

## Mayor's Office Video Camera Policy:

This policy is drafted in accordance with Administrative Procedure Memorandum NO. 3-17 Use of Surveillance Cameras.

The purpose of this policy is to regulate the use of surveillance cameras intended to monitor and record public areas for the sole purpose of Mayor's Office safety and security.

- Video monitoring will be conducted for safety and security purposes only.
- Mayor's Office staff will utilize the City of Madison standard enterprise camera system.
- Mayoral Office Clerks and the Madison Police Department will have primary access to the security camera and any recordings.
- Recordings may be accessed at any time by the above persons for the purposes of conducting an investigation into an incident; reviewing quality of customer service; providing training to staff; for purposes of complying with the Wisconsin Public Records Laws and any other federal, state or local laws.

The recording equipment may be activated by any member of the Mayor's Office whenever such person reasonably believes that recording the incident will serve to facilitate quality improvement of customer service, be of value in staff training, serve to document an incident for investigative purposes or for compliance with federal, state or local laws.

Audio/Visual recording devices shall be conspicuously mounted in the reception area of the Mayor's Office with a field of view to record those persons interacting with staff at the front desk. A sign shall be conspicuously displayed so that visitor's to the Mayor's Office are informed of the potential for recording. That sign shall state:

# THIS AREA MAY BE SUBJECT TO AUDIO AND VIDEO SURVEILLANCE RECORDING FOR SAFETY AND SECURITY PURPOSES

- Unless otherwise prohibited by law, the Madison Police Department will be provided with immediate access to all data or recordings that may constitute evidence of a crime.
- The Mayor's Office will retain the original recording for a period of no less than 90 days, subject to the appropriate records retention schedules.
- No original recording may be destroyed during the pendency of either a public records request or any litigation for which the recording is the subject or is evidence in such matter.