring and using Internet Protocol Cameras (IPC) at the Madison Municipal Building (MMB) and to ensure compliance with Administrative Procedure Memorandum (APM) No. 3-17. IPC monitoring is used to enhance the security and safety of our employees and visitors, as well as to detect and deter criminal activity in and around the facility.

This policy was reviewed and updated as part of our annual surveillance technology review.

Location

Madison Municipal Building, 215 Martin Luther King Jr Blvd, Madison WI.

Responsible Agency

The City of Madison Engineering Division, a division of the Department of Public Works.

Purpose

The purpose of this policy is to set forth guidelines for monitoring and using Internet Protocol Cameras (IPC) at the Madison Municipal Building (MMB) and to ensure compliance with Administrative Procedure Memorandum (APM) No. 3-17. IPC monitoring is used to enhance the security and safety of our employees and visitors, as well as to detect and deter criminal activity in and around the facility.

Camera Locations and Signage

The exhibit titled Security Camera Plan shows the locations of all IPC cameras in the building.

Signs informing employees, elected officials, and visitors using the building of the presence of video recording shall be placed at all entrances and shall read "Notice, Video Surveillance in Use on These Premises".

Policy Overview

Only two staff in Engineering currently have access to these cameras; the Deputy Division Manager and the Facilities Services Coordinator. Recordings will only be viewed on a need-to know basis and in such a manner as to avoid public viewing.

This system will record video only. Audio shall not be recorded.

This policy does not cover the cameras used by the City IT Media Team to record meetings in certain meeting rooms within the building. The rooms where the City IT Media Team recording

can take place are shown on the exhibit entitled Security Camera Plan.

Monitoring of individuals based on characteristics such as race, gender, ethnicity, sexual orientation, disability, or other protected classifications is prohibited.

Policy Elements

1. Circumstances which necessitate the use of Surveillance Technology.

Legitimate purposes for IPC monitoring in the MMB are:

- Ensuring the safety of individuals, property, and the facility;
- Monitoring of any activity or behavior that seems out of the ordinary;
- Investigation of possible criminal activity;
- The IPC system will not be routinely monitored for purposes of assessing work performance or job competency. However, the Engineering Division, and the City agencies housed within the Building, expressly reserves the right to use all video evidence in conducting any personnel investigation and in imposing appropriate discipline; and/or
- To ensure the proper operation of doors that are controlled remotely and to verify the appropriate and secure use of the building and its public meeting spaces.

2. Training protocols.

All Engineering staff that currently have access to these IPC cameras have been trained on the use of the ExacqVision software and have been involved in the creation of this departmental policy and the annual report for this policy.

There is currently no plan to provide access to these cameras to additional staff. If such a need were to arise, these staff would be trained on the use of the cameras and would carefully review this policy and the most recent annual department report on the use of surveillance technology by and with the Facilities Services Coordinator.

3. Position(s) responsible for the account management and administration of the Surveillance Technology.

The Facilities Services Coordinator is responsible for account management and administration of the Surveillance Technology.

4. Position(s) responsible for receiving complaints regarding the Department's use of Surveillance Technology.

The Deputy Division Manager is responsible for receiving and reviewing complaints regarding the Department's use of Surveillance Technology.

5. Process for determining roles and access to Surveillance Technology.

A guiding principle of this process will be to restrict access to these cameras as narrowly as possible while still maintaining safe and successful day-to-day operations as laid out above.

Currently only two Engineering staff have access to these cameras. If any additional staff

access is determined to be necessary, it will be restricted to those staff in the Engineering Facilities groups. The Deputy Division Manager will review the request and the need and make a determination.

6. Process to ensure access to Surveillance Technology is revoked when employee no longer has job-related need to said access.

By restricting access to this technology up front, Engineering intends to minimize this issue as much as possible.

The Department will verify each time any employee changes positions or ends City employment that no changes are needed to their Surveillance Technology access. Engineering will also review the job-related need for Surveillance Technology access as part of the annual report required by APM 3-17 each year.

7. Position(s) responsible for training staff and reviewing staff access and use of the Surveillance Technology

- Facilities Services Coordinator is responsible for training staff.
- Deputy Division Manager is responsible for reviewing staff access and use.

8. Madison Police Department Access.

The Engineering Division will provide the Madison Police Department with immediate access to all data recordings that may constitute evidence of a crime, unless otherwise prohibited by law.

In the event the Department becomes aware that evidence of a crime may be recorded on these IPC cameras, the following procedure will be followed:

- Notify the Engineering Facilities Services Coordinator, Deputy Division Manager, and City Engineer.
- Staff will contact the Madison Police Department Forensic Services Unit directly to ensure the proper segments of video are preserved for this use. Engineering staff do not have the ability to save video themselves.

9. Retention Period.

Engineering does not have the permissions necessary to save video clips from these IPC cameras themselves. City IT automatically overwrites video on the ExacQvision system after 14 days. If downloaded video is saved by MPD in an investigation of the possible commission of a crime, they are responsible for all records retention compliance.

If video is saved for another valid investigatory or open-records purpose, Engineering will follow the procedure laid out below.

10. Privacy.

All camera locations in the MMB were carefully considered during the design process with to ensure that they cannot be used to monitor the interior of interior dwelling where a reasonable expectation of pricy exists. No private dwellings are visible from these cameras. No restrooms,

locker rooms, or private offices are visible from these cameras. The cameras are all in common areas of the building, and focused primarily on building entrances and main building corridors. These cameras do not have audio recording capability.

11. Procedures for ensuring that records are not destroyed during the pendency of any public records request, investigation or civil or criminal litigation.

Engineering does not have the permissions to save video files from these cameras. During the investigation of a possible commission of a crime, Engineering staff will follow the procedure outlined above and have the Madison Police Department Forensic Services Unit make and maintain the necessary records for those investigations.

In the case of a valid request for these files that does not involve the Madison Police Department, all requests to save files will be first approved by either the Deputy Division Manager or the City Engineer. Engineering will then work with City IT to save and obtain the appropriate files. Staff will notify the City Engineer (one of our Records Custodians) that we are now in possession of these files, and work with them to ensure compliance with APM 3-6.

Security Camera
Plan - Level 0
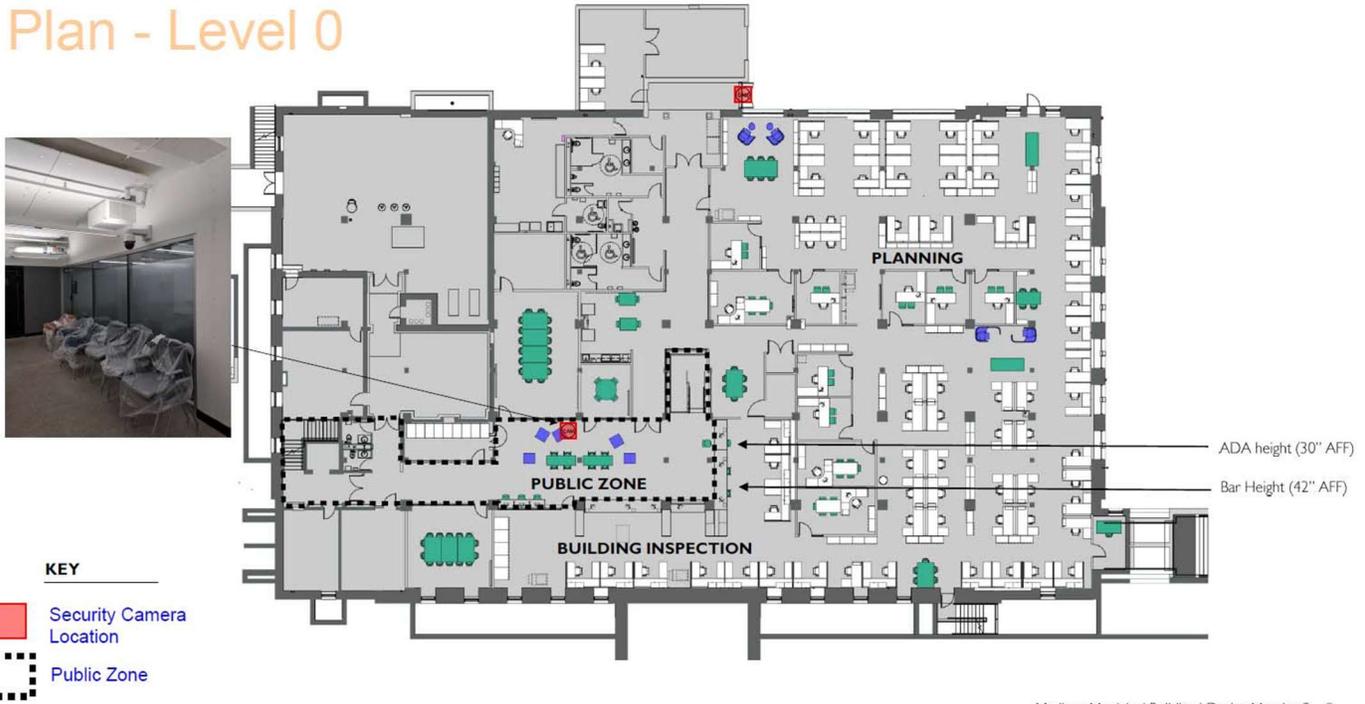
PLANNING

PUBLIC ZONE

BUILDING INSPECTION

ADA height (30" AFF)
Bar Height (42" AFF)

KEY

■ Security Camera Location

▦ Public Zone

Security Camera
Plan - Level 1

HOD

CDA

TEPU

CITY CHANNEL CAMERAS IN THIS ROOM

PUBLIC ZONE

Table reused from Room 260

Table reused from Room 260

KEY

■ Security Camera Location

▦ Public Zone

Security Camera
Plan - Level 2

CITY CHANNEL CAMERAS
IN THIS ROOM

CITY CHANNEL
CAMERAS
IN THIS ROOM

PUBLIC ZONE

HR

HR

KEY

Security Camera
Location

Public Zone
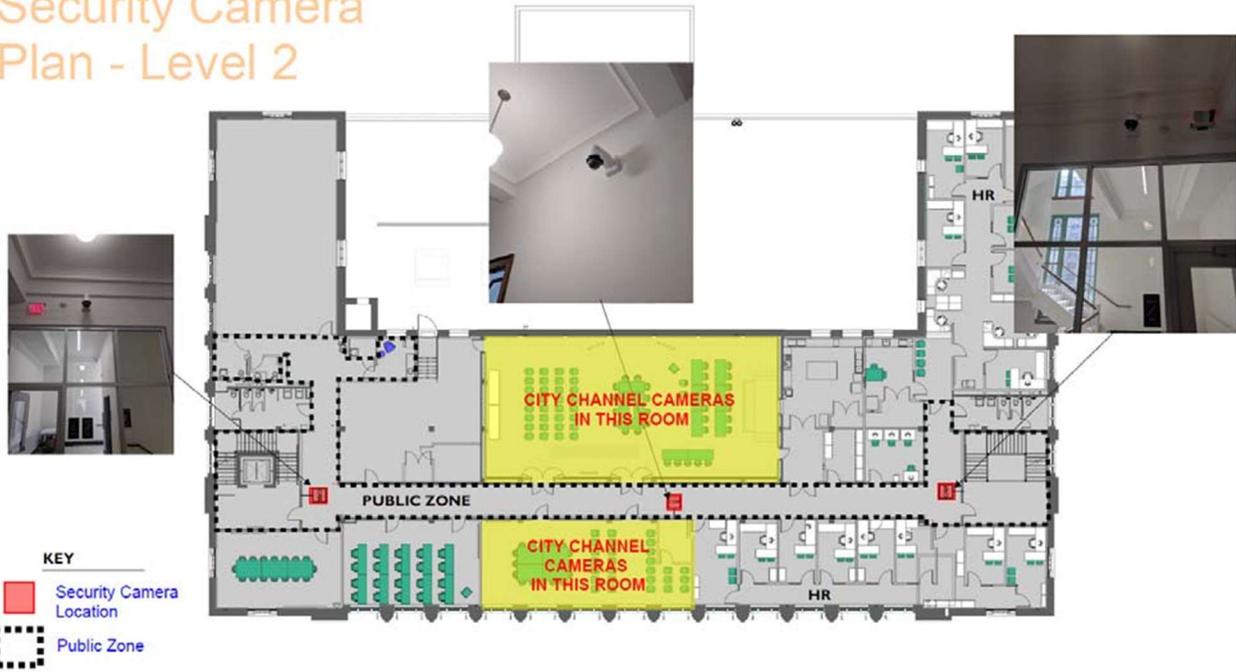
Security Camera
Plan - Level 3

EDD

CDD

EDD

CDD

KEY

Security Camera
Location

Public Zone
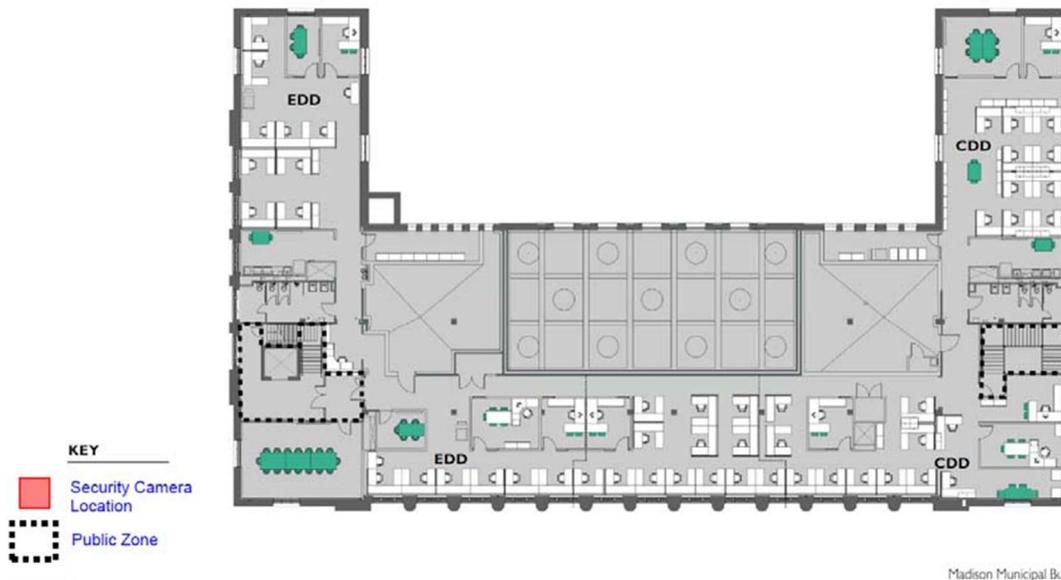
City of Madison, Wisconsin
Finance Department

Annual Surveillance Technology Report

2022

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Introduction

Summary

The Finance Department occupies suites 406, 414 and 107 in the City County Building. The Department has not made any changes to its surveillance technology over the last year. The last change was the addition of access equipment for suite 414 in 2019. This change removed a hallway camera and installed a new access system with camera (non-recording) installed.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.
(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:
   1. An inventory of current Surveillance Technology and the applicable policies;
   2. How the Department has used the data collected by its Surveillance Technology;
   3. How any Surveillance Data is being shared with other entities;
   4. How well Surveillance Data management protocols are safeguarding individual information; and
   5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.
(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Suite 406 camera	Camera to allow staff to see who is entering office	Outside suite 406	Camera
Suite 414 camera	Camera to allow staff to see who is entering office	Outside suite 414	Camera
Suite 107 cameras	11 cameras to view suite entrances and lobby, office and vault areas.	Inside suite 107	Camera

Usage of Surveillance Technology

Surveillance Data Usage

The cameras outside of suites 406 and 414 are used as part of the Finance Department's security access. When a customer arrives at either location, they push a button to gain access and staff is able to see and communicate with the customer prior to allowing access.

Cameras in suite 107 are used to monitor individuals entering/exiting the suite. In addition, cameras can be used to monitor staff activities in the office and vault areas.

Sharing Data with Other Entities

The Finance Department has given the Madison Police Department access to the cameras in suites 406 and 107. The camera for suite 414 does not record and only sends video to the phone of the person that is being requested to provide access.

Safeguarding Individual Information

Access to the camera system is limited to individuals who may need to monitor or access recordings. Internal or public request for recordings will be reviewed by Finance Management prior to release.

Complaints or Concerns

The Finance Department is not aware of any complaints or concerns about its Surveillance Technology.

Appendix A: Supporting Policies

The Finance Department has signs posted outside suites 406 and 414 informing individuals that the areas are under video surveillance and there is a sign posted inside of suite 107 informing individuals that area is under video surveillance.

City of Madison, Wisconsin
Fleet Division

Annual Surveillance Technology Report

2022

Introduction

Summary

Fleet maintains and operates the division's headquarters building and radio shop located at 4151 Nakoosa Trail. This facility is equipped with 29 Internet Protocol Cameras (IPC) all of which are focused on building entry/access points, internal parking lots, and internal common areas. These cameras are operated using City IT supported ExacqVision software. These cameras record video only; no audio is recorded.

Additionally Fleet maintains and operates 3 motor repair bays at 1501 West Badger Road. This facility is equipped with 4 Internet Protocol Cameras (IPC) all of which are focused on internal repair areas. These cameras are operated using City IT supported ExacqVision software. These cameras record video only; no audio is recorded. The large majority of the building is maintained and operated by Streets division and any cameras outside the Fleet area are not part of this report.

Fleet is responsible for securing tens of millions of dollars of critical City infrastructure, including fixed building assets, auto parts and tools, and vehicle assets, and surveillance technology is an important component of fulfilling this responsibility. Fleet conducted an annual review of its surveillance technology as required per APM 3-17 Acquisition and Use of Surveillance Technology to ensure compliance with MGO Sec. 23.63.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
    1. *An inventory of current Surveillance Technology and the applicable policies;*
    2. *How the Department has used the data collected by its Surveillance Technology;*
    3. *How any Surveillance Data is being shared with other entities;*
    4. *How well Surveillance Data management protocols are safeguarding individual information; and*
    5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
IP Security Cameras	29 IP cameras focused on building entry/access points and internal common areas	Nakoosa Trail	IP Cameras

An inventory of cameras maintained and operated by Fleet is provided in the table below.

Level	Camera Location	Number of Cameras
0	Parking lots and entrances	13
0	Ground floor internal common areas	15
1	Parts room mezzanine	1

Reviewed Item	Description	Location	Type
IP Security Cameras	4 IP cameras focused on internal garage bays	W Badger Road	IP Cameras

An inventory of cameras maintained and operated by Fleet is provided in the table below.

Level	Camera Location	Number of Cameras
0	Inside Fleet garage bays	4

Usage of Surveillance Technology

Surveillance Data Usage

In 2022, Fleet used the data collected by these IPC cameras for the following legitimate safety and security purposes:

- Ensuring normal and secure operation of the facility
- To respond to an employee complaint

Sharing Data with Other Entities

In August 2022 camera data was shared with City of Madison HR for an investigation of a personnel matter. No other entities received shared access of Fleet camera data. Radio Shop has additional access to cameras within their area of the building.

Safeguarding Individual Information

Access to camera recordings is restricted to the Fleet Superintendent, Fleet Operations Manager, and Interim Public Works General Supervisor, the latter two with the permission of Fleet Superintendent. Live viewing is restricted to the two Fleet Forepersons.

Fleet does not store camera data except in rare situations when a specific event in the building is under investigation.

All other surveillance data from these cameras is stored and accessed through ExacQ Vision and managed by City IT. Data from these cameras is automatically overwritten after 14 days.

Complaints or Concerns

Fleet has not had any complaints or concerns about its Surveillance Technology in 2022 except fin relation to the personnel matter investigation initiated in August 2022 as described above.

Appendix A: Supporting Policies

Fleet Division
Camera Surveillance Technology Departmental Policy
Revised 11/4/22
Mahanth Joishy, Fleet Superintendent

Fleet developed and adopted a Camera Surveillance Technology Departmental Policy in 2022. The purpose of this policy is to set forth guidelines for monitoring and using Internet Protocol Cameras (IPC) at Nakoosa Trail and West Badger Road, and to ensure compliance with Administrative Procedure Memorandum (APM) No. 3-17. IPC monitoring is used to enhance the security and safety of our employees and visitors, as well as to detect and deter criminal activity in and around the facility.

This policy was reviewed and updated as part of our annual surveillance technology review.

Location

Based at (1) 4151 Nakoosa Trail and (2) 1501 West Badger Road.

Responsible Agency

The City of Madison Fleet Division, a division of the Department of Public Works.

Purpose

The purpose of this policy is to set forth guidelines for monitoring and using Internet Protocol Cameras (IPC) at the Madison Municipal Building (MMB) and to ensure compliance with Administrative Procedure Memorandum (APM) No. 3-17. IPC monitoring is used to enhance the security and safety of our employees and visitors, as well as to detect and deter criminal activity in and around the facility.

Camera Signage

Signs informing employees, elected officials, and visitors using the building of the presence of video recording shall be placed at all entrances and shall read "Notice, Video Surveillance in Use on These Premises".

Policy Overview

Five Fleet staff have access to the system. Recordings will only be viewed on a need-to know basis and in such a manner as to avoid public viewing.

This system will record video only. Audio shall not be recorded.

Monitoring of individuals based on characteristics such as race, gender, ethnicity, sexual orientation, disability, or other protected classifications is strictly prohibited.

Policy Elements

1. **Circumstances which necessitate the use of Surveillance Technology.**

Legitimate purposes for IPC monitoring in the MMB are:

- Ensuring the safety of individuals, property, and the facility;
- Monitoring of any activity or behavior that seems out of the ordinary;
- Investigation of possible criminal activity;
- The IPC system will not be routinely monitored for purposes of assessing work performance or job competency. However Fleet expressly reserves the right to use all video evidence in conducting any personnel investigation and in imposing appropriate discipline; and/or
- To ensure the proper operation of doors that are controlled remotely and to verify the appropriate and secure use of the building and its public meeting spaces.

2. Training protocols.

All Fleet staff that receive access to these IPC cameras have been or will be trained on the use of the ExacqVision software and have received this policy.

There is currently no plan to provide access to these cameras to additional staff. If such a need were to arise, these staff would be trained on the use of the cameras and would carefully review this policy and the most recent annual department report on the use of surveillance technology by the Superintendent.

3. Position(s) responsible for the account management and administration of the Surveillance Technology.

The Fleet Superintendent is responsible for account management and administration of the Surveillance Technology in partnership with City IT.

4. Position(s) responsible for receiving complaints regarding the Department's use of Surveillance Technology.

The Fleet Superintendent is responsible for receiving and reviewing complaints regarding the Department's use of Surveillance Technology. If Superintendent is absent the Operations Manager will be the backup.

5. Process for determining roles and access to Surveillance Technology.

A guiding principle of this process will be to restrict access to these cameras as narrowly as possible while still maintaining safe and successful day-to-day operations as laid out above.

Currently only five Fleet staff have access to these cameras. Fleet Superintendent will review this list on an annual basis.

6. Process to ensure access to Surveillance Technology is revoked when employee no longer has job-related need to said access.

By restricting access to this technology up front, Fleet intends to minimize this issue as much as possible.

The Department will verify each time any employee changes positions or ends City employment that no changes are needed to their Surveillance Technology access. Fleet will also review the job-related need for Surveillance Technology access as part of the annual report required by APM 3-17 each year.

7. Position(s) responsible for training staff and reviewing staff access and use of the Surveillance Technology

- Fleet Superintendent is responsible for staff training, access and use.

8. Madison Police Department Access.

Fleet will provide the Madison Police Department with immediate access to all data recordings that may constitute evidence of a crime, unless otherwise prohibited by law.

In the event the Department becomes aware that evidence of a crime may be recorded on these IPC cameras, the following procedure will be followed:

- Notify the Fleet Superintendent.
- Staff will contact the Madison Police Department Forensic Services Unit directly to ensure the proper segments of video are preserved for this use.

9. Retention Period.

Fleet does not have the permissions necessary to save video clips from these IPC cameras themselves. City IT automatically overwrites video on the ExacQvision system after 14 days. If downloaded video is saved by MPD in an investigation of the possible commission of a crime, they are responsible for all records retention compliance.

If video is saved for another valid investigatory or open-records purpose, Fleet will follow the procedure laid out below.

10. Privacy.

All camera locations were carefully considered during the design process to ensure that they cannot be used to monitor the interior of interior dwelling where a reasonable expectation of privacy exists. No private dwellings are visible from these cameras. No restrooms, locker rooms, or private offices are visible from these cameras. The cameras are all in common areas of the building, and the cameras do not have audio recording capability.

11. Procedures for ensuring that records are not destroyed during the pendency of any public records request, investigation or civil or criminal litigation.

Fleet does not have the permissions to save video files from these cameras. During the investigation of a possible commission of a crime, Fleet staff will follow the procedure outlined above and have the Madison Police Department Forensic Services Unit make and maintain the necessary records for those investigations.

In the case of a valid request for these files that does not involve the Madison Police Department, all requests to save files will be first approved by the Superintendent or Operations Manager. Fleet will then work with City IT to save and obtain the appropriate files. Staff will notify the Fleet Superintendent (one of our Records Custodians) that we are now in possession of these files, and work with them to ensure compliance.

12. Procedures for ensuring that records are not destroyed during the pendency of any public records request, investigation or civil or criminal litigation.

Fleet does not have the permissions to save video files from these cameras. During the investigation of a possible commission of a crime, Fleet staff will follow the procedure outlined above and have the Madison Police Department Forensic Services Unit make and maintain the necessary records for those investigations.

In the case of a valid request for these files that does not involve the Madison Police Department, all requests to save files will be first approved by the Superintendent or Operations Manager. Fleet will then work with City IT to save and obtain the appropriate files. Staff will notify the Fleet Superintendent (one of our Records Custodians) that we are now in possession of these files, and work with them to ensure compliance.

City of Madison, Wisconsin
Human Resources Department

Annual Surveillance Technology Report

2022

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Introduction

Summary

The Human Resources Department does not have applicable surveillance technology.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
   1. *An inventory of current Surveillance Technology and the applicable policies;*
   2. *How the Department has used the data collected by its Surveillance Technology;*
   3. *How any Surveillance Data is being shared with other entities;*
   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
No applicable surveillance technology			

Usage of Surveillance Technology

Surveillance Data Usage

No applicable surveillance technology.

Sharing Data with Other Entities

No applicable surveillance technology.

Safeguarding Individual Information

No applicable surveillance technology.

Complaints or Concerns

No applicable surveillance technology.

Appendix A: Supporting Policies

No applicable surveillance technology.

City of Madison, Wisconsin
Information Technology

Annual Surveillance Technology Report
2022

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Introduction

Summary

During 2021, Information Technology (IT) did not add any additional surveillance technology to our inventory. All cameras listed below are used for monitoring incidents and identifying when customers are requesting access to an area.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Doorbell Camera	Cameras used as part of the doorbell system so that we can see who is at the front doors per requirements of yearly Security Audit recommendations. We do not hve enough staff nor the physical spaces to have a front-desk person oversee the spaces.	CCB Room 525 and 501	Fixed
Help Desk Main Entrance	Cameras are used as part of the doorbell system so that we can see who is at the fron doors per requirements of yearly Security Audit recommendations. We do not have enough staff nor the physical space to have a front-desk person to oversee the spaces.	CCB Room 500 – Main Entrance	Fixed
Help Desk Back Hallway Enterance	Cameras are used as part of the doorbell system so that we can see who is at the back entrance per requirements of yearly Security Audit recommendations.	CCB Room 500 – Back Hallway Entrance	Fixed
Water Utility Data Center	Entrance inside data center	Water Utility Data Center	Fixed
Water Utility Data Center	Rack view	Water Utility Data Center	Fixed
CCB GA4 Storage Area	Main entrance	CCB-GA4 Storage Area – Main Entrance	Fixed
CCB GA4 Storage Area	Back entrance	CCB-GA4 Storage Area – Back Entrance	Fixed
CCB GA4 Storage Area	Storage area	CCB-GA4 Storage Area – Storage Area	Fixed

CCB GA4 Data Center	Entrance	CCB-GA4 Data Center – Entrance	Fixed
CCB GA4 Data Center	Rack view 1	CCB-GA4 Data Center – Rack View 1	Fixed
CCB GA4 Data Center	Rack view 2	CCB-GA4 Data Center – Rack View 2	Fixed
CCB GA2 Fiber Distribution	Closet/room	CCB GA2 Fiber Distribution Closet/Room	Fixed

Usage of Surveillance Technology

Surveillance Data Usage

The Help Desk, Data Center and GA2 video is used ONLY for review of incidents that may occur in those areas such as damage, theft or unauthorized access The doorbell devices in Helpdesk area and 525 suite are used to identify customers for entrance to each area that may not have authorized access from the City's card access system.

Sharing Data with Other Entities

Data is not shared with entities except for use as a part of an investigation. This investigation could be initiated by IT or the Madison Police Department in the event of damage, theft or unauthorized access to facilities.

Safeguarding Individual Information

IT is not collecting any individual information with our camera usage. These cameras are solely used for monitoring incidents and identifying when customers are requesting access to an area.

Complaints or Concerns

IT has not received any complaints or concerns related to its usage of surveillance technology.

Appendix A: Supporting Policies

There are no IT-specific surveillance technology support policies at this time.

City of Madison, Wisconsin
50/Library

Annual Surveillance Technology Report

2022

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Introduction

Summary

No changes to the Library's surveillance practices.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Surveillance Cameras	**Fixed cameras at certain Library locations**	**201 W. Mifflin St., 53703; 516 Cottage Grove Rd., 53716; 5726 Raymond Rd.,53711; 2222 S. Park St., 53713.**	**PTZ Cameras of varied resolution.**

Usage of Surveillance Technology

Surveillance Data Usage

The Library uses screen shots from video to later indentify subjects who may have violated the Library's Behavior Policy.

Sharing Data with Other Entities

The Library only shares data internally with authorized staff. If Law Enforcement wishes to view data that does not involve a Library Behvior Policy issue, a warrant is required.

Safeguarding Individual Information

Data can only be accessed by authorized Library account holders.

Complaints or Concerns

There have been no complaints registered against the Library's use of this data.

Appendix A: Supporting Policies

N/A

City of Madison, Wisconsin
Mayor's Office

Annual Surveillance Technology Report

2022

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Introduction

Summary

No changes from 2021.

Ordinance Requirements

This document is prepared pursuant to M.G.O. 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
1. *An inventory of current Surveillance Technology and the applicable policies;*
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3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Suite 403 dome security camera	Camera to allow staff to see who is entering	Suite 403, near front desk	camera

Usage of Surveillance Technology

Surveillance Data Usage

The camera near the front desk of 403 is for security. It allows other staff to see who is entering and if front desk staff need assistance.

Sharing Data with Other Entities

Our understanding is that this camera does not record and is just used for live situations, should the need arise. Therefore, no data is stored or shared.

Safeguarding Individual Information

Because no video is recorded, no individual information is retained or at-risk.

Complaints or Concerns

No complaints or concerns.

Appendix A: Supporting Policies

No supporting policies.

2022 Annual Surveillance Technology Report

City of Madison, Wisconsin

Table of Contents

Introduction

Summary

Metro Transit has not made any significant changes or additions to its surveillance systems in the last calendar year. We added ten cameras to our newly acquired facilities at 3901/3829 Hanson Road. All other systems remain the same.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
1. *An inventory of current Surveillance Technology and the applicable policies;*
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3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
ME1101 East Wash 1	Exterior fixed camera using Exacqvision	E. Wash garage wall near Few St.	Camera
ME1101 East Wash 2	Exterior Fixed camera using Exacqvision	E. Wash garage wall between Few and Ingersoll	Camera
ME1101 Maint B 1	Interior fixed camera using Exacqvision	Maintenance Area B	Camera
ME1101 Maint B 2	Interior fixed camera using Exacqvision	Maintenance Area B	Camera
ME1101 Driver Room A	Interior fixed camera using Exacqvision	Driver Break Room	Camera
ME1101 Driver Room B	Interior fixed camera using Exacqvision	Driver Break Room	Camera
ME1101 Dispatch A	Interior fixed camera using Exacqvision	Operations Dispatch	Camera
ME1101 Dispatch B	Interior fixed camera using Exacqvision	Operations Dispatch	Camera
ME1101 Radio Room	Interior fixed camera using Exacqvision	Operations Dispatch	Camera
ME1101 Mechanic Room	Interior fixed camera using Exacqvison	Mechanic Breakroom	Camera
ME1101 Bus Storage A	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage B	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage C	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage D	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage E	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage F	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage G	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage H	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage I	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bike Rack	Interior fixed camera using Exacqvision	1101 Garage	Camera

ME1101 Door 4	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Service Lane A	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Service Lane B	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Service Lane C	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Service Lane D	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Yard A	Exterior PTZ camera using Exacqvision	1101 Yard Wall	Camera
ME1101 Yard B	Exterior fixed camera using Exacqvision	1101 Yard Wall	Camera
ME1101 Yard C	Exterior PTZ camera using Exacqvision	1101 Yard Wall	Camera
ME1101 Parking Aisle A	Exterior fixed camera using exacqvision	1101 Yard Wall	Camera
ME1101 Parking Aisle B	Exterior fixed camera using Exacqvision	1101 Service Lane Wall	Camera
ME1101 Parking Aisle C	Exterior fixed camera using Exacqvision	1101 Service Lane Wall	Camera
ME1101 Parking Aisle D	Exterior fixed camera using Exacqvision	1101 Service Lane Entrance	Camera
ME1101 Fire Lane	Exterior Fixed Camera using Exacqvision	1101 Garage Roof	Camera
ME1101 Tank Room	Interior fixed camera using Exacqvision	1101 Service Lane Area	Camera
ME1101 Subcontractor Room	Interior fixed camera using Exacqvision	1101 Service Lane Area	Camera
ME1101 BG Shop	Interior fixed camera using Exaqvision	Room inside 1101 Garage	Camera
ME1101 Employee Entrance	Interior fixed camera using Exacqvision	1101 Emp. Entrance Hall	Camera
ME1101 Hallway PTZ	Interior PTZ camera using Exacqvision	1101 Hallway near maintenance shop	Camera
ME1101 Hallway A	Interior fixed camera using Exacqvision	1101 Common Area Hall	Camera
ME1101 Hallway B	Interior fixed camera using Exacqvision	1101 Common Area Hall	Camera
ME1101 Hallway C	Interior fixed camera using Exacqvision	1101 Common Area Hall	Camera
ME1101 Hallway D	Interior fixed camera using Exacqvision	1101 Common Area Hall	Camera
ME1101 Hallway E	Interior fixed camera using Exacqvision	1101 Common Area Hall	Camera
ME1101 Engine Shop A	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Engine Shop B	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera

ME1101 Shop 01	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Shop 02	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Seat Shop	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Meter Room	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Bus Storage	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Wash Bay Exits	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Vault 1	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Vault 2	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Cash Room	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Overhead Doors A	Exterior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Overhead Doors B	Exterior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Overhead Doors C	Exterior fixed camera using Exacqvision	1101 Service Lane	Camera
MT1101 Driver Room A	Audio using Exacqvision	1101 Driver Break Room	Microphone
MT1101 Dispatch A	Audio using Exacqvision	1101 Dispatch	Microphone
MT1101 Mechroom	Audio using Exacqvision	1101 Mechanic Break Room	Microphone
MT1101 EmpEntrance	Audio using Exacqvision	1101 Emp entrance hall	Microphone
MT1101 BusStorage J	Audio using Exacqvision	1101 Garage	Microphone
ETP 1	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 2	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 3	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 4	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 5	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 6	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 7	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 8	Exterior fixed camera using Exacqvision	East Transfer Point	Camera

ME NTP 1	Exterior Fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 2	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 3	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 4	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 5	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 6	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 7	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 8	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME WTP Inbound A	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Inbound B	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Inbound C	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Inbound D	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Outbound A	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Outbound B	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Outbound C	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Outbound D	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Entrance	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME STP Inbound A	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound B	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound C	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound D	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound E	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound F	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound G	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound A	Exterior fixed camera using Exacqvision	South Transfer Point	Camera

ME STP Outbound B	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound C	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound D	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound E	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound F	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound G	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME 1245 West Reception B	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 West Reception A	Interior fixed camera using Exacqvison	1245 Reception Window	Camera
ME 1245 West Hallway A	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 West Hallway B	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 CSC Overview	Interior fixed camera using Exacqvision	1245 Customer Service Call Center	Camera
ME 1245 Finance Hall	Interior fixed camera using Exacqvision	1245 Hallway near Finance department	Camera
ME 1245 West Downstairs	Interior fixed camera using Exacqvision	1245 lower level near vending machine	Camera
ME 1245 East Hallway A	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 East Hallway B	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 Lost and Found A	Interior fixed camera using Exacqvision	1245 Lost and Found Room	Camera
ME 1245 Lost and Found B	Interior fixed camera using Exacqvision	1245 Lost and Found Room	Camera
ME 1245 Reception C	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 Reception D	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 East Mens Rm Exit	Interior fixed camera using Exacqvision	1245 Exit Hall near mens room	Camera
ME 1245 Reception A	Fixed audio using Exacqvision	1245 Reception Window	Microphone
ME 3829 Hanson West Exterior	Exterior fixed camera using Exacqvision	Exterior West side of building	Camera
ME 3829 Hanson 180 Interior	Interior fixed camera using Exacqvision	Building and Grounds shop	Camera
ME 3829 Hanson NW Exterior	Exterior fixed camera using Exacqvision	Exterior NW side of building	Camera
ME 3829 Hanson SE Exterior	Exterior fixed camera using Exacqvision	Exterior SE side of building	Camera

ME 3829 Hanson NE Exterior	Exterior fixed camera using Exacqvision	Exterior NE side of building	Camera
ME 3901 Hanson W Exterior	Exterior fixed camera using Exacqvision	Exterior West side of building	Camera
ME 3901 Hanson West Exterior	Exterior fixed camera using Exacqvision	Exterior West side of building	Camera
ME 3901 Hanson NE Exterior	Exterior fixed camera using Exacqvision	Exterior NE side of building	Camera
ME 3901 Hanson 180 Interior	Interior fixed camera using Exacqvision	Interior view of future bus storage	Camera
ME 3901 Hanson NW Exterior	Exterior fixed camera using Exacqvision	Exterior NW view of building	Camera
Smart Record	Phone recording software	266-4466, 267-8760, 267-8761, 267-8781 are recorded phone lines	Software
REI R8001	Bus Video Recorder	110 buses utilize this system. Each bus has 5 fixed cameras. 4 interior, 1 exterior. Each interior camera is equipped with a microphone.	Video Recording system with cameras and audio
REI HD800	Bus Video Recorder	78 buses utilize this system. Each bus has 6 fixed cameras. 4 interior, 2 exterior. Each interior camera is equipped with a microphone.	Video recording system with cameras and audio
REI HD5-1200	Bus Video Recorder	16 buses utilize this system. Each bus has 8 fixed cameras. 4 interior and 4 exterior. Each interior camera is equipped with a microphone	Video recording system with cameras and audio
Apollo	Bus Video Recorder	33 buses utilize this system. Each bus has 11 cameras. 4 exterior and 7 interior. Each interior camera is equipped with a microphone	Video recording system with cameras and audio

Usage of Surveillance Technology

Surveillance Data Usage

Bus Video/Audio Recording Systems – Each revenue service vehicle is equipped with a digital video recorder (DVR), cameras, and microphones. The data is utilized on an as needed basis to investigate accidents, customer feedback, passenger count verification, and security incident investigation. Video and audio recordings are not reviewed or saved without merit to do so. Bus video data is overwritten unless pulled and saved.

Facility Video/Audio Recording Systems – Metro facilities are equipped with cameras both in public and non-public areas. Complete access with rights to save is only granted to a small group of employees identified in the Metro Security Camera Surveillance Policy. Frontline supervisors have rights to transfer point facility cameras with live view rights but cannot create or save clips. Facility video/audio is reviewed and/or saved only when warranted. It is utilized to resolve disputes, employee misconduct investigations, security incident investigations, and accident investigations in and around Metro facilities.

Phone Recording Systems – Metro utilizes recorded phone lines both internally and externally. The publically distributed customer service phone line is recorded as well as the operations and maintenance internal phone numbers utilized by employees. Phone calls are only reviewed or accessed when warranted to resolve disputes or to verify the correct information was provided. The customer service supervisory staff may utilize phone recordings in coaching of customer service representatives.

Sharing Data with Other Entities

Bus Video/Audio Recording Systems – Clips created from bus video systems are shared with other government entities upon request. Metro has an established method of sharing with the school district, labor union, local law enforcement agencies, city attorney's office, work comp insurance carrier, and its vehicle insurance carrier. This insures timely investigation and conclusion of incidents and/or accidents that occur in and around buses.

Facility Video/Audio Recording Systems – Metro utilizes the same methods of sharing clips upon request from other governmental agencies and insurance partners as with bus video clips.

Phone Recording Systems – Metro would utilize the same methods of sharing phone recording clips upon request from other governmental agencies and insurance partners as with bus video clips.

***Requests for video or recordings from the general public, media, employees, outside insurance companies, government agencies that do not have an active relationship with Metro Transit, and all other video requests outside of established sharing relationships would be vetted by the Records Custodian before release.

Safeguarding Individual Information

All surveillance records are stored and secured in established location on a video server. This server is protected by City IT network security systems.

Complaints or Concerns

Metro Transit has not directly received any complaints or concerns regarding video surveillance systems.

Appendix A: Supporting Policies

Security Camera Surveillance Policy

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

Locations

Metro Transit has security surveillance cameras at the transfer points, on buses, in the operations, maintenance, storage, and administration facilities.

- All four Transfer Points are equipped with security cameras. Images are available in real-time via wireless connection to Metro staff and to the Madison Police Department.

- On-board video and audio surveillance equipment is installed on the entire fleet of revenue service vehicles.

- Facility cameras are located in the following areas:

  - Common areas such as hallways, employee parking lot, garage exterior along E. Washington Ave., bus storage and entrances, service lane and maintenance areas, dispatch office, and breakrooms.
  - The cash-handling room where cash is counted and sorted from bus fare is also equipped with cameras.

- Cameras provide security for employees at the building entrances and other public areas. Footage is also used to resolve disputes and review incidents that may have occurred.

- There is signage in all locations providing notice that video (and audio on the buses) surveillance is present.

Downloading Images

Bus video systems use digital video recorders (DVR) to store information. To access the footage, the hard drive is pulled and images are reviewed and downloaded when an incident or accident is reported (by employees or public). If the hard drive is not pulled, all data will be overwritten when the hard drive reaches capacity. If it is required to review multiple hard drives to search for an event, footage found to be irrelevant or reviewed as part of a process of elimination, may not be retained. Hard drives are not pulled or reviewed without a purpose or reason to do so.

Access to Images

- For safety and/or security incidents, 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, union officials, the offending individual (and his/her parents as appropriate), and others 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.

- Video images are used to monitor ride loads, boarding activity, and other planning purposes. The Planning Manager has access to the video records for this purpose.

- The on-board bus video is also used for training purposes. The ability to develop training videos showing our own operators handling real life situations has been an excellent training tool. Metro Driver Instructors access the on-board video record created by management. Driver Instructors are not allowed or have access to pull hard drives or review facility cameras. This type of footage is displayed to employees in training. Metro management will gain consent of known individuals shown in the footage before utilization in training groups.

Levels of Access

- On-board bus video
  - Operations, maintenance, and information technology supervisors and managers have full review and saving rights.
  - The planning unit has access to video storage for passenger count purposes and turning movement issues.
  - Marketing supervisor and manager have access to video for responding to public inquiry and media requests.
  - Records custodian has access to video storage for open records requests and public inquiry.
  - Driver Instructors have no access to video footage with the exception of records specifically designated for training purposes.
- Transfer Point cameras only
  - Planning unit, operations and maintenance supervisors and managers have live view and review access but are not allowed to save footage.
- All Facility cameras
  - Operations General Supervisors, Maintenance General Supervisors, Operations Manager, Maintenance Manager, Building and Grounds Foreman, and Information Technology Manager have access to all facility and transfer point cameras. This is live view and review rights only.
  - Operations General Supervisors and the Information Technology Manager have live view, review, and save rights.

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 in accordance with the video record retention policy outlined below.
- 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 the video record retention policy outlined below.
- In cases of vehicular accidents, the images provided to our insurance company will be maintained as part of their case file in accordance with their record retention policies.
- The Assistant to the General Manager serves as the open records custodian for Metro Transit. This includes video surveillance records.
- Records are stored on a secure network server maintained by the City of Madison Information Technology Department

Record Retention Policy:

Category	Default
MPD-MetroVideo	
Transit General Mgr Requests	365 Days
Complaints	365 Days
Misc	365 Days
Pedestrians	365 Days
School School Name	365 Days
Shop Misc	365 Days
Policy/Fare Dispute Strollers	365 Days
Workers Comp	365 Days
Driver Violations	365 Days
Driver Electronic Violations	365 Days
Shop Employee Misconduct	365 Days
Office Employee Misconduct	365 Days
Accidents Fixed Route Paratransit Slip & Fall Bike or Ped Facility	4 Years
Refresher Training	4 Years
Safe Streets	4 Years

Updated January 15, 2009
Updated May 5, 2011
Updated December 17, 2012
Updated March 20, 2014
Updated June 22, 2018 – Phil Gadke – Operations General Supervisor
Updated August 26, 2020 – Phil Gadke – Operations General Supervisor

City of Madison, Wisconsin
Madison Fire

Annual Surveillance Technology Report

2022

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Introduction

Summary

During 2021, there was no new surveillance technology added to the Madison Fire Department's existing inventory.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
  1. *An inventory of current Surveillance Technology and the applicable policies;*
  2. *How the Department has used the data collected by its Surveillance Technology;*
  3. *How any Surveillance Data is being shared with other entities;*
  4. *How well Surveillance Data management protocols are safeguarding individual information; and*
  5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Cameras on City Enterprise Camera System	**MFD has several cameras on the City Enterprise camera system. The system is maintained by IT.**	**Every fire station and the administration building has 1-2. Typically front and rear entrances.**	**Video Cameras. No audio.**

Usage of Surveillance Technology

Surveillance Data Usage

The video camera systems at the fire stations have been utilized by MFD to provide a type of security to our employee's at work, their personal cars and the city buildings. Over the years, MFD has experienced multiple acts of theft and vandalism near and around the fire stations. The video camera system also aide in an attempt to learn from MFD accidents that happen at the fire station. If captured on video, the data can be used to educate our personnel to improve our driving habits.

Sharing Data with Other Entities

Other agencies can request a particular video or piece of data. All data is subject to request and potential release. All data is stored within the system for up to two weeks. MFD limits the authorization to use the City Enterprise Camera System to management.

Safeguarding Individual Information

The MFD recognizes the use of these cameras are in place for security reasons and our employees realize the need to protect the privacy rights of the public and MFD employees when and where applicable. MFD requires that the use of the surveillance technology will be consistent with any applicable City of Madison APMs and ordinances.

Complaints or Concerns

The MFD did not receive any complaints or expressed concerns in 2021 that were the result from the use of surveillance technology.

Appendix A: Supporting Policies

None

City of Madison, Wisconsin
Madison Police Department

Annual Surveillance Technology Report

2022

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Introduction

Summary

During 2021, there was no new surveillance technology added to the Madison Police Department's existing surveillance technology inventory.

Ordinance Requirements

This document is prepared pursuant to M.G.O. 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
  1. *An inventory of current Surveillance Technology and the applicable policies;*
  2. *How the Department has used the data collected by its Surveillance Technology;*
  3. *How any Surveillance Data is being shared with other entities;*
  4. *How well Surveillance Data management protocols are safeguarding individual information; and*
  5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
In-car video systems	**In-car cameras in marked squad cars and certain unmarked squad cars.**	**MPD Fleet - Mobile**	**Cameras**
Auto-chalk system	**Auto-chalk system is used by MPD Parking Enforcement Officers to more efficiently enforce certain parking violations.**	**MPD PEO Vehicle – Mobile**	**Camera**
Body Cameras	**MPD SWAT officers use body worn cameras during authorized SWAT operations (warrant service, high risk incidents, etc.) Body worn cameras are also deployed to TEST motor officers.**	**Mobile**	**Cameras**
Small Unmanned Aircraft Systems (sUAS or UAS)	**Small Unmanned Aircraft Systems (sUAS or UAS) provides assistance to officers in a variety of contexts: search and rescue, crimes scene processing, major events, etc.**	**Mobile**	**Camera**
SWAT Robotics	**Robotics platforms that are equipped with audio and/or visual monitoring. The robotics are used to enter and observe areas during high-risk operations.**	**Mobile**	**Robotics/Camera**
Covert tracking devices	**Used to track the location of an individual suspect (pursuant to a valid court order) during criminal investigations. Limited personnel have access to this technology.**	**Mobile**	**Covert tracking devices**
Telephone recording devices	**Device used by personnel that attaches to a phone to record a conversation. Used in limited circumstances**	**Mobile**	**Audio recorder**
Covert recording devices	**Recording devices used on a temporary basis to aid criminal investigations. Only a limited number of personnel have access to these devices.**	**Mobile and stationary**	**Covert recording devices**

Computer, cellphone and mobile device extraction tools.	Used by MPD's forensic services unit to analyze data stored on an electronic device as part of a criminal investigation (Used pursuant to a court order or with the consent of the device owner only).	Stationary – MPD Facility	Extraction tools
Cameras on City Enterprise Camera System	MPD "owns" a number of cameras on the City Enterprise camera system. The system is maintained by IT.	Varies	Cameras

Usage of Surveillance Technology

Surveillance Data Usage

In-car video systems have been utilized by MPD for 15+ years and consists of one camera that faces forward of the squad car and one internal camera facing to the back seat of the vehicle. Officers also wear a portable microphone that is connected to the system and transmits audio. It is intended to serve a variety of purposes; the most significant is to capture evidence for use in a prosecution (this can include driving behavior, field sobriety tests, etc.) In-car video is also used to help investigate citizen complaints about officer behavior and to audit officer driving habits.

Auto-chalk is used by MPD Parking Enforcement Officers to more efficiently enforce non-metered, time restricted parking violations. Vehicles with an auto-chalk system drive through areas with time-restricted parking regulations (1 or 2 hour). The system captures photos of each vehicle (to include wheel position, shape of the vehicle, and the license plate). After the applicable time period has passed, the vehicle will drive through the area again, and the system will take a second sequence of photos, and compare them with the first pass. If there is a match – indicating that the vehicle has been present for the designated period – an alert notifies the PEO. At that time the PEO will issue the appropriate citation. The system will store the photo/data for violations; however, photos/data captured during the first pass are not retained. For violations, the system stores the photos that were taken along with some additional data (time/location). The license plate is also stored, but the system does not integrate with DOT/CIB (so the vehicle registration information is not imported into the system).

The SWAT Body Worn Cameras are used during tactical operations. The data captured is used to resolve citizen complaints, provide documentation for use-of-force encounters, assist with prosecutions, assist with after action reviews, and as a training aid. During pre-planned tactical operations (like serving search warrants), specific officers are assigned to wear cameras. There are not enough cameras to assign one to each officer, so they are assigned with the goal of providing as much coverage of the operation as possible. After the incident is resolved, supervisors download the video. The cameras are also deployed when possible for spontaneous tactical incidents, but there will be a delay in their arrival at the scene (and sometimes it is not practical to deploy them).

TEST Motor Officers are also assigned Body Worn Cameras since in-car video is not available for motorcycles. The data captured during all traffic stops is used to resolve citizen complaints, provide documentation for use-of-force encounters, assist with prosecutions, and document the issuance of citations and physical arrests.

The UAS provides assistance to officers in a variety of contexts: search and rescue, crime scene processing, and major events and incidents. Officers investigating an incident where a UAS would be beneficial can request that the UAS team respond. The UAS provides real-time video which enables officers to check large open areas much more quickly than they could on foot.

MPD SWAT has several robotics platforms that are equipped with audio and/or visual monitoring. The robotics are used to enter and observe areas during high-risk tactical

operations. They are intended to aid officers in searching for high-risk individuals in a safe manner.

Covert tracking devices are used in limited circumstances with a valid court order during criminal investigations to track the location of an individual crime suspect.

Telephone recording devices are attached to a telephone and record conversations. Most common use would be by members of the Crisis Negotiation Team (CNT) to record their negotiations during a tactical incident.

Covert recording devices are used during criminal investigations or internal investigations (very limited circumstances).

Data extracted by the tools used by MPD's forensic services unit is used in criminal investigations. Extractions are completed pursuant to a valid court order or with the consent from the owner of the device.

All commissioned employees are authorized to use the City Enterprise Camera System per MPD SOP. Civilian employees may be authorized by the Chief to access the system where there is a job-related need. No employee is allowed to access or utilize the system prior to receiving training in its use. Authorized employees are only permitted to access the City Enterprise Camera System for official law enforcement business, under any of the following conditions - to assist with the investigation of criminal or otherwise unlawful activity; for internal investigations as appropriate by the Chief or designee; to protect and secure MPD/City facilities; to maintain order during planned and unplanned events, for proactive review of a tactical incident, or for internal training opportunities with prior supervisory approval; to remotely monitor environmental conditions or other non-investigative circumstances necessary to perform an employee's duties (i.e., weather or traffic conditions, safety hazards, management of resources, etc.); and to preserve previously-discovered items or view/retrieve preserved evidence.

Sharing Data with Other Entities

Other agencies can request a particular video or piece of data, but no other agency (with the exception of the City Attorney's Office) has immediate access to our data server. All data is subject to request and potential release under the public records law. The City Attorney's Office can review video that has been specifically designated for them to review. Video/data is shared with the District Attorney's Office as part of the case review/prosecution process.

Safeguarding Individual Information

The MPD recognizes that while the use of video and audio surveillance technology can significantly aid MPD investigative efforts and promote greater public safety, the use of this technology must be balanced with the need to protect the privacy rights of the public and MPD employees when and where applicable. MPD SOPs require that use of surveillance technology will be consistent with any applicable City of Madison APMs and ordinances.

Complaints or Concerns

The MPD did not receive any complaints or expressed concerns in 2021 that stemmed from the use of surveillance technology. There were some instances where residents asked that the MPD staff review available recordings of camera footage to justify a complaint or concern.

Appendix A: Supporting Policies

MPD's Video and Audio Surveillance SOP:
https://www.cityofmadison.com/police/documents/sop/VideoAudioSurveillance.pdf

MPD's Digital Forensics SOP:
https://www.cityofmadison.com/police/documents/sop/DigitalForensics.pdf

MPD In-Car Video System SOP:
https://www.cityofmadison.com/police/documents/sop/InCarVideo.pdf

MPD SWAT Body Worn Cameras SOP:
https://www.cityofmadison.com/police/documents/sop/SWATBodyWornCameras.pdf

MPD Unmanned Aircraft Systems SOP:
https://www.cityofmadison.com/police/documents/sop/UnmannedAircraftSystems.pdf

MPD Police Motorcycles SOP:
https://www.cityofmadison.com/police/documents/sop/PoliceMotorcycles.pdf

City of Madison, Wisconsin
Monona Terrace

Annual Surveillance Technology Report

2022

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Introduction

Summary

No change from previous year.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.
(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:
   1. An inventory of current Surveillance Technology and the applicable policies;
   2. How the Department has used the data collected by its Surveillance Technology;
   3. How any Surveillance Data is being shared with other entities;
   4. How well Surveillance Data management protocols are safeguarding individual information; and
   5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.
(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
	no change from previous year		

Usage of Surveillance Technology

Surveillance Data Usage

no change from previous year

Sharing Data with Other Entities

no change from previous year

Safeguarding Individual Information

no change from previous year

Complaints or Concerns

no change from previous year

Appendix A: Supporting Policies

no change from previous year

City of Madison, Wisconsin
Municipal Court

Annual Surveillance Technology Report

2022

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Introduction

Summary

The Municipal Court does not have applicable surveillance technology.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

<ol type="a">
Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.
Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:

An inventory of current Surveillance Technology and the applicable policies;
How the Department has used the data collected by its Surveillance Technology;
How any Surveillance Data is being shared with other entities;
How well Surveillance Data management protocols are safeguarding individual information; and
Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.

The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
No applicable surveillance technology			

Usage of Surveillance Technology

Surveillance Data Usage

No applicable surveillance technology.

Sharing Data with Other Entities

No applicable surveillance technology.

Safeguarding Individual Information

No applicable surveillance technology.

Complaints or Concerns

No applicable surveillance technology.

Appendix A: Supporting Policies

No applicable surveillance technology.

City of Madison, Wisconsin
Parking Utility

Annual Surveillance Technology Report

2022

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Introduction

Summary

The only surveillance technology used by the Parking Division are cameras that record video images. In accordance with the Parking Division's Video Policy, signage is posted at all entrances and exits of facilities with cameras to notify the public that surveillance cameras are in use. Access and authorization to view images is limited to staff with a work need to view them. Note that the Parking Division's Video Surveillance Policy is currently under revision to reflect changes since it was adopted and to incorporate greater detail regarding training, supervisory responsibilities, and processes per APM 3-17. The revised policy will be posted on the Parking Division's website upon completion.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> (a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
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> > 1. *An inventory of current Surveillance Technology and the applicable policies;*
> > 2. *How the Department has used the data collected by its Surveillance Technology;*
> > 3. *How any Surveillance Data is being shared with other entities;*
> > 4. *How well Surveillance Data management protocols are safeguarding individual information; and*
> > 5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> (c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Facility	Camera Count
Brayton Lot	7
Buckeye Lot	2
Capitol Square North Garage	7
Overture Center Garage	12
South Livingston Street Garage	32
State Street Campus Frances Garage	7
State Street Campus Lake Garage	16
State Street Capitol Garage	11
Wilson Street Garage	66

Usage of Surveillance Technology

Surveillance Data Usage

Live video is used by staff responding to helpline calls to assist customers. For example, if a customer is unable to pay their parking fee at the exit, staff can view the camera to verify the vehicle plate number, and mail a failure-to-pay notice to the customer, allowing them to pay later. Staff are also able to view the exit lane and adjacent surroundings to verify that the gate can be safely raised remotely to allow the customer to exit. The ability to respond to helpline calls remotely provides significantly faster response

and customer resolution than dispatching an employee to respond to a facility in person. Video is also reviewed when there are customer disputes regarding parking fees and vehicle entry or exit time.

Video footage is reviewed and archived when there is an incident, such as intentional damage to gates. Cameras at the exit stations allow us to identify the vehicle that caused the damage, invoice the vehicle owner for repair costs, and issue a citation for a violation of City Ordinance 8.14(2)(c)4, "Causing Damage at a Municipal Parking Facility While Exiting".

Video is used to monitor/review operations such as timeframes of vehicle queuing, exit wait times, and identify causes of backups to make operational customer service improvements.

Video recordings are temporarily stored on City Servers and automatically overwritten every two weeks/period determined by City IT for temporary retention, unless there is an incident requiring the archival of specific records. Parking Division staff have do not have access permissions to download or share video data files. All archival requests are submitted through the Police Department for processing.

Sharing Data with Other Entities

The Parking Division does not provide data to other entities. Camera access rights for other departments are determined by City IT.

Safeguarding Individual Information

Parking Division Staff do not have direct access to the video files, and are only able to view in real time or review video recordings from the previous two weeks before it is overwritten. No concerns have been raised/identified regarding the protection of individual privacy and safeguarding of information from the Parking Division's use of cameras in public parking facilities.

Complaints or Concerns

The Parking Division has not received any complaints or concerns.

Appendix A: Supporting Policies

1. The City of Madison Parking Division uses Video Surveillance Technology to meet the following objectives:
   a. Assist customers with their facility visit, provide ability for staff to provide better response times through remote assistance and help-line support, monitor and review for operational improvements.
   b. Document what transpires in or near Parking Division facilities to enhance the safety and security of customers, employees and visitors.
   c. Safeguard the Parking Division's revenue stream.
   d. Validate facts in the case of incidents, such as those involving intentional damage to parking facility gates and equipment, personal injury and personal property accidents or incidents.

2. Signs in English and Spanish will be maintained at the entrances and exits of facilities for both vehicular and pedestrian traffic, notifying the public that Surveillance Camera Technology is in use.

3. Staff training will be ongoing and provided by the employees' direct supervisors and overseen by the Parking Operations Supervisor.

4. Account management and administration of the Surveillance Technology will be performed by the Parking Operations Supervisor.

5. Complaints regarding the Division's use of Surveillance Technology will be received by the Parking Operations Supervisor.

6. Access to Surveillance Technology and employee roles will be determined by the Parking Operations Supervisor. Only positions with an ongoing, regular, work-related need to view camera and video images will be authorized to have access permissions.

7. The Parking Operations Supervisor will notify City IT of necessary permission changes to ensure access to the Surveillance Technology is revoked when an employee no longer has a job-related need to access or is found to have inappropriately used the technology.

8. Staff training will be provided by the employees' direct supervisors at the time initial access is granted, with annual refresher training on the policy and appropriate use of the technology. The Parking Operations Supervisor is responsible for overseeing the ongoing training and review of staff account access with City IT support.

9. City IT will ensure that access is available to the Madison Police Department.

10. Video recordings are temporarily stored on City Servers and automatically overwritten every two weeks, or as established by City IT for temporary retention. Parking Division staff have do not have system access permissions to download, share, or store images or video files. In the event of an

11. incident requiring retention of specific video footage, all archival requests are submitted through the Police Department for processing. Those images will be copied and kept as public records in accordance with Section 3.70 of the Madison General Ordinances.

12. Surveillance Technology shall not be used to visually or audibly monitor the interior of private dwellings. The majority of the Parking Division's cameras are fixed and located within parking facilities without no possible view of a private dwelling. Limited personnel are authorized to change camera angles or views on cameras with that capability. Any Parking Division employee who moves a camera angle without authorization to do so, or who uses cameras to attempt to record/monitor the interior of a private residence will have their access rights revoked immediately, and is subject to disciplinary action.

13. City IT shall ensure that records are not destroyed during the pendency of any public records request, investigation or civil or criminal litigation. Any public records request submitted to the Parking Division shall be promptly referred to the Police Department (within 1 business day) of receipt to ensure timely action and retention of the existing records requested. The Police Department is responsible for the archival of relevant records involving criminal investigations or litigation, however, the Parking Division will request archival of video records when staff are aware of an incident that occurred in a parking facility and video evidence is likely to be relevant in a potential civil or criminal investigation or litigation.

City of Madison, Wisconsin
Parks Division

Annual Surveillance Technology Report

2022

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Introduction

Summary

The Parks Division is a large organization with very diverse facilities and operations, consisting of General Parks, Olbrich Botanical Gardens, Warner Park Community Recreation Center (WPCRC), and the Golf Enterprise Program. There are no cameras owned or maintained by the Parks Division located within any general park locations or at the Olbrich Botanical Gardens Facility. Both WPCRC and Golf Enterprise own and maintain cameras within their facilities.

Warner Park Community Recreation Center (WPCRC) has 11 cameras throughout the facility's common areas. Cameras are not monitored continuously under normal circumstances but may be monitored for safety or security purposes. During 2020, there was no new surveillance technology added to the WPCRC's existing surveillance technology inventory. Throughout 2020,

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> (a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> (b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
> > 1. *An inventory of current Surveillance Technology and the applicable policies;*
> > 2. *How the Department has used the data collected by its Surveillance Technology;*
> > 3. *How any Surveillance Data is being shared with other entities;*
> > 4. *How well Surveillance Data management protocols are safeguarding individual information; and*
> > 5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> (c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Camera 1	Wired 1080p camera with infra-red, motion activated.	WPCRC Lobby	Indoor Camera
Camera 2	Wired 1080p camera with infra-red, motion activated.	WPCRC Front Desk	Indoor Camera
Camera 3	Wired 1080p camera with infra-red, motion activated.	WPCRC Game Room	Indoor Camera
Camera 4	Wireless 720p camera with infra-red, motion activated.	WPCRC Outside Driveway East	Indoor Camera
Camera 5	Wired 1080p camera with infra-red, motion activated.	WPCRC Gymnasium Hallway Rear	Indoor Camera
Camera 6	Wired 1080p camera with infra-red, motion activated.	WPCRC Gymnasium Court A	Indoor Camera
Camera 7	Wired 1080p camera with infra-red, motion activated.	WPCRC Gymnasium Court B	Indoor Camera
Camera 8	Wireless 720p camera with infra-red, motion activated.	WPCRC Outside Driveway West	Indoor Camera
Camera 9	Wired 1080p camera with infra-red, motion activated.	WPCRC Main Hall Front	Indoor Camera
Camera 11	Wired 1080p camera with infra-red, motion activated.	WPCRC Mall Hall Rear	Indoor Camera
Camera 12	Wired 1080p camera with infra-red, motion activated.	WPCRC Childcare-common area	Indoor Camera
Camera 16	Wireless 720p camera with infra-red, motion activated.	WPCRC Lobby Entrance	Indoor Camera
Video Security System	Lorex DV800 Series 16 channel DVR. Local video storage only. Not on City of Madison network, no remote access.	WPCRC Front Desk	DVR

Reviewed Item	Description	Location	Type
Video Survaillance System	Video Survaillance System	Odana Hills Golf Course – Clubhouse – Interior	Speco DVR8TL500
	Speco DVR8TL500		
Camera 1	Constant stream, safe	Odana Hills	
Camera 2	Golf shop		
Camera 3	Bar/concession		
Reviewed Item	Description	Location	Type
Video Surveillance System	Video Surveillance System	Glenway Golf Course – Clubhouse – Interior & Exterior	Speco DVR8TL500
Camera 1	Constant stream, carts	Glenway Golf Course – Clubhouse –Carts	Outside Camera
Camera 2	Cash register and safe	Glenway Golf Course – Clubhouse – Cash Register and Safe	Indoor Camera
Camera 3	Door	Glenway Golf Course – Clubhouse – Main Door	Indoor Camera
Camera 4	Seating	Glenway Golf Course – Clubhouse – Seating	Indoor Camera

DVR BOX, sim card, self contained deletes after two days

Usage of Surveillance Technology for WPCRC:

Surveillance Data Usage

The primary use of surveillance data is to investigate incidents in the facility such as thefts, accidents, injuries, and property damage and support disciplinary actions for staff and facility users.

Sharing Data with Other Entities

Surveillance records are only shared with individuals directly involved in investigating and following up on the incident, including Park's Management and the Madison Police Department.

Safeguarding Individual Information

WPCRC surveillance cameras use digital video recorders (DVR) to store information. Video may be reviewed and downloaded when employees or the public report an incident requiring camera access. Video is available for 14 days from the time of the incident. After 14 days from the time of the incident, all data is overwritten and becomes unavailable. WPCRC Facility Manager or designee provides downloaded videos and images to the City of Madison Information Technology (IT) Department for storage on a secure network server.

WPCRC Program Coordinator, WPCRC Facility Manager, Parks Community Services Manager, Assistant Parks Superintendent, and Parks Superintendent have access to the login functions to review, save, and download footage from the surveillance cameras. All other staff have access to the view-only functions.

Surveillance from golf courses is stored DVR BOX with a sim card that is self contained deletes after two days. These systems are in locked areas and can only be accessed by Golf Supervisors, Assistant, Assistant Parks Superintendent, and Parks Superintendent.

Complaints or Concerns

The Parks Division has not received complaints or concerns about its surveillance technology in any of these locations.

Appendix A: Supporting Policies

**City of Madison, Wiscons
Planning Division**

Annual Surveillance Technol

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Introduction

Summary

The Planning Division does not utilize surveillance technology, and the

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) Each Department will conduct an annual review of its Su ensure compliance with this Ordinance.

(b) Each Department will complete an Annual Surveillance Te be submitted to the Common Council through a resolutio Technology Report will include:

1. *An inventory of current Surveillance Technology ar*
2. *How the Department has used the data colle Technology;*
3. *How any Surveillance Data is being shared with oti*
4. *How well Surveillance Data management protocols information; and*
5. *Whether the Department has received any compl Surveillance Technology use and the resolution of*

(c) The Common Council shall review and take action on th the Annual Surveillance Technology Report.

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the
surveillance:

Reviewed Item	Description	

Usage of Surveillance Techno

Surveillance Data Usage

Not applicable.

Sharing Data with Other Entities

Not applicable.

Safeguarding Individual Information

Not applicable.

Complaints or Concerns

Not applicable.

Appendix A: Supporting Polic

Not applicable.

City of Madison, Wisconsin
Streets & Urban Forestry

Annual Surveillance Technology Report

2022

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Introduction

Summary

No changes from previous years.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.

(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Security Cameras	**Captures the yard and public drop off area**	**Badger Rd yard, Sycamore Yard, Southpoint Yard**	**Security camera**

Usage of Surveillance Technology

Surveillance Data Usage

Cameras are used primarily for security overnight, occasionally used to settle disputes w the public, locate equipment, check on staff progress loading sand\salt in the winter

Sharing Data with Other Entities

We don't share the information.

Safeguarding Individual Information

No individual information is collected, the images are deleted approx. 10 days after capture, only Public Works General Supervisor and above has the ability to rewind and review camera data and only for about ten days.

Complaints or Concerns

None, we do have signs posted at the entrance that the area is under video surveillance.

Appendix A: Supporting Policies

City of Madison, Wisconsin
Traffic Engineering Division

Annual Surveillance Technology Report

2022

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Introduction

Summary

No change from previous.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
No change from previous	No change from previous	No change from previous	No change from previous

Usage of Surveillance Technology

Surveillance Data Usage

No change from previous.

Sharing Data with Other Entities

No change from previous.

Safeguarding Individual Information

No change from previous.

Complaints or Concerns

Traffic Engineering has not received any complaints or concerns. However, following one incident of inappropriate release of camera video footages by an employee in another department, Traffic Engineering Division Head reminded all staff members twice in written communications on city policies regarding camera use and footage requests.

Appendix A: Supporting Policies

No change from previous.

**City of Madison, Wisconsin
Madison Water Utility**

Annual Surveillance Technology Report

2022

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Introduction

Summary

During 2021, the Water Utility did not add any additional surveillance technology to its inventory.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*

1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 6	Fixed Camera
North Hatches	Exterior camera monitoring the north roof accesses into the water reservoir.	Unit Well 6	Fixed Camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 6	Fixed Camera
Front Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 6	Fixed Camera
Parking	Exterior camera monitoring the chemical storage room entrance, building front entrance, and parking spot outside of the chemical room.	Unit Well 7	Fixed Camera
Generator Door	Exterior camera monitoring the generator room entrance.	Unit Well 7	Fixed Camera
Pump Room	Interior camera monitoring the front and side building entrances.	Unit Well 7	Fixed Camera
Chemical Room Door	Exterior camera monitoring the chemical storage room entrance.	Unit Well 7	Fixed Camera
Side Door	Exterior camera monitoring the building side entrance.	Unit Well 7	Fixed Camera
Front Entrance	Exterior camera monitoring the building front entrance.	Unit Well 7	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 7	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 8	Fixed Camera
Hatch	Exterior camera monitoring the roof access into the water reservoir.	Unit Well 8	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 8	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 9	Fixed Camera

Hatch	Exterior camera monitoring the water reservoir pit entrance and water reservoir climbing pilaster entrance.	Unit Well 9	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 9	Fixed Camera
Overflow	Exterior camera monitoring the water reservoir overflow discharge pipe.	Unit Well 9	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 11	Fixed Camera
Hatch	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 11	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 11	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 12	Fixed Camera
Hatch	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 12	Fixed Camera
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 12	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 13	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 13	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 13	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 14	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 14	Fixed Camera
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 14	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 15	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 15	Fixed Camera
Filter Room	Interior camera monitoring the water filtration room entrance.	Unit Well 15	Fixed Camera
Rear Entrance	Exterior camera monitoring the building rear entrance.	Unit Well 15	Fixed Camera

Pump Room	Interior camera monitoring the building main entrance.	Unit Well 16	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 16	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 16	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 17	Fixed Camera
North Hatch	Exterior camera monitoring the north roof access into the water reservoir.	Unit Well 17	Fixed Camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 17	Fixed Camera
Parking/Entry	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 17	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 18	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 18	Fixed Camera
Front Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 18	Fixed Camera
Chemical Parking	Exterior camera monitoring the chemical storage room entrance and the chemical storage room parking spot.	Unit Well 18	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 19	Fixed Camera
North Hatch	Exterior camera monitoring the north roof access into the water reservoir.	Unit Well 19	Fixed Camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 19	Fixed Camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 19	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 20	Fixed Camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 20	Fixed Camera
Sphere Entry	Exterior camera monitoring the water tower entrance.	Unit Well 20	Fixed Camera
Pit	Exterior camera monitoring the water reservoir pit entrance.	Unit Well 20	Fixed Camera

Booster Pump Room	Interior camera monitoring the booster pump building main entrance.	Unit Well 24	Fixed Camera
Northwest Hatch	Exterior camera monitoring the northwest roof access into the water reservoir.	Unit Well 24	Fixed Camera
Southwest Hatch	Exterior camera monitoring the southwest roof access into the water reservoir.	Unit Well 24	Fixed Camera
Front Parking	Exterior camera monitoring the booster pump building main entrance and the booster pump building parking spot.	Unit Well 24	Fixed Camera
Deepwell Entrance	Exterior camera monitoring the deepwell building main entrance and the deepwell parking spot.	Unit Well 24	Fixed Camera
Deepwell Pump Room	Interior camera monitoring the deepwell building main entrance.	Unit Well 24	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 25	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 25	Fixed Camera
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 25	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 26	Fixed Camera
Sphere Entry	Exterior camera monitoring the water tower entrance.	Unit Well 26	Fixed Camera
Hatch East	Exterior camera monitoring the east roof access into the water reservoir.	Unit Well 26	Fixed Camera
Hatch West	Exterior camera monitoring the west roof access into the water reservoir.	Unit Well 26	Fixed Camera
Front Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 26	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 27	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 27	Fixed Camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 27	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 28	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 28	Fixed Camera

Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 28	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 29	Fixed Camera
Filter Room	Interior camera monitoring the water filtration room entrance.	Unit Well 29	Fixed Camera
North Hatch	Exterior camera monitoring the north roof access into the water reservoir.	Unit Well 29	Fixed Camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 29	Fixed Camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, water filtration room entrance, and the site parking spot.	Unit Well 29	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 30	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 30	Fixed Camera
Pump Room Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 30	Fixed Camera
Chemical Room Entry	Exterior camera monitoring the chemical storage room entrance and the chemical storage room parking spot.	Unit Well 30	Fixed Camera
Pump Room	Interior camera monitoring the front and side building entrances.	Unit Well 31	Fixed Camera
Pump Room Entry	Exterior camera monitoring the building side entrance.	Unit Well 31	Fixed Camera
Chemical Room Entry	Exterior camera monitoring the building front entrance, chemical storage room entrance, and the site parking spot.	Unit Well 31	Fixed Camera
Reservoir Hatch	Exterior camera monitoring the roof access into the water reservoir.	Unit Well 31	Fixed Camera
Backwash Tank Hatches	Exterior camera monitoring the roof accesses into the water filtration backwash tanks.	Unit Well 31	Fixed Camera
Storage Lot	Exterior camera monitoring the site storage lot.	Unit Well 31	Fixed Camera
Garage/Storage Lot Entry	Exterior camera monitoring the storage lot entrance and garage entrance.	Unit Well 31	Fixed Camera
Garage Exit	Exterior camera monitoring the garage exit.	Unit Well 31	Fixed Camera
Garage Entrance Overhead Door	Interior camera monitoring the garage entrance overhead door.	Unit Well 31	Fixed Camera

Garage Exit Overhead Door	Interior camera monitoring the garage exit overhead door.	Unit Well 31	Fixed Camera
Reservoir Overflow	Exterior camera monitoring the water reservoir overflow discharge pipe.	Unit Well 31	Fixed Camera
Pump Room Door	Interior camera monitoring the building main entrance.	Booster Station 106	Fixed Camera
East Hatch	Exterior camera monitoring the east roof access into the water reservoir.	Booster Station 106	Fixed Camera
West Hatch	Exterior camera monitoring the west roof access into the water reservoir.	Booster Station 106	Fixed Camera
Front Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Booster Station 106	Fixed Camera
Vault Door	Interior camera monitoring the reservoir vault entrance.	Reservoirs 113/313	Fixed Camera
Vault Entry	Exterior camera monitoring the reservoir vault entrance.	Reservoirs 113/313	Fixed Camera
Climbing Pilaster	Exterior camera monitoring the reservoir main climbing pilaster entrance.	Reservoirs 113/313	Fixed Camera
Overflow	Exterior camera monitoring the water reservoir overflow discharge pipe.	Reservoirs 113/313	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Booster Station 115	Fixed Camera
Front Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Booster Station 115	Fixed Camera
Pilaster Door	Exterior camera monitoring the reservoir climbing pilaster entrance.	Booster Station 115	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Booster Station 118	Fixed Camera
Chemical Room Entry	Exterior camera monitoring the chemical storage room entrance.	Booster Station 118	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Booster Station 118	Fixed Camera
Building South Side	Exterior camera monitoring the south side of the building.	Booster Station 118	Fixed Camera
Building East Side	Exterior camera monitoring the east side of the building.	Booster Station 118	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Booster Station 125	Fixed Camera

Pump Room	Interior camera monitoring the building main entrance.	Booster Station 128	Fixed Camera
Entrance/Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Booster Station 128	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Booster Station 213	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Booster Station 213	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Booster Station 215	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Booster Station 215	Fixed Camera
Door/Overflow	Exterior camera monitoring the water tower entrance and the water tower overflow discharge pipe.	Sphere 225	Fixed Camera
Parking Area	Exterior camera monitoring the water tower parking spot and radio shop building entrance.	Sphere 225	Fixed Camera
Interior Entry	Interior camera monitoring the water tower main entrance.	Blackhawk Tank 228	Fixed Camera
Exterior Entry	Exterior camera monitoring the water tower main entrance.	Blackhawk Tank 228	Fixed Camera
Overflow	Exterior camera monitoring the water tower overflow discharge pipe.	Blackhawk Tank 228	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Felland Reservoir 229	Fixed Camera
East Hatch	Exterior camera monitoring the east roof access into the water reservoir.	Felland Reservoir 229	Fixed Camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Felland Reservoir 229	Fixed Camera
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Felland Reservoir 229	Fixed Camera
Door	Exterior camera monitoring the water tower entrance.	Sphere 315	Fixed Camera
Overflow/Parking	Exterior camera monitoring the water tower parking spot and the water tower overflow discharge pipe.	Sphere 315	Fixed Camera
Main Gate	Exterior camera monitoring the entrance and exit gate into the employee parking lot.	Olin Office	Fixed Camera
Employee South Entrance	Exterior camera monitoring the building south employee entrance.	Olin Office	Fixed Camera

Meter Shop Entrance	Exterior camera monitoring the building meter shop entrance.	Olin Office	Fixed Camera
Main Entrance Plaza	Exterior camera monitoring the building front entrance plaza.	Olin Office	Fixed Camera
Main Entrance Doors	Exterior camera monitoring the building main public entrance doors. Camera is also used to identify individuals that call the pump operator after hours to gain entry into the building for use of the conference room.	Olin Office	Fixed Camera
Main Entrance	Exterior camera monitoring the building front entrances.	Olin Office	Fixed Camera
Patio Parking	Exterior camera monitoring the parking and building entrance near the patio area.	Olin Office	Fixed Camera
Reception	Interior camera monitoring the building main public entrance and reception area.	Olin Office	Fixed Camera
Employee East Entrance	Interior camera monitoring the building employee east entrance.	Olin Office	Fixed Camera
Patio Entrance	Interior camera monitoring the building patio area entrance.	Olin Office	Fixed Camera
Main Entrance	Interior camera monitoring the building main entrance.	Olin Office Vehicle Storage Building	Fixed Camera
Entrance Overhead Door	Interior camera monitoring the garage entrance overhead door.	Olin Office Vehicle Storage Building	Fixed Camera
Entrance Bay	Interior camera monitoring the garage entrance bay.	Olin Office Vehicle Storage Building	Fixed Camera
Exit Overhead Door	Interior camera monitoring the garage exit overhead door.	Olin Office Vehicle Storage Building	Fixed Camera
Exit Bay	Interior camera monitoring the garage exit bay.	Olin Office Vehicle Storage Building	Fixed Camera
Outside Main Entrance	Exterior camera monitoring the building main public entrance.	Paterson Street Office	Fixed Camera
Inside Main Entrance	Interior camera monitoring the building main public entrance.	Paterson Street Office	Fixed Camera
Shop Entrance	Exterior camera monitoring the mechanical shop overhead door entrances from Paterson Street.	Paterson Street Office	Fixed Camera
Shop Door Exterior Entrance	Exterior camera monitoring the mechanical shop entrance.	Paterson Street Office	Fixed Camera
Shop Entrance Overhead Door	Exterior camera monitoring the mechanical shop overhead door entrances from Paterson Street.	Paterson Street Office	Fixed Camera

Main Parking Lot North	Exterior camera monitoring the north end of the main employee parking lot and the entrance and exit gates into the main employee parking lot.	**Paterson Street Office**	**Fixed Camera**
Main Gates	Exterior camera monitoring the entrance and exit gates into the main employee parking lot.	**Paterson Street Office**	**Fixed Camera**
Fuel Pumps	Exterior camera monitoring the fueling station.	**Paterson Street Office**	**Fixed Camera**
Building Main St.	Exterior camera monitoring the Main Street side of the building.	**Paterson Street Office**	**Fixed Camera**
Main Parking Lot South	Exterior camera monitoring the south end of the main employee parking lot and building main employee entrance.	**Paterson Street Office**	**Fixed Camera**
Parking Lot South	Exterior camera monitoring the south end of the main employee parking lot.	**Paterson Street Office**	**Fixed Camera**
Employee Entrance	Exterior camera monitoring the building main employee entrance.	**Paterson Street Office**	**Fixed Camera**
Employee Interior Entrance	Interior camera monitoring the building main employee entrance.	**Paterson Street Office**	**Fixed Camera**
Shop/Fuel Pumps	Exterior camera monitoring the fueling station and the mechanical shop overhead door entrances from the parking lot.	**Paterson Street Office**	**Fixed Camera**
Interior Shop Entrance	Interior camera monitoring the mechanical shop main entrance.	**Paterson Street Office**	**Fixed Camera**
Back Lot Gate	Exterior camera monitoring the entrance/exit gate for the back employee parking lot.	**Paterson Street Office**	**Fixed Camera**
Back Parking Lot	Exterior camera monitoring the back employee parking lot.	**Paterson Street Office**	**Fixed Camera**
Back Lot Entrance	Exterior camera monitoring the building entrance from the back employee parking lot.	**Paterson Street Office**	**Fixed Camera**
Parking Lot South Generator	Exterior camera monitoring the back employee parking lot and south generator.	**Paterson Street Office**	**Fixed Camera**
Entrance/Exit Overhead Doors	Exterior camera monitoring the entrance and exit overhead doors into the vehicle storage building.	**Paterson Street Office**	**Fixed Camera**
Entrance Overhead Door	Exterior camera monitoring the garage entrance overhead door.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Entrance Overhead Door Pat St.	Interior camera monitoring the garage entrance overhead door.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Exit Overhead Door	Exterior camera monitoring the garage exit overhead door.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**

Exit Overhead Door Pat St.	**Interior camera monitoring the garage exit overhead door.**	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
North Overhead Door Back Lot	**Intertior camera monitoring the north overhead door from the back storage lot.**	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Center Overhead Door Back Lot	**Intertior camera monitoring the center overhead door from the back storage lot.**	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
South Overhead Door Back Lot	**Intertior camera monitoring the south overhead door from the back storage lot.**	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Back Lot Main St Gate	**Exterior camera monitoring the back lot entrance/exit gate from Main Street.**	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Back Lot Storage West	**Exterior camera monitoring the west side of the back storage lot.**	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Back Lot Storage East	**Exterior camera monitoring the east side of the back storage lot.**	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Back Lot	**Exterior camera monitoring the far east side of the back storage lot and the south overhead door.**	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Back Lot East Gate	**Exterior camera monitoring the back lot east entrance/exit gate.**	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
VSB Main Street Side	**Exterior camera monitoring the vehicle storage building along Main Street.**	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
VSB East Side	**Exterior camera monitoring the vehicle storage building along the east side.**	**Paterson Street Vehicle Storage Building**	**Fixed Camera**

Usage of Surveillance Technology

Surveillance Data Usage

The water utilty uses the cameras at its sites for security purposes. The cameras are monitored by the 24/7 pump operator to maintain the security of its water facilities. The recorded video is ONLY used for review of incidents that may occur. These incidents include damage, theft, or unauthorized access into its facilities.

The water utility allows the public and other agencies to use the main conference room at its Olin Office. The water utility uses the camera that monitors the main public entrance at the Olin Office to identify individuals that arrive after hours and request access into the building for use of the conference room.

Sharing Data with Other Entities

Data is not shared with other entities except for use as part of an investigation. The investigation could by initiated by the water utility, IT, or the Madison Police Department in the event of damage, theft, or unauthorized access to its facilities. The water utility has also shared data with the Madison Police Department to add in the investigation of incidents that have occurred involving the public.

Safeguarding Individual Information

The water utility is not collecting any individual information with its camera usage. These cameras are solely used for security, monitoring incidents, and identifying individuals that request after hours access into the Olin Office for use of the conference room.

Complaints or Concerns

The water utility has not received complaints or concerns related to its usage of surveillance technology.

Appendix A: Supporting Policies

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. Madison Water Utility (MWU) utilizes video surveillance cameras at its remote facilities to provide security over its water storage reservoirs, wells, pumping equipment and chemical supply rooms. In addition, they are used to provide security for its field personnel and provide documentation of employee accidents and incidents. All 35 remote sites are equipped with cameras.
2. Cameras at the Administration (Heim Building) and Distribution/ Maintenance (Paterson Office) facilities and the Vehicle Storage buildings at both sites provide security over building entrances, vehicle storage areas, and employee/public parking lots. In addition, they provide security for its 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 live and recorded video from MWU cameras are used to identify individuals engaged in illegal behavior and need to allow for the identification of individuals (e.g., face, body dimensions, and clothing) and vehicles (e.g., make, model, color and license plate.)
The audio option existing on the cameras will remain deactivated.

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? *

All MWU employees are notified that video surveillance is conducted 24 hours/day, 365 days/year at MWU facilities. There is signage at all of the MWUs facilities and sites.

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

Cameras are installed at the following locations:
Heim Building, Vehicle Storage Building, and parking lots - 119 E. Olin Avenue
Distribution/Maintenance Building, Vehicle Storage Building, and parking lot - 110 S. Paterson Street
UW 6 Building and parking - 2757 University Avenue
UW 7 Building and parking - 1709 North Sherman Avenue
UW 8 Building and parking - 3206 Lakeland Avenue
UW 9 Building and parking - 4724 Spaanem Avenue
UW 11 Building and parking - 102 Dempsey Road
UW 12 Building and parking - 801 South Whitney Way
UW 13 Building and parking - 1201 Wheeler Road
UW 14 Building and parking - 5130 University Avenue
UW 15 Building and parking - 3900 East Washington Avenue
UW 16 Building and parking - 6706 Mineral Point Road

UW 17 Building and parking - 201 South Hancock Street
UW 18 Building and parking - 1925 South Park Street
UW 19 Building and parking - 2526 Lake Mendota Drive
UW 20 Building, Sphere 120, and parking - 2829 Prairie Road
UW 24 Well Pump Building and parking - 809 E. Dayton Street
UW 24 Booster Pump Building and parking - 115 N. Livingston Street
UW 25 Building and parking - 5415 Queensbridge Road
UW 26 Building, Sphere 126, and parking - 910 S. High Point Road
UW 27 Building and parking - 18 N. Randall Avenue
UW 28 Building and parking - 8210 Old Sauk Road (F.B.2249)
UW 29 Building and parking - 829 N. Thompson Drive
UW 30 Building and parking - 1133 Moorland Road
UW 31 Building and parking - 4901 Tradewinds Parkway
BS 106 Building and parking - 110 Glenway Street
Reservoirs 113/313 Building - 1314 Lakeview Avenue/1202 Northport Drive
BS 115 Building and parking - 4701 Bunker Hill Lane
BS 118 Building and parking - 2497 Greenway View
BS 125 Building - 6006 Cottontail Trail
BS 128 Building and parking - 9202 Waterside Street
BS 213 Building and parking - 1314 Lakeview Avenue
BS 215 Building and parking - 2718 Crossroads Drive
Sphere 225 and parking - 435 Milky Way
Blackhawk Tank 228 and parking - 10451 Old Sauk Road
Reservoir 229 Building and parking - 1224 Felland Road
Sphere 315 and parking - 3514 Cross Hill Drive

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

All of the MWUs cameras are permanently in place.

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 Water Supply Manager will be responsible for overseeing and managing the MWU's video surveillance system. The Control Systems Programmer and Control Systems Technician will be responsible for maintaining the system (software and hardware) and downloading/storing video. In addition to these personnel, MWU managers and Pump Operators will be allowed to view the continuous loops.

The surveillance records will be shared with individuals directly involved in investigating and following up on an incident. This could include MWU management staff, law enforcement officials, and the City's insurance company.

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

MWU staff has attended training by the City's Attorney's Office and IT Department. Refresher training will be provided by IT staff and by Exacq Technologies, the manufacturer of the VMS, to management and technical staff.

MWU 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 Control Systems Programmer and Control Systems Technician will be responsible for downloading, exporting, and storing video.