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Page 1: Instructions for Survey

Q1 Please enter your name.

Connie Thompson

Q2 Please enter the name of your City agency.

Monona Terrace

Page 2: Surveillance Technology Survey Part 2 Continued

Q3 You previously indicated that your agency has surveillance technology. Please describe the surveillance technology.

We have cameras and monitors.

Q4 What is the purpose of the surveillance technology?

To protect the building, employees and event attendees from active shooting incidents and other unsafe behavior or potential criminal activity.

Q5 How is the technology utilized?

We have a Command Center Operator who monitors the docks, main entrances and hallways. They can use the camera's to check on disturbances, or other incidents that occur throughout the day.

Q6 Does your agency have a policy governing the use of surveillance technology? **Yes**

Q7 If your agency has a policy governing the use of the surveillance technology, please upload it here.

CCTV building Policy Final (2).pdf (45KB)

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Q8 Does the technology have capabilities that are not utilized? For example, an agency may have security cameras capable of recording audio, though the audio recording is not utilized.

No.

Q9 How many pieces of this type of technology does your agency own?

Not sure.

Q10 Please indicate whether the technology is mobile or **Stationary**
stationary.

Q11 This question does NOT pertain to surveillance cameras. Please answer this question for all other surveillance equipment. Where is the technology deployed throughout the City of Madison? Please be specific. (Note: If providing this information would jeopardize security, please indicate why you cannot disclose the locations.)

In general the cameras cover all inside and outside areas except offices, restrooms, locker rooms, break rooms, mechanical rooms, and stairwells.

Q12 What factors determine where the surveillance technology is used?

Advice of Homeland Security.

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Q13 Does another City agency or other external organization share access to the technology? **Yes**

Q14 If you answered "yes," above please note which City agency or other external organizations share access to the technology and which agency is considered the owner of the surveillance technology.

MPD can request and be granted access.

Q15 Which positions in your agency are authorized to use the surveillance equipment?

Command Center Operators, Operations Managers, Associate Director of Operations, Executive Director

Q16 How does your agency control unauthorized use of the surveillance equipment?

The system is password protected

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Q17 Where is the data collected from this technology stored?

In an IT server.

Q18 Which positions in your agency are authorized to access the data?

Executive Director, Associate Director, Operations Managers, IT Specialist, Command Center Operators.

Q19 For what reason do the authorized positions have access to the data?

To view real time camera images, to review recorded images. Also for use in criminal cases and customer/event issues.

Q20 Other than the positions authorized to access the data, who has access?

IT administrators.

Q21 How long is the data stored?

It varies on storage room and activity. 2 weeks to 1 month.

Q22 How is the data destroyed once the data storage has been completed? Please be specific and describe the process including whether the process is automatic.

It is recorded over. This is automatic.

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Q23 Do you inform residents that this surveillance technology is in use by your agency? **No**

Q24 If you inform residents about the surveillance technology please indicate how your agency informs residents that this surveillance technology is in use. **Respondent skipped this question**

Q25 If you do not inform residents about the surveillance technology, please explain why residents are not informed that the surveillance technology is in use.

We do not inform visitors and guests of surveillance technology. Cameras are only used for monitoring the safety of individuals, property and facility. For monitoring of any activity or behavior that seems out of the ordinary. And to investigate criminal activity. Images are recorded over within 2 - 4 weeks.

Q26 If you needed more space to respond to any questions, you are welcome to provide additional information by attaching files. You can upload doc, docx, and pdf files here.

Respondent skipped this question

Q27 Were you unable to completely answer any of the questions in the survey?

No