

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 lot - 2757 University Avenue

UW 7 Building and parking lot - 1709 North Sherman Avenue

UW 8 Building and parking lot - 3206 Lakeland Avenue

UW 9 Building - 4724 Spaanem Avenue

UW 10 Building - 4251 Mohawk Drive

UW 11 Building - 102 Dempsey Road

UW 12 Building - 801 South Whitney Way

UW 13 Building - 1201 Wheeler Road

UW 14 Building - 5130 University Avenue

UW 15 Building and parking lot - 3900 East Washington Avenue

UW 16 Building and parking lot - 6706 Mineral Point Road

UW 17 Building - 201 South Hancock Street

UW 18 Building and parking lot - 1925 South Park Street

UW 19 Building - 2526 Lake Mendota Drive

UW 20 Building/Sphere - 2829 Prairie Road

UW 23 Building - 4502 Leo Drive

UW 24 Building and parking lot - 809 E. Dayton Street

BS 24 Building and parking lot - 115 N. Livingston Street

UW 25 Building - 5415 Queensbridge Road

UW 26 Building/Sphere - 910 S. High Point Road

UW 27 Building and parking lot - 18 N. Randall Avenue

UW 28 Building and parking lot - 8210 Old Sauk Road (F.B.2249)

UW 29 Building - 829 N. Thompson Drive

UW 30 Building - 1133 Moorland Road

UW 31 Building - 4901 Tradewinds Parkway (to be installed in 2016)

BS 106 Building - 110 Glenway Street
BS 113 Building - 1314 Lakeview Avenue
BS 115 Building - 4701 Bunker Hill Lane
BS 118 Building - 2497 Greenway View
BS 125 Building - 6006 Cottontail Trail
BS 128 Building - 9202 Waterside Street
BS 215 Building and parking lot - 2718 Crossroads Drive
Sphere 225 - 435 Milky Way
Res 229 Building - 1224 Felland Road
Sphere 315 and parking lot - 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 Electronics Maintenance Technicians 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 MWU's two Electronics Maintenance Technicians will be responsible for downloading, exporting, and storing video.

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

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