



City of Madison
CCOC Subcommittee on
Police & Community Relations

City of Madison
Madison, WI 53703
www.cityofmadison.com

Monday, January 30, 2017

7:00 p.m.

Warner Park Community &
Recreation Center
1625 Northport Drive
Community Room 1

POSSIBLE QUORUMS OF THE COMMON COUNCIL, COMMON COUNCIL ORGANIZATIONAL COMMITTEE AND MPD POLICY & PROCEDURE REVIEW AD HOC COMMITTEE MAY EXIST AT THIS MEETING

SUBCOMMITTEE MAY SUSPEND THE RULES TO ALLOW FOR PUBLIC DISCUSSION & ENGAGEMENT ON AGENDA ITEMS #5 & #6

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

Contact: Lisa Veldran, Legislative Administrative Assistant, 266-4071 or lveldran@cityofmadison.com

Subcommittee Website: <http://www.cityofmadison.com/Council/meetings/ccocPCR.cfm>

Members: Ald. Shiva Bidar-Sielaff, Ald. Marsha Rummel, Ald. Sheri Carter, Ald. Denise DeMarb and Ald. Rebecca Kemble

Staff: Heather Allen, Council Legislative Analyst, Capt James Wheeler, MPD Representative, Lisa Veldran, Council Administrative Assistant

NOTIFIED ABSENCE: ALD. MARSHA RUMMEL (Chair)

1. Call to order
 2. Approval of January 18, 2017 meeting minutes.
 3. Public Comment
The work group shall not take action on a matter raised in the public comment portion of the meeting unless that matter is otherwise on the agenda. Members of the public who comply with applicable rules shall be permitted at least three (3) minutes to speak. If the speaker requires an interpreter, either because of his/her limited English proficiency or because of a disability, he/she shall be allowed no less than six (6) minutes.
 4. Disclosures & Recusals
Members of the work group should make any required disclosures or recusals under the City's Ethics Code.
 5. Presentation: Freedom, Inc.
Suspension of Roberts Rules of Order may occur on Agenda Item No. 5 to allow the subcommittee to act informally, thereby allowing for the public to participate in subcommittee discussions and provide testimony. The chair shall maintain order and decorum, any motions must remain in accord with Robert's Rules; the suspension of the Rules applies only to this item.
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6. **Presentation: American Civil Liberties Union (ACLU)**

Suspension of Roberts Rules of Order may occur on Agenda Item No. 6 to allow the subcommittee to act informally, thereby allowing for the public to participate in subcommittee discussions and provide testimony. The chair shall maintain order and decorum, any motions must remain in accord with Robert's Rules; the suspension of the Rules applies only to this item.

7. **Discussion: Upcoming Meetings**

JANUARY MEETING DATES

Tuesday, January 31, 2017 at 6:30 p.m.
MPD Training Facility, 5702 Femrite Drive
Sgt. Kimba Tieu (Use of Force Coordinator) & Lt. Amy Chamberlain (IA-Pro Software)

FEBRUARY MEETING DATES

Thursday, February 16, 2017 at 6:00 PM
Room 351, City-County Building
Colleen Clark, Dane County Equity & Criminal Justice Coordinator

Monday, February 27, 2017 at 6:00 PM
Room GR27, City-County Building
No presentations scheduled. Report and recommendations.

Resolution Timeline

Council Meeting: March 7, 2017 Introduce Resolution Accepting Final Report & Recommendations and Refer to CCOC, PSRC, EOC, Common Council Meeting 3/21/17

Special CCOC Meeting: March 21, 2017

Council Meeting: March 21, 2017 - Adoption of Resolution Accepting Report & Recommendations

8. **Adjournment**



City of Madison
MINUTES - DRAFT
CCOC Subcommittee on
Police & Community Relations

City of Madison
Madison, WI 53703
www.cityofmadison.com

Wednesday, January 18, 2017

12:00 p.m.

Room 417, City-County Building
210 Martin Luther King Jr. Blvd.

[Website](#) | [Handouts at Meetings](#) | [Meeting Minutes](#)

Members Present: Ald. Shiva Bidar-Sielaff (vice-chair), Ald. Sheri Carter, Ald. Denise DeMarb and Ald. Rebecca Kemble

Members Absent: Ald. Marsha Rummel (notified)

Staff Present: Capt James Wheeler, MPD Representative, Lisa Veldran, Council Administrative Assistant and Heather Allen, Council Legislative Analyst

Others Present: Greg Gelembiuk, Gloria Reyes, Noel Hooper Lofton

Call to Order

Vice-Chair, Ald. Shiva Bidar-Sielaff called the meeting to order at 12:10 p.m.

Approval of Minutes

Ald. Rebecca Kemble moved to approve the December 13, 2016 CCOC Subcommittee on Police & Community Relations minutes, seconded by Ald. Denise DeMarb. Motion was approved unanimously.

Public Comment

Noel Hooper Lofton, Madison, WI

Commented on the apparent misconduct exhibited by the Streets Division's street sweeping. Captain Wheeler gave Mr. Hooper Lofton his email address in order to contact him about the issue.

Greg Gelembiuk, Madison, WI

Reiterated the need for the software that former MPD Chief Wray had purchased but was never implemented by the current police chief. The software would act as an early warning system to address police misconduct issues. Referenced the University of Chicago's Data for Social Good's research on [early warning systems](#)

Disclosures & Recusals

There were no disclosures or recusals from members of the subcommittee present.

Discussion: Draft Survey to Neighborhood Associations Requesting Input on Experiences with Police

Greg Gelembiuk, Madison, WI

Spoke about the survey not being inclusive or representative of neighborhoods if only using neighborhood association data. Subcommittee members explained that they knew it was not representative but that these were specific organizations that the subcommittee wanted to reach out to.

Subcommittee members discussed changes to the draft survey created by Jule Stroick (Planning Division). The original survey and the redrafted survey are attached in the minutes. It was decided to give people one week to respond to the survey.

Discussion: Drafting Resolution, Final Report and Recommendations – preliminary discussion on how final report and recommendations are structured and drafted for presentation to the Common Council.

Subcommittee members discussed drafting process and the need to provide context, categories, data for the final report and creating an executive summary.

Discussion: Upcoming Meetings & Need for Possible Additional Meeting

February 2 Notified Absences: Rummel & Bidar-Sielaff reschedule (feedback on report)
January 31 Ald. DeMarb & Ald. Bidar-Sielaff have other meetings so the time was changed from 6 pm to 6:30 pm

Members then requested that the February 2nd meeting be rescheduled to February 1st at 12 noon.

Ald. Bidar-Sielaff noted that she will be absent from the city the week of February 27th.

Ald. Bidar-Sielaff requested another meeting between February 16 – February 24 (2 hours) – possibly 4:30 pm. or February 20 at 11:30 or evening (2 hours).

JANUARY MEETING DATES

Monday, January 30, 2017 at 7:00 PM
Warner Park Community Recreation Center
1625 Northport Drive | Community Room 1
ACLU (Surveillance) & Freedom Inc (Community Control)

Tuesday, January 31, 2017 at 6:30 PM
MPD Training Facility, 5702 Femrite Drive
Sgt. Kimba Tieu (Use of Force Coordinator)
& Lt. Amy Chamberlain (IA-Pro Software)
(Rescheduled from January 10th)

FEBRUARY MEETING DATES

Thursday, February 2, 2017 at 12:00 PM
Room 417, City-County Building
Subcommittee Process Meeting

Thursday, February 16, 2017 at 6:00 PM
Room 351, City-County Building
Colleen Clark, Dane County Equity
& Criminal Justice Coordinator

Monday, February 27, 2017 at 6:00 PM
Room GR27, City-County Building
No presentations scheduled.
Report and recommendation

Resolution Timeline

- Council Meeting: March 7, 2017 Introduce Resolution Accepting Final Report & Recommendations and Refer to CCOC, PSRC, EOC, Common Council Meeting 3/21/17
- Special CCOC Meeting: March 21, 2017
- Council Meeting: March 21, 2017 - Adoption of Resolution Accepting Report & Recommendations

Adjournment

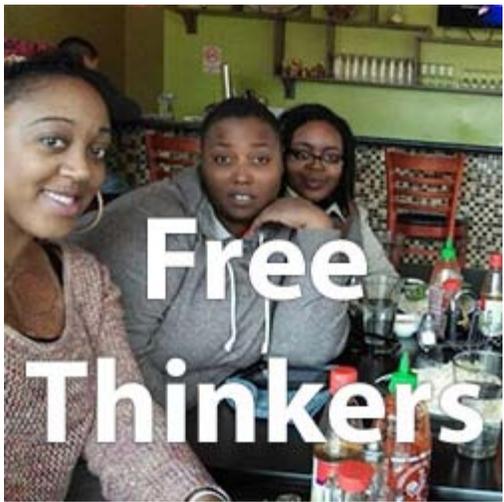
Ald. Rebecca Kemble moved, seconded by Ald. Denise DeMarb, to adjourn. Motion passed unanimously. Meeting adjourned at 1:02 p.m.



PROGRAMS

Freedom, Inc. organizes a number of programs geared towards social justice and focusing on low income queer Black and Hmong youth.





**Free
Thinkers**



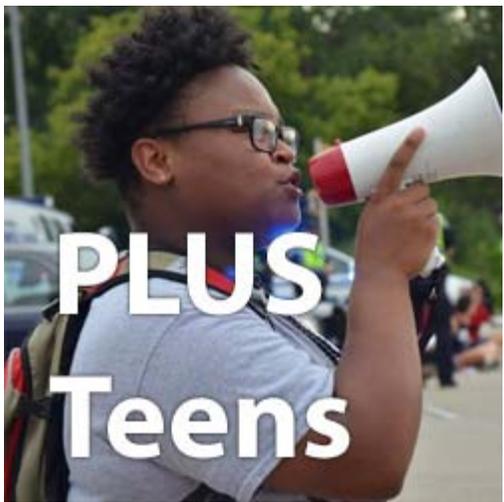
**Loud &
Unchained**



**Nkauj
Hmoob**



**People
Like Us**



**PLUS
Teens**



**Viv
Ncaus**

Breakin' for Justice

Breakin' For Justice is a multi-cultural hip hop dance group that practices resistance through dance and learning the history of Hip Hop. For more info, contact: Kayleb Her & Peyton Yang | [khawj9\[at\]gmail.com](mailto:khawj9[at]gmail.com)

Freemen

Freemen is a group of Southeast Asian Boys, who works to end patriarchy within their community. They develop their capacity to advocate and build shared analysis to create social change and justice, thru sharing stories, leadership/social justice

trainings, theater, arts, popular education, anti-violence trainings & advocacy. For more info, contact: Kayleb Her & Peyton Yang | khawj9[at]gmail.com

Freethinkers

This group is for Black young adults who are interested in educating themselves about liberation through reading and discussing relevant movement literature. For more info, contact: M Adams | madams[at]freedom-inc.org

Loud & Unchained

Loud & Unchained centers arts, wellness, and issues for the Black community. Through our educational curriculum, workshops and performances, we address Black liberation, gender justice, queer theory, and disability justice. We provide a safe space for Black youth, teens, and young adults to practice self expression. For more info, contact: T Banks | tsbanks87[at]gmail.com

Nkauj Hmoob

This support group is a South East Asian girls/teens organizing program and was founded in 2004 by Chai Moua. Our mission is to build strong female leaders that can create social change, at home, in the community and in their own lives. Nkauj Hmoob's programs include political education, organizations skills, LGBTQ issues, domestic violence, outreach, and leadership development. For more info, contact: Zon Moua | mouazon[at]gmail.com

People Like Us (PLUS)

PLUS is a support and leadership-building group for Black and Hmong gay, same gender loving, stud, gay, boi, womanist, two spirited, gurl, femmes, fish, LGBTQ and other self-identifying queer youth of color. We provide interpersonal violence prevention education, case management, support and advocacy for all of our members. For more info, contact: M Adams | madams[at]freedom-inc.org

People Like Us (PLUS) Teens

PLUS Teens focuses specifically of the issues African American youth face. We share and discuss media, stories, and histories, and we view and create art to create a dialogue and narrative around the struggles our participants face. Not only does this group develop a strong analysis of power and access, but participants learn to politicize self-love, and recognize it as key to the liberation struggle. This group draws heavily on the wisdom of queer Black folks and ancestors before them. For more info, contact: T Banks | tsbanks87[at]gmail.com

Viv Ncaus Dance Troop

Viv Ncaus was created in 2007 to help build stronger intergenerational relationships amongst female elders and girls by teaching/sharing Hmong culture, clothing, art, music, traditions & language through Hmong dance. For more info, contact: Zon Moua | mouazon[at]gmail.com

ACLU WORKING DRAFT

A Resolution to Establish Community Control Over Police Surveillance

Whereas, the Common Council finds it is essential to have an informed public debate as early as possible about decisions related to surveillance technology.

Whereas, no decisions relating to surveillance technology should occur without strong consideration being given to the impact such technologies may have on civil rights and civil liberties, including those rights guaranteed by the First, Fourth, and Fourteenth Amendments to the United States Constitution.

Whereas, surveillance technology has historically threatened the privacy of all citizens, surveillance efforts have been used to intimidate and oppress certain communities and groups more than others, including those that are defined by a common race, ethnicity, religion, national origin, income level, sexual orientation, or political perspective.

Whereas, legally enforceable safeguards, including robust transparency, oversight, and accountability measures, must be in place to protect civil rights and civil liberties before any surveillance technology is deployed.

Whereas, if a surveillance technology is approved, data reporting measures must be adopted that empower the Common Council and public to verify that mandated civil rights and civil liberties safeguards have been strictly adhered to.

Whereas, the full cost of a surveillance technology should be considered and made publically available to analyze if its financial benefits outweigh its costs and if an expenditure on such a technology, and any contractual obligation or usage agreement is in the best interest of the City.

Whereas, the Common Council finds that regular reporting by the Madison Police Department as to the effectiveness of purchased surveillance technologies must be made to ensure transparency, understanding, and progress.

NOW, THEREFORE, BE IT RESOLVED By the Common Council of the City of Madison, a Community Control Over Police Surveillance policy, a copy of which is attached to this file, is adopted as City policy; and, be it:

Further Resolved, That the implementation of the policy shall be overseen by the Finance Committee; and, be it

Further Resolved, That the Finance Committee shall provide annual updates to the Common Council on the implementation of the Community Control Over Police Surveillance policy.

Community Control Over Police Surveillance Policy

Purpose

Decisions relating to surveillance technology should occur with strong consideration being given to the impact such technologies may have on civil rights and civil liberties, including those rights guaranteed by the First, Fourth, and Fourteenth Amendments to the United States Constitution. Additionally, the full cost of a surveillance technology should be considered and made publically available to analyze if its financial benefits outweigh its costs and if an expenditure on such a technology, and any contractual obligation or usage agreement is in the best interest of the City.

Scope

A municipal department must obtain Common Council approval (via a Surveillance Impact Report and Surveillance Usage Policy), subsequent to a mandatory, properly-noticed, germane, public Common Council hearing at which the public is afforded a fair and adequate opportunity to provide written and oral testimony, prior to engaging in any of the following:

- (1) Seeking funds for new surveillance technology;
- (2) Acquiring or borrowing new surveillance technology;
- (3) Using new or existing surveillance technology for a purpose or in a manner not previously approved by the Common Council in accordance with this Policy; or
- (4) Soliciting proposals for or entering into an agreement with any other person or entity to acquire, share or otherwise use surveillance technology or surveillance data.

Definitions

- (A) "Discriminatory" shall mean (1) disparate treatment of any individual(s) because of any real or perceived traits, characteristics, or status as to which discrimination is prohibited under the Constitution or any law of the United States, the constitution or any law of the State of Wisconsin, or any ordinance of the City of Madison, or because of their association with such individual(s), or (2) disparate impact on any such individual(s) having traits, characteristics, or status as described in subsection (1).
- (B) "Disparate impact" shall mean an adverse effect that is disproportionately experienced by individual(s) having any traits, characteristics, or status as to which discrimination is prohibited under the Constitution or any law of the United States, the constitution or any law of the State of Wisconsin, or any ordinance of the City of Madison than by similarly situated individual(s) not having such traits, characteristics, or status.
- (C) "Discriminatory" shall mean targeted at any community or group or its members because of their real or perceived inclusion in or association with a community or group as to which discrimination is prohibited under the constitution or any law of the United States, the constitution or any law of the State of Wisconsin, or any ordinance of the City of Madison, or having a disparate impact on any such community or group or its members.
- (D) "Disparate impact" shall mean an adverse effect that is statistically more likely to be experienced by members of a particular community or group as to which discrimination is prohibited under the constitution or any law of the United States, the constitution or any law of the State of Wisconsin, or any ordinance of the City of Madison, than similarly situated individuals outside of that community or group.
- (E) "Municipal entity" shall mean any municipal government, agency, department, bureau, division, or unit of this City.

- (F) "Surveillance data" shall mean any electronic data collected, captured, recorded, retained, processed, intercepted, analyzed, or shared by surveillance technology.
- (G) "Surveillance technology" shall mean any electronic surveillance device, hardware, or software that is capable of collecting, capturing, recording, retaining, processing, intercepting, analyzing, monitoring, or sharing audio, visual, digital, location, thermal, biometric, or similar information or communications specifically associated with, or capable of being associated with, any specific individual or group; or any system, device, or vehicle that is equipped with an electronic surveillance device, hardware, or software.
- (1) "Surveillance technology" includes, but is not limited to: (a) international mobile subscriber identity (IMSI) catchers and other cell site simulators; (b) automatic license plate readers; (c) electronic toll readers; (d) closed-circuit television cameras; (e) biometric surveillance technology, including facial, voice, iris, and gait-recognition software and databases; (f) mobile DNA capture technology; (g) gunshot detection and location hardware and services; (h) x-ray vans; (i) video and audio monitoring and/or recording technology, such as surveillance cameras and wearable body cameras; (j) surveillance enabled or capable lightbulbs or light fixtures; (k) tools, including software and hardware, used to gain unauthorized access to a computer, computer service, or computer network; (l) social media monitoring software; (m) through-the-wall radar or similar imaging technology, (n) passive scanners of radio networks, (o) long-range Bluetooth and other wireless-scanning devices, (p) radio-frequency I.D. (RFID) scanners, and (q) software designed to integrate or analyze data from surveillance technology, including surveillance target tracking and predictive policing software. The enumeration of surveillance technology examples in this subsection shall not be interpreted as an endorsement or approval of their use by any municipal entity.
- (2) "Surveillance technology" does not include the following devices or hardware, unless they have been equipped with, or are modified to become or include, a surveillance technology as defined in Section 1(E): (a) routine office hardware, such as televisions, computers, and printers, that is in widespread public use and will not be used for any surveillance or law enforcement functions; (b) Parking Ticket Devices (PTDs); (c) manually-operated, non-wearable, handheld digital cameras, audio recorders, and video recorders that are not designed to be use surreptitiously and whose functionality is limited to manually capturing and manually downloading video and/or audio recordings; (d) surveillance devices that cannot record or transmit audio or video or be remotely accessed, such as image stabilizing binoculars or night vision goggles; and (e) manually-operated technological devices used primarily for internal municipal entity communications and are not designed to surreptitiously collect surveillance data, such as radios and email systems.
- (H) "Viewpoint-based" shall mean targeted at any community or group or its members because of their exercise of rights protected under the First Amendment of the United States Constitution.

General Policy

Section 1.

- (A) A municipal entity must obtain Common Council approval, subsequent to a mandatory, properly-noticed, germane, public Common Council hearing at which the public is afforded a fair and adequate opportunity to provide written and oral testimony, prior to engaging in any of the following:
- (1) Seeking funds for new surveillance technology, including but not limited to applying for a grant, or soliciting or accepting state or federal funds or in-kind or other donations;
- (2) Acquiring or borrowing new surveillance technology, whether or not that acquisition is made through the exchange of monies or other consideration;

- (3) Using new or existing surveillance technology for a purpose or in a manner not previously approved by the Common Council in accordance with this Policy; or
 - (4) Soliciting proposals for or entering into an agreement with any other person or entity to acquire, share or otherwise use surveillance technology or surveillance data.
- (B) Prior to seeking approval pursuant to Section 1(A) for the funding, acquisition, or use of surveillance technology or the entry into an agreement concerning such funding, acquisition, or use, a municipal entity shall submit to the Common Council a Surveillance Impact Report and Surveillance Use Policy concerning the technology at issue at least forty-five (45) days prior to the public hearing.
- (1) The Common Council shall publicly release, in print and online, the Surveillance Impact Report and Surveillance Use Policy at least thirty (30) days prior to the public hearing.
 - (2) The Common Council, or its appointed designee, shall continue to make the Surveillance Impact Report and Surveillance Use Policy, and updated versions thereof, available to the public as long as the municipal entity continues to utilize the surveillance technology in accordance with its request pursuant to Section 1(A).
- (C) No use of surveillance technology by a municipal entity pursuant to Section 1(A) shall be permitted without the Common Council's express approval of the related Surveillance Impact Report and Surveillance Use Policy submitted by the municipal entity pursuant to Section 1(B).
- (D) Prior to approving or rejecting a Surveillance Impact Report or Surveillance Use Policy, the Common Council may request revisions be made by the submitting municipal entity. Revisions should be requested where any inadequacies are perceived to exist within a Surveillance Use Policy or Surveillance Impact Report, especially with respect to the protection of civil rights and civil liberties and the avoidance of discriminatory and viewpoint-based uses, deployments, and impacts.
- (E) A Surveillance Impact Report submitted pursuant to Section 1(B) shall be a publicly-released, legally enforceable written report that includes, at a minimum, the following:
- (1) Information describing the surveillance technology and how it works, including product descriptions from manufacturers;
 - (2) Information on the proposed purpose(s) for the surveillance technology;
 - (3) If the surveillance technology will not be uniformly deployed or targeted throughout the city:
 - (a) What factors will be used to determine where the technology is deployed or targeted; and
 - (b) Based upon those factors enumerated pursuant to Section 1(E)(3)(a), what geographical location(s) are anticipated to receive a disproportionately high level of deployment or targeting;
 - (4) The fiscal impact of the surveillance technology, including but not limited to:
 - (a) Initial acquisition costs;
 - (b) Ongoing operational costs such as personnel, legal compliance, use auditing, data retention and security costs;
 - (c) Any cost savings that would be achieved through the use of the technology; and
 - (d) Any current or potential sources of funding; and
 - (e) The City of Madison will retain ownership and rights of usage of data, products, information, and reporting; and
 - (5) An assessment identifying with specificity:
 - (a) Any potential impacts the surveillance technology, if deployed, might have on civil liberties and civil rights, including but not limited to:
 - (i) Potential disparate or adverse impacts on any communities or groups if the surveillance technology was used or deployed, intentionally or inadvertently, in a discriminatory manner;

- (ii) Potential disparate or adverse impacts on any communities or groups if the surveillance technology was used or deployed, intentionally or inadvertently, in a viewpoint-based manner;
 - (iii) Potential disparate or adverse impacts on any communities or groups if the surveillance technology is operated using intentionally or inadvertently biased algorithms;
 - (iv) Potential adverse impacts on privacy and anonymity rights;
 - (v) Other potential adverse impacts on the civil rights and civil liberties guaranteed by the First, Fourth, and Fourteenth Amendments to the United States Constitution; and
 - (b) What specific, affirmative measures will be implemented to safeguard the public from each of the potential disparate and adverse impacts identified pursuant to Section 1(E)(5)(a).
- (F) A Surveillance Use Policy submitted pursuant to Section 1(B) shall be a publicly-released, legally enforceable written policy governing the municipal entity's use of the surveillance technology that, at a minimum, includes and addresses the following:
- (1) Purpose: What specific purpose(s) that the surveillance technology is intended to advance.
 - (2) Authorized Use: What specific surveillance technology uses is authorization being sought for, and:
 - (a) Whether the surveillance technology will be operated continuously or used only under specific circumstances;
 - (b) Whether the surveillance technology will be installed permanently or temporarily;
 - (c) Whether the surveillance technology will be uniformly deployed or targeted throughout the city, and, if not, what factors will be used to determine where the technology is deployed or targeted;
 - (d) What rules will govern and what processes will be required prior to each use of the surveillance technology, including but not limited to:
 - (i) For each authorized use enumerated pursuant to Section 2(F)(2):
 - a. What existing legal standard must be met before the technology is used, or, where such a standard does not currently exist, what is the proposed standard to be followed;
 - b. Whether a judicial warrant is required; and
 - c. What information must be included in any warrant or court authorization granting permission to use the device;
 - (e) What potential capabilities and uses of the surveillance technology will be prohibited, such as the warrantless surveillance of public events and gatherings;
 - (f) The extent to which, and how the surveillance technology will be used to monitor persons in real time, as data is being captured;
 - (g) Whether the surveillance technology will be used to investigate (i) violent crimes, (ii) non-violent crimes, (iii) felonies, (iv) misdemeanors, and (v) other legal violations and/or infractions not classified as felonies or misdemeanors; and
 - (h) The extent to which, how, and under what circumstances retained surveillance data that was collected, captured, recorded, or intercepted by the surveillance technology will be analyzed or reviewed.
 - (3) Data Collection:
 - (a) What types of surveillance data are capable of being collected, captured, recorded, intercepted, or retained by the surveillance technology.

- (b) What surveillance data may be inadvertently collected during the authorized uses of the surveillance technology, and what measures will be taken to minimize the inadvertent collection of data; and
 - (c) How, consistent with Section 1(F)(7)(f), inadvertently collected data identified in Section 1(F)(3)(b) will be expeditiously identified and deleted.
- (4) Database Reliance: Where applicable, what databases will the technology rely upon to make subject identifications.
- (5) Data Access:
- (a) Under what circumstances will an individual will be allowed to request access to surveillance data, who will be responsible for authorizing access to the surveillance data, what rules and processes must be followed prior to accessing or interacting with the surveillance data, and what are the acceptable grounds for requesting access to the surveillance data;
 - (b) What type of viewer's log or other comparable method will be used to track viewings of any surveillance data and what information will it track;
 - (c) A description of what individuals will have the authority to obtain copies of the surveillance data and what procedures will be put in place to prevent the unauthorized distribution of the copied surveillance data.
- (6) Data Protection: What safeguards will be used to protect surveillance data from unauthorized access, including encryption and access control mechanisms.
- (7) Data Retention: What rules and procedures will govern the retention of surveillance data, including those governing:
- (a) For what time period, if any, surveillance data will be retained. Such information shall include a statement as to why the designated retention period is appropriate in light of the purpose(s) enumerated in the Surveillance Use Policy;
 - (b) What specific conditions must be met to retain surveillance data beyond the retention period stated in Section 1(F)(7)(a);
 - (c) By what process will surveillance data be regularly deleted after the retention period stated in Section 1(F)(7)(a) elapses and what auditing procedures will be implemented to ensure data is not improperly retained beyond the retention period;
 - (d) What methods will be used to store surveillance data, including how will the surveillance data is to be labeled or indexed;
 - (e) What methods will be used to identify surveillance data that has been improperly collected and/or retained, and how will that data, including any copies thereof, be expeditiously destroyed once it is identified;
 - (f) What process will be put into place so individuals who claim surveillance data pertaining to them has been improperly collected and/or retained can petition to have their claims reviewed and how will improperly collected or retained surveillance data, including any copies thereof, be expeditiously destroyed once it is identified;
 - (g) What technological system will be used to store the surveillance data, and who will maintain custody and control over the system and its surveillance data; and
 - (h) What unit or individuals will be responsible for ensuring compliance with Section 1(F)(7), and when and how compliance audits will be conducted.
- (8) Public Access: How will surveillance data be accessible to members of the public, how does the municipal entity interpret the applicability of, and intend to comply with Wis. Stat. §§ 19.31 *et seq.*, and what steps will be taken to protect individual privacy.

- (9) Target/Defendant Access: How, to what extent, and when will surveillance data, in accordance with applicable law, be accessible to targets of criminal or civil investigations, criminal or civil defendants, and their attorneys.
- (10) Surveillance Data Sharing: If a municipal entity intends to share access to the surveillance technology or the surveillance data with any other governmental agencies, departments, bureaus, divisions, or units, it shall detail:
 - (a) How it will require that the collection, retention, and storage of surveillance data be conducted in compliance with the principles set forth in 28 C.F.R. Part 23.
 - (b) Which governmental agencies, departments, bureaus, divisions, or units will be approved for sharing;
 - (c) How such sharing is required for the stated purpose and use of the surveillance technology;
 - (d) How it will ensure the entity receiving the surveillance data complies with the applicable Surveillance Use Policy and does not further disclose the surveillance data to unauthorized persons and entities; and
 - (e) What processes will be used to seek approval of future surveillance data sharing agreements from the municipal entity and Common Council.
- (11) Demands for Access to Surveillance Data: What legal standard must be met by government entities or third parties seeking or demanding access to surveillance data.
- (12) Training: What training, including training materials, will be required for any individual authorized to use the surveillance technology or to access surveillance data.
- (13) Maintenance: How will the security and integrity of the surveillance technology be maintained and how will the municipal entity or lead agent present any substantive changes in the surveillance technology's functionality to the Common Council for approval.
- (14) Auditing and Oversight: What mechanisms will be implemented to ensure the Surveillance Use Policy is followed, including what internal personnel will be assigned to ensure compliance with the policy, what independent persons or entities will be given oversight authority, and what legally enforceable sanctions will be put in place for violations of the policy.
- (15) Complaints: What procedures will be put in place by which members of the public can register complaints or concerns, or submit questions about the deployment or use of a specific surveillance technology, and what internal personnel will be assigned to receive, register, track, and respond to such communications.
- (16) The Surveillance Use Policy shall include a disclaimer that the Surveillance Use Policy shall be considered a draft proposal until such time as it is approved, with or without modifications, pursuant to a vote of the Common Council.

Section 3. No later than one hundred twenty (120) days following the effective date of this Policy, any municipal entity seeking to continue the use of any surveillance technology it was in use prior to the effective date of this Policy must commence a Common Council approval process in accordance with Section 2(A)(3). If the Common Council has not approved the continuing use of the surveillance technology, including the Surveillance Impact Report and Surveillance Use Policy re submitted pursuant to Section 2(B), within one hundred eighty (180) days of their submission to the Common Council, the municipal entity shall cease its use of the surveillance technology until such time as Common Council approval is obtained in accordance with this Policy.

Section 4. If more than one municipal entity will have access to the surveillance technology or surveillance data, a lead municipal entity shall be identified. The lead municipal entity shall be responsible for maintaining the surveillance technology and ensuring compliance with all related laws,

regulations and protocols. If the lead municipal entity intends to delegate any related responsibilities to other governmental agencies, departments, bureaus, divisions, units, or personnel, these responsibilities and associated entities and/or personnel shall be clearly identified.

Section 5. The Common Council shall only approve a request to fund, acquire, or use a surveillance technology if it determines the benefits of the surveillance technology outweigh its costs, that the proposal will safeguard civil liberties and civil rights, and that the uses and deployments of the surveillance technology will not be based upon discriminatory or viewpoint-based factors or have a disparate impact on any community or group. To assist the public in participating in such an analysis, all approved Surveillance Impacts Reports and Surveillance Use Policies shall be made available to the public, at a designated page on the relevant municipal entity's public website, for as long as the related surveillance technology remains in use. An approval for the funding, acquisition and/or use of a surveillance technology by the Common Council, where the risk of potential adverse impacts on civil rights or civil liberties have been identified in the Surveillance Impact Report pursuant to Section 2(D)(5)(a), shall not be interpreted as an acquiescence to such impacts, but rather as an acknowledgement that a risk of such impacts exists and must be proactively avoided.

Section 6.

(A) A municipal entity that obtains approval for the use of surveillance technology must submit to the Common Council an Annual Surveillance Report for each specific surveillance technology used by the municipal entity within twelve (12) months of Common Council approval, and annually thereafter on or before March 15. The Annual Surveillance Report shall, at a minimum, include the following information for the previous calendar year:

- (1) A summary of how the surveillance technology was used;
- (2) Whether and how often collected surveillance data was shared with any external persons or entities, the name(s) of any recipient person or entity, the type(s) of data disclosed, under what legal standard(s) the information was disclosed, and the justification for the disclosure(s);
- (3) Where applicable, a breakdown of where the surveillance technology was deployed geographically, by individual census tract as defined in the relevant year by the United States Census Bureau. For each census tract, the municipal entity shall report how many individual days the surveillance technology was deployed and what percentage of those daily-reported deployments were subject to (A) a warrant, and (B) a non-warrant form of court authorization;
- (4) Where applicable, a breakdown of how many times the surveillance technology was used to investigate potential or actual (A) violent crimes, (B) non-violent crimes, (C) felonies, (D) misdemeanors, and (E) other legal violations and/or infractions not classified as felonies or misdemeanors
- (5) Where applicable, and with the greatest precision that is reasonably practicable, the amount of time the surveillance technology was used to monitor Internet activity, including but not limited to social media accounts, the number of people affected, and what percentage of the reported monitoring was subject to (A) a warrant, and (B) a non-warrant form of court authorization;
- (6) Where applicable, a breakdown of what the surveillance technology was installed upon, including but not limited to on what vehicles or structures it was placed;
- (7) Where applicable, a breakdown of what hardware surveillance technology software was installed upon;
- (8) Where applicable, a breakdown of what databases the surveillance technology was applied to, including the frequency thereof;
- (9) A summary of complaints or concerns that were received about the surveillance technology;

- (10) The results of any internal audits, any information about violations of the Surveillance Use Policy, and any actions taken in response;
 - (11) An analysis of any discriminatory, disparate, and other adverse impacts the use of the technology may have had on the public's civil rights and civil liberties, including but not limited to those guaranteed by the First, Fourth, and Fourteenth Amendment to the United States Constitution;
 - (12) Statistics and information about public records act requests, including response rates; and
 - (13) Total annual costs for the surveillance technology, including personnel and other ongoing costs, and what source of funding will fund the technology in the coming year.
- (B) Based upon information provided in the Annual Surveillance Report, the Common Council shall determine whether the benefits of the surveillance technology outweigh its costs and whether the public's civil liberties and civil rights have been adequately protected and safeguarded. If the benefits do not outweigh the costs or civil rights and civil liberties have not been adequately protected and safeguarded, the Common Council shall direct the use of the surveillance technology cease or shall require modifications to the Surveillance Use Policy that will resolve the observed failures.

Section 7. Not later than April 15 of each year, the Common Council or its appointed designee shall release a public report, in paper and electronic form, containing the following information for the proceeding calendar year:

- (A) The number of requests for approval submitted to the Common Council under this Policy for the funding, acquisition, or new use of surveillance technology;
- (B) The number of times the Common Council approved requests submitted under this Policy for the funding, acquisition, or new use of surveillance technology;
- (C) The number of times the Common Council rejected requests submitted under this Policy for the funding, acquisition, or new use of surveillance technology;
- (D) The number of times the Common Council requested modifications be made to Surveillance Impact Reports and Surveillance Use Policies before approving the funding, acquisition, or new use of surveillance technology; and
- (E) All Annual Surveillance Reports submitted pursuant to Section 6.

Section 8.

- (A) Any violation of this Policy, including but not limited to funding, acquiring, or utilizing surveillance technology that has not been approved pursuant to this Policy or utilizing surveillance technology in a manner or for a purpose that has not been approved pursuant to this Policy, constitutes an injury and any person may institute proceedings for injunctive relief, declaratory relief, writ of mandate, or evidence suppression in any court of competent jurisdiction to enforce this Policy.
- (B) A court shall award costs and reasonable attorneys' fees to the plaintiff who is the prevailing party in an action brought to enforce this Policy.
- (C) Municipal employees or agents, except in response to a declared municipal, state, or federal state of emergency, shall not use any surveillance technology except in a manner consistent with policies approved pursuant to the terms of this Policy, and may in no circumstances utilize surveillance technology in a manner which is discriminatory, viewpoint-based, or violates the City Ordinances, State Constitution, or United States Constitution. Any municipal employee who violates the provisions of this Policy, or any implementing rule or regulation, may be subject to disciplinary proceedings and punishment. For municipal employees who are represented under the terms of a collective bargaining agreement, this Policy prevails except where it conflicts with the collective bargaining agreement, any memorandum of agreement or understanding signed pursuant to the

collective bargaining agreement, or any recognized and established practice relative to the members of the bargaining unit.

(D) Whistleblower protections.

(1) No municipal entity or anyone acting on behalf of a municipal entity may take or fail to take, or threaten to take or fail to take, a personnel action with respect to any employee or applicant for employment, including but not limited to discriminating with respect to compensation, terms, conditions, access to information, restrictions on due process rights, privileges of employment, or civil or criminal liability, because:

- (a) The employee or applicant was perceived to, about to, or assisted in any lawful disclosure of information concerning the funding, acquisition, or use of a surveillance technology or surveillance data to any relevant municipal agency, municipal law enforcement, prosecutorial, or investigatory office, or Common Council Member, based upon a good faith belief that the disclosure evidenced a violation of this Policy; or
- (b) The employee or applicant was perceived to, about to, or assisted or participated in any proceeding or action to carry out the purposes of this Policy.

(2) It shall be grounds for disciplinary action for a municipal employee or anyone else acting on behalf of a municipal entity to retaliate against an individual who makes a good-faith complaint that there has been a failure to comply with any part of this Policy.

(3) Any employee or applicant who is injured by a violation of Section 8(D)(1) may institute a proceeding for monetary damages and injunctive relief in any court of competent jurisdiction.

(E) In addition, any person who:

- (1) Knowingly violates this Policy shall be deemed guilty of a misdemeanor and may be punished by a fine not exceeding \$2,500 per violation, imprisonment of not more than six months, or both.
- (2) Recklessly violates this Policy shall be deemed guilty of a misdemeanor and may be punished by a fine not exceeding \$1,000 per violation.

Section 9. It shall be unlawful for the city or any municipal entity to enter into any contract or other agreement that conflicts with the provisions of this Policy, and any conflicting provisions in such contracts or agreements, including but not limited to non-disclosure agreements, shall be deemed void and legally unenforceable. Conflicting provisions in contracts or agreements signed prior to the enactment of this Policy shall be deemed void and legally unenforceable to the extent permitted by law. This section shall not apply to collective bargaining agreements and related memorandums of agreement or understanding that pre-date this Policy.

Section 10. It shall be unlawful for the city or any municipal entity to enter into any contract or other agreement that facilitates the receipt of surveillance data from, or provision of surveillance data to any non-governmental entity in exchange for any monetary or any other form of consideration from any source, including the assessment of any additional fees, interest, or surcharges on unpaid fines or debts. Any contracts or agreements signed prior to the enactment of this Policy that violate this section shall be terminated as soon as is legally permissible.

Section 11. The provisions in this Policy are severable. If any part of provision of this Policy, or the application of this Policy to any person or circumstance, is held invalid, the remainder of this Policy, including the application of such part or provisions to other persons or circumstances, shall not be affected by such holding and shall continue to have force and effect.

Section 12. This Policy shall take effect on [DATE].