



Surveillance Impact Report

San Francisco International Airport
Security Cameras (Pre-Security Closed-Circuit Television)

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Airport's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

The Airport's mission is to provide an exceptional airport in service to our communities.

In line with its mission, the Airport shall use security cameras in its Closed-Circuit Television (CCTV) system only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident, or upon request, when the footage is subject to disclosure pursuant to a Public Records Act request.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Airport technology may be deployed in the following locations, based on use case:

Inside terminal buildings (pre-security) and terminal curbs adjacent to Terminal roadways.

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is a product description:

The Airport uses Verint Video Management Software (VMS) and, primarily, Pelco Analog and Digital Pan-Tilt-Zoom (PTZ) and fixed cameras.

A. How It Works

The primary function of the CCTV is to record live video feed of various areas of the Airport.

Data collected or processed by security cameras will be handled and stored by an outside provider or third-party vendor on an ongoing basis.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Airport's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Airport's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

A. Benefits

The Airport's use of Closed-Circuit Television (CCTV) has the following benefits for residents

- Education
- Community Development

X Health

Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

- Environment

X Criminal Justice

Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.

- Jobs
- Housing

- Other – Public Safety

The technology helps ensure the safety of the 49,000+ people who work at the Airport and the 58 million people (pre-COVID) who fly to and from SFO every year.

B. Civil Rights Impacts and Safeguards

The Airport has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

The Airport's use of CCTV is restricted to those identified Authorized Use Cases. The Airport retains CCTV footage for 1 year, consistent with state law. Video files are only released through subpoena, a public records act request, to assist law enforcement with an investigation and to assist Airport personnel in the investigation of claims.

Further, Airport Rules & Regulations and policies restrict use of CCTV. Airport personnel who monitor CCTV must maintain a current Airport badge and be trained in the proper use of cameras and footage. Contractors that handle and access video footage are required to execute a Corporate and Individual NDA.

Data is housed in servers located in secured areas that are only accessible by approved and badged employees. Cloud access to data is administered by Airport badged employees with access to cloud services that enables continuous monitoring of the Airport account activity.

C. Fiscal Analysis of Costs and Benefits

The Airport's use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
X Financial Savings	Airport CCTV saves on salary costs for Airport staff and SFPD-AB patrol officers.
X Time Savings	Airport CCTV provides real-time feeds that run 24/7, thus eliminating lengthy physical surveillance of Airport facilities
X Staff Safety	Security cameras provide advance view of an incident to better prepare those responding to an incident.
X Data Quality	Security cameras run 24/7/365 which maximizes the Airport's ability to capture video of incidents. Video can be used to verify the accuracy of written reports regarding the incident.

The following provides the cost of operations funded by Airport revenues from airlines, concessions, and federal grants:

Number of FTE (new & existing)	Equivalent to 2.95 FTE Existing	
Classification	1041, Network Engineer - Asst.	20%
	1042, Network Engineer - Journey	20%
	1042, System Engineer - Journey	25%
	1043, Network Engineer - Senior	20%
	1043, System Engineer - Senior	10%
	1044, Network Engineer - Principal	15%
	1044, Network Engineer - Principal	20%
	1044, System Engineer - Principal	25%
	1070, IS Project Director	5%
	7308, Cable Splicer	20%
	7318, Electronic Maint Tech	100%
7318, Electronic Maint Tech	15%	
	Annual Cost	One-Time Cost
Total Salary & Fringe	Based on Feb 2021 Salaries ~ \$533,000	
Software	Combined in the Maint/Support cost. See below	Combined in the hardware cost
Hardware/Equipment		\$5,753,387
Professional Services		2 Juniper Network Resident Engineer: \$165,325
Training		
Other	Verint Video Mgmt System Maint/Support: \$213,333 G4S Integration Svc: \$152,000 BART CCTV VIDSYS View - Lic & Support: \$24,177	Construction: \$11,343,264 Incl. roadside infrastructure to incl. gantries and LPR
Total Cost	\$922,510	\$17,261,976

The Airport funds its use and maintenance of the surveillance technology through Airport Operating Funds, Capital Funds, and Federal Grants.

COMPARISON TO OTHER JURISDICTIONS

CCTV solutions are used by other governmental entities, including Airports, for similar purposes.

APPENDIX A: Mapped Crime Statistics

The general location(s) it may be deployed and crime statistics for any location(s),
CCTV security cameras are deployed in ceilings and walls inside terminal buildings (pre-security),
terminal curbs adjacent to Terminal roadways, and the Air Train.



Surveillance Impact Report

Arts Commission
Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

Established by charter in 1932, the San Francisco Arts Commission is the City agency that champions the arts as essential to daily life by investing in a vibrant arts community, enlivening the urban environment and shaping innovative cultural policy.

In line with its mission, the Department shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

Main Gallery: 401 Van Ness Avenue, Suite 126

African American Art & Culture Complex: 762 Fulton Street

Bayview Opera House: 4705 3rd Street

Mission Cultural Center for Latino Arts: 2868 Mission Street

SOMArts: 934 Brannan Street

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following lists product description:

Main Gallery: 6 cameras.

African American Art & Culture Complex: 9 cameras.

Bayview Opera House: 12 cameras (Exacqvision).

Mission Cultural Center for Latino Arts: 28 cameras.

SOMArts: 15 cameras (Exacqvision)

A. How It Works

To function, the technology's primary functions are to provide live views and record video footage to dedicated, secure servers. The system is comprised of multiple cameras connected by data cables and infrastructure to the server. The footage is recorded on the server and stored for a limited amount of time.

Data collected or processed by security cameras will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

B. Benefits

The Department's use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

Health

Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

Environment

Criminal Justice

Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.

Jobs

Housing

Other

C. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

Surveillance Camera systems pose potential risks to civil liberties in respect to dignity loss and loss of liberty.

An individual could be embarrassed or experience emotional distress if cameras capture behaviors, appearances, or circumstances by which they might feel humiliated. Examples include views of someone exhibiting an emotional outburst, a person's clothing or hair being disheveled, or someone having their physique ridiculed or leered at. Risks for loss of dignity are reduced by restricting access to live views, as well as recorded footage, to a limited number of authorized staff. In addition, the cameras do not pan, tilt or zoom, thus removing possible temptation for system operators to use those features to follow or enhance views of individuals. Audio is also not recorded or enabled.

Loss of liberty could potentially occur if a person were to be misidentified as the perpetrator of a crime or other incident, making them subject to wrongful arrest. An innocent person might be similar in appearance to someone who committed an offense. Surveillance images could reinforce other circumstantial evidence tying the wrong person to a criminal incident. As an example, someone might be wearing clothing like clothing worn by someone seen leaving an office where a theft had just occurred. Loss of liberty risks due to misidentification of a subject in surveillance video is mitigated by restricting access to live views and recorded footage to authorized personnel.

D. Fiscal Analysis of Costs and Benefits

The Department's use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
<input checked="" type="checkbox"/> Financial Savings	Department Security Camera Systems will save on building or patrol officers.
<input checked="" type="checkbox"/> Time Savings	Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision

X Staff Safety Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.

X Data Quality Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.

Number of FTE (new & existing)	\$40,288. Cost for Hardware/Equipment and installation at our 4 Cultural Centers.	
Classification	N/A	
	Annual Cost	One-Time Cost
Software		868
Hardware/Equipment		30,006
Professional Services		0
Training		0
Other		9,002
Total Cost		40,288

The Department funds its use and maintenance of the surveillance technology through Annual Facilities Maintenance budget.

COMPARISON TO OTHER JURISDICTIONS

Surveillance Camera Technologies are currently utilized by other governmental entities for similar purposes.



Surveillance Impact Report

Asian Art Museum
Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

Our Mission is to inspire new ways of thinking by connecting diverse communities to historical and contemporary Asian art and culture through our world-class collection, exhibitions and programs.

In line with its mission, the Asian Art Museum utilizes the surveillance camera system to increase security officer capacity directly related to public safety. The technology enhances the department's ability to provide a safe and welcoming environment to patrons, visitors, and staff. The system is also used to help protect the priceless collection of art owned by the City of San Francisco.

The Asian Art Museum shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

Security camera systems will be placed in public facing areas to cover artwork, entrances and exits, as well as exterior locations to protect the museum and staff.

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is a product description of the surveillance system at the Asian Art Museum:

The museum uses several different models of IP based cameras. The footage is stored on internally located servers, and the software is ExacqVision.

A. How It Works

The technology's primary functions are to provide live views and record motion video footage to a dedicated secure server. The system is comprised of multiple cameras connected to the server. The footage is recorded on the server and stored for various amounts of time based on server size and motion recording.

Data collected or processed by the Asian Art Museum surveillance camera system will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

B. Benefits

The Department's use of the Asian Art Museum surveillance cameras system has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

Health Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

- Environment

Criminal Justice Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.

- Jobs
- Housing

Public Safety

- X Other
 - Assists security department investigating Asian Art Museum code of conduct violations and/or criminal acts.
 - Provides a mechanism to augment foot patrols, prevent criminal acts, and assist anyone requiring emergency help.

C. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

The Asian Art Museum believes that the surveillance camera system poses potential risks to civil liberties in respect to dignity loss and loss of liberty.

And individual could be embarrassed or experience emotional distress if cameras capture certain behaviors, appearances, or circumstances by which they might feel humiliated. Examples include views of someone exhibiting an emotional outburst, a person’s clothing or hair being disheveled, or having their physique ridiculed or leered at. Risks for loss of dignity are reduced by restricting access to live views, as well as recorded footage, to a limited number of trained security staff. Audio is not recorded or enabled.

Loss of liberty could potentially occur if a person were to be misidentified as the perpetrator of a crime or other incident, making them subject to wrongful arrest. An innocent person might be similar in appearance to someone who committed an offense. Surveillance images could reinforce other circumstantial evidence tying the wrong person to a criminal incident. As an example, someone might be wearing clothing similar to someone seen leaving an office where a theft had just occurred. Loss of liberty risks due to misidentification of a subject in surveillance video is mitigated by restricting access to live views and recorded footage to a limited number of trained personnel.

Release of camera footage to outside agencies or internal use is through the approval of the security management team. The technology is password protected to eliminate unauthorized use.

D. Fiscal Analysis of Costs and Benefits

The Department’s use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
X Financial Savings	Help mitigate potential incidents that have a financial impact. These include but are not limited to medical response, theft, and vandalism.
X Time Savings	Department Security Camera Systems will run 24/7, and are monitored from a security control room reducing response time to incidents or need for service.

X Staff Safety Security cameras help identify violations of department code of conduct or other applicable rules and laws. Enhances security staff's ability to observe patrons, visitors and staff members requiring assistance. Can help mitigate or prevent dangerous incidents.

X Data Quality Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Recording is set to motion allowing for higher quality recording without compromising data storage.

Number of FTE (new & existing)	Control room is staffed 24 hours per day monitoring cameras, security and life safety systems. 4.2 FTE.	
Classification	8226 and 8202 for monitoring. 8228 and 0922 for review	
	Annual Cost	One-Time Cost
Software		
Hardware/Equipment	20-30k	500k
Professional Services		
Training		
Other		
Total Cost	20-30k	500k

The Department funds its use and maintenance of the surveillance technology through

- Non-City funding on an annual maintenance. Upgrades through capital requests.
- The Asian Art Museum started upgrading the camera system in 2014. This project took several years to complete. The funding was primarily through COIT funding, with some funds received from City capital. Additional funding was through the museum Foundation (non-City funds).

COMPARISON TO OTHER JURISDICTIONS

Surveillance technologies like the Asian Art Museum surveillance camera system are currently utilized by other governmental entities for similar purposes.

APPENDIX A: Mapped Crime Statistics

The general location(s) it may be deployed and crime statistics for any location(s),

The Asian Art Museum surveillance technology is deployed throughout public facing areas of the museum, as well as external locations.



SAN FRANCISCO POLICE DEPARTMENT

Crime Data

Comparing a Date Range within One Year to Its Prior Year

Please select:

District

- Bayview
- Central
- Ingleside
- Mission
- Northern
- Park
- Richmond
- Southern
- Taraval
- Tenderloin
- Courtesy Reports

Type Of Crime

- PART 1 PROPERTY CRIMES
- PART 1 VIOLENT CRIMES

Start Date (1/1/2017 onward)

1/1/2020

End Date

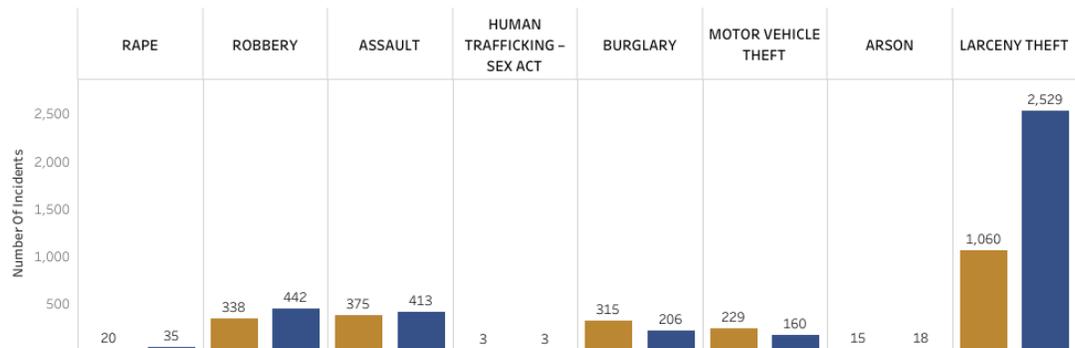
12/31/2020

■ Selected Date Range

■ Selected Date Range, Prior Year

Crime data updated weekly and valid through January 10, 2021

Tenderloin
1/1/2020 - 12/31/2020



Crime	Selected Date Range	Selected Date Range, Prior Year	Year-to-Year % Decrease or Increase
RAPE	20	35	-42.9%
ROBBERY	338	442	-23.5%
ASSAULT	375	413	-9.2%
HUMAN TRAFFICKING - SEX ACT	3	3	0.0%
BURGLARY	315	206	52.9%
MOTOR VEHICLE THEFT	229	160	43.1%
ARSON	15	18	-16.7%
LARCENY THEFT	1,060	2,529	-58.1%
TOTAL	2,355	3,806	-38.1%



Surveillance Impact Report

Child Support Services
Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

The San Francisco Department of Child Support Service's (SFDCSS or Department) mission is to empower parents to provide support for their children by furnishing child support services in the form of location of parents, establishment of parenting and support obligations and enforcement of support obligations, thereby contributing to the wellbeing of families and children.

In line with its mission, the Department uses Sonitrol Security System to protect against unauthorized access to confidential customer data, and for customer and employee safety. Sonitrol monitors physical access to the facility where customer information resides to detect and respond to physical security incidents.

In line with its mission, the Department shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

Points of entries, public lobby, and Intake/Interview areas.

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is product description of Sonitrol Security System:

Sonitrol's verified alarms are sound-based – not motion-based – so when an alarm is triggered, our monitoring professionals can actually listen & watch-in to determine whether a break-in is in progress, or whether a false alarm has occurred. If it is a break-in, Sonitrol staff immediately dispatch police and relay real-time information to the responding officers. If it is a false alarm, Sonitrol staff simply reset the system without contacting the police. Because of this ability to verify alarms, Sonitrol has the highest apprehension rate and the lowest false alarm rate in the industry.

A. How It Works

To function, Sonitrol Security System monitors building access and safety using surveillance cameras at points of entries, public lobby, and Intake/Interview areas.

Data collected or processed by security cameras is not handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

B. Benefits

The Department's use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

Health

Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

Environment

Criminal Justice

Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.

Jobs

Housing

Other

C. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

- **Administrative Safeguards:** Departmental access is restricted to SFDCSS IT, SFDCSS Executive Management, SFDCSS HR and Allied Security Guards. Upon request, SFDCSS IT will provide access to video footage to the above mentioned, as well as SFPD personnel. All staff and contractors are required to complete annual training, sign annual confidentiality forms and submit to Live Scan background checks to meet minimum employment requirements.
- **Technical Safeguards:** SFDCSS follows restricted access protocols. Only IT Manager and IT Administrators have access to stored video footage and access point records. To protect data from potential breach, misuse or abuse that may result in impacts to the public, data is maintained on secure, department-owned servers. Server backup transmission is secured in accordance with Federal, State and local regulations. Only persons authorized to utilize the data may access the information and are required to maintain records of access. Data is provided to Executive Management, HR and SFPD upon request. Lobby Security Guard personnel have view-only access and monitor live footage during business hours.
- **Physical Safeguards:** Data can only be accessed onsite at SFDCSS – 617 Mission Street or, in the event of a disaster, our secondary backup appliance is stored at SFO. The data and data systems are secured during transmission and during rest in accordance with Federal, State and Local regulations.

D. Fiscal Analysis of Costs and Benefits

The Department's use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
<input checked="" type="checkbox"/> Financial Savings	Department Security Camera Systems will save on building or patrol officers.

X Time Savings Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision

X Staff Safety Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.

X Data Quality Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.

Number of FTE (new & existing)	2 guards *40hr/week*52 weeks*\$31.84hr	
Classification	N/A (Security guard contractor hired by HSA)	
	Annual Cost	One-Time Cost
Software	\$0	
Hardware/Equipment	\$7,290.42	
Professional Services	\$4,872.24	
Training	\$0	
Other	\$0	
Total Cost	\$144,662.66	

The Department funds its use and maintenance of the surveillance technology through state and federal subvention and receives no county general fund dollars.

COMPARISON TO OTHER JURISDICTIONS

Sonitrol Security System are currently utilized by other governmental entities for similar purposes.



Surveillance Impact Report

Real Estate Division of the City Administrator's Office

Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Real Estate Division's use of surveillance cameras.

I. DESCRIPTION OF THE TECHNOLOGY

The Real Estate Division acquires and manages the City Administrator's real estate portfolio ensuring optimal use of City owned vacant, improved and leased properties for the highest public use and benefit, generating maximum revenue and overall financial return, and providing real estate services and assistance to the Mayor, Board of Supervisors, City departments and City residents with expertise, efficient and commitment.

In line with its mission, the Division utilizes Surveillance Camera Systems to increase deputy sheriff/security officer capacity directly related to public safety and well-being and to protect the City's property. The technology enhances the Division's ability to provide a safe, secure and welcoming environment to staff and visitors to its facilities.

The Division shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

A. Facilities

The Division currently has technology deployed in the following locations:

Office of Chief Medical Examiner 1 Newhall Public Interior, Exterior, All Exterior Doors, Lobby,
Within halls

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

1 South Van Ness		Public Interior, Exterior, Garage
Permit Center/Office Building	49 South Van Ness	Public Interior, Exterior
1650 Mission		Public Interior, Exterior, Garage
25 Van Ness		Public Interior (Lobby), Exterior
Central Shops	450 Toland	Public Interior, Exterior
Central Shops	555 Selby	Public Interior, Exterior
City Hall Mayor's Office, Exterior	1 Dr. Carlton B. Goodlett Place	Public Interior, Interior
Animal Care and Control	1419 Bryant	Under construction Interior/Exterior
Hall of Justice	850 Bryant	Freight Back Door and Hallway, Exterior

B. Technology Details

The following is a product description:

- Cameras: Arecont, Axis, Bosch, Avigilon, Pelco, Samsung, Sony, Panasonic, and Vivotek
- Server: Avigilon Control Center (ACC) Video management system, ExacqVision
- Software: Avigilon, ExacqVision, ACC Video Management Software,
- Access Control Systems: Honeywell-Pro Watch (Monitor and operate RFID readers, door sensors, requests to exit triggers (REX) (push to exit buttons), horns and locks 24 hours a day

i. How It Works

To technology's primary functions are to provide live views and record video footage to a dedicated, secure server (stored in security closets or IDFs). The systems are comprised of multiple cameras connected by data cables and infrastructure to the server. The footage is recorded on the server and stored for a specific amount of time.

Most cameras are programmed to record only when motion is detected; when the motion ends the recording stops. Old archives are continuously erased automatically as new archives are recorded.

Data collected or processed by RED's security cameras and systems is self-contained and discrete. They do not share information with other City or private databases. It will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Division will remain the sole Custodian of Record.

II. IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.

3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Division’s use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

E. Benefits

The Division’s use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

<input checked="" type="checkbox"/> Health	Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.
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- Environment

<input checked="" type="checkbox"/> Criminal Justice	Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.
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- Jobs
- Housing

<input checked="" type="checkbox"/> Other	City Code of Conduct Violations/Criminal Acts – assists security and DHR investigations; Augments security foot patrols, deters criminal behavior, assists with emergency response
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F. Civil Rights Impacts and Safeguards

The Division has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

The Real Estate Division understands and has considered the potential impacts on civil liberties and civil rights as set forth in the draft National Institute of Standards and Technology (NIST) Privacy Framework. To mitigate same and prevent potential breach, misuse or abuse, RED’s maintains robust administrative, technical, physical, and operational security practices.

- Data is maintained on secure, Division-owned servers.
- No outside vendor uses, processes, or stores data captured and archived by the Avigilon or Exacqvision systems.
- Vendors have no direct administrative or maintenance access to databases or services. If access is needed (for testing, maintenance, repair), they are accompanied by an

approved and authorized RED staff member who logs into the device and remains onsite.

- Archived video records are available in proprietary formats. Avigilon files can only be viewed with an accompanying PC compatible video player. Exacqvision files are self-contained within a PC executable viewer.
- Date and time information are available by using these viewers.
- All video from Avigilon archives is watermarked to guard against post-export manipulation.
- Most cameras are programmed to record only when motion is detected; when the motion begins, recording begins, and when the motion ends, the recording stops. No other video analytics such as facial recognition or other biometrics are employed by RED.
- These systems are self-contained, discrete, and do not share information with other databases.
- RED has a request form and procedure for requests for recorded video, with both Director and City Attorney, District Attorney, Subpoena, or Sheriff’s Counsel approval.
- RED has logs of all requests to review video which include date, time, and requestor along with approval for same.
- Only authorized and trained staff may view live feeds, review footage and obtain footage for approved requests.
- Buildings, cameras, servers and related equipment are physically secured by various measures including building security systems, door locks, alarm systems, log in requirements and cameras.

G. Fiscal Analysis of Costs and Benefits

The Division’s use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
X Financial Savings	Department Security Camera Systems reduce the staff needed for building security and/or deputy sheriffs – usually overnight patrol officers.
X Staff Safety	Security cameras help identify violations of the City’s Staffs’ Code of Conduct, Building Rules and Regulations, and provide assurance that staff safety is emphasized and will be protected at their place of employment. Provides alerts of emergency situations, persons requiring help and/or injured, mitigate dangerous incidents as they occur.

	Annual Cost	One-Time Cost
Software	\$25,000	\$37,000
Hardware/Equipment	\$50,000	\$871,000 (to allow for 1 year of storage)
Professional Services	\$20,000	\$25,000
Training	\$5,000	
Other/Personnel		
Sheriffs (City Hall, OCME)	\$1,225,000	
Security Guards (Vendors)	\$2,215,840	
8211 - 1	\$ 70,000	
8207 –	\$437,500	
Card Readers/Vendors	\$130,000	
Total Cost	\$4,178,340	\$933,000

The Department funds its use and maintenance of the surveillance technology through its annual budget and requests for capital improvements (COIT).

III. COMPARISON TO OTHER JURISDICTIONS

RED's Surveillance Camera Technologies are currently utilized by other city departments and governmental entities for similar purposes.



Surveillance Impact Report

Department of Emergency Management
Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

The San Francisco Department of Emergency Management (DEM) leads the City in planning, preparedness, communication, response, and recovery for daily emergencies, large scale citywide events, and major disasters. DEM is the vital link in emergency communication between the public and first responders, and provides key coordination and leadership to City departments, stakeholders, residents, and visitors.

In line with its mission, the Department shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

- 1011 Turk St – Department of Emergency Management Headquarters

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is a product description:

DEM Camera system provides building perimeter visual security for the Combined Emergency Communications Center (CECC) building at 1011 Turk St. The CECC is a critical building for the City's public safety operations, housing both the 9-1-1 Center for the City and County, as well as the Citywide Emergency Operations Center and the Watch Center. The building has 24-hour security, offered by the Sheriff's Department, and it is surrounded on all 4 sides by public parks. There is currently a total of 28 cameras which most of them are fix point focus and 6 pan-tilt-zoom (PTZ) cameras. The video is recorded across two on-premise video servers converting the analog video to digital file format utilizing video management software from Exacqvision. The system current has a retention period of about 21 days to a month. The approximate age of the camera system is at least 7 years old.

The system is primarily used by Sheriff staffed at CECC to monitor for surrounding safety for the occupants of this building and overall perimeter security. There many times the footage of the security camera system is used as evidence to apprehend suspects on criminal event within the view of the cameras within our system. DEM maintains a policy for requesting access to the video camera footage.

Data collected or processed by security cameras will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

A. Benefits

The Department's use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

Health Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

- Environment

Criminal Justice Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena. Deter Crime

- Jobs
- Housing
- Other

B. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts on civil liberties and has identified the technical, administrative, and physical protections as mitigating measures. The 2 potential impacts that were identified are Dignity Loss and Loss of Liberty.

An individual could suffer dignity loss and experience emotional distress if cameras capture behaviors, appearances, or circumstances by which they might feel humiliated. Examples include individuals ridiculing appearance or behavior, and unlawfully sharing this with other individuals. Risks for loss of dignity are reduced by restricting access to live views and limiting access of trained Security staff. Further, DEM has developed a Security Video Access Policy that is posted on the Intranet, and available to all staff. It covers how to request video footage from the garage, lobby, and exterior cameras. Additionally, the recorded footage has limited retention period, of less than 1 month. Audio is not recorded or enabled.

Loss of liberty could potentially occur if a person were to be misidentified as the perpetrator of a crime or other incident, making them subject to wrongful arrest. An innocent person might be similar in appearance to someone who committed an offense. Surveillance images could reinforce other circumstantial evidence tying the wrong person to a criminal incident. As an example, someone might be wearing clothing like clothing worn by someone seen leaving an office where a theft had just occurred. Loss of liberty risks due to misidentification of a subject in surveillance video is mitigated by restricting access to live views and recorded footage to a limited number of trained personnel.

DEM believes that the following items (Dignity Loss, Discrimination, Economic Loss, Autonomy Loss, Physical or Loss of Trust) are not a potential impact on civil liberties and rights due to the nature of the surveillance system.

C. Fiscal Analysis of Costs and Benefits

The Department’s use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
X Financial Savings	Department Security Camera Systems will save on building or patrol officers.
X Time Savings	Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision
X Staff Safety	Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.
X Data Quality	Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.

Number of FTE (new & existing)	Estimated at .1 FTE	
Classification	Existing FTE: 1042, 1094	
	Annual Cost	One-Time Cost
Software		
Hardware/Equipment		
Professional Services		
Training		
Other		
Total Cost	\$15,000 (est. based on current system)	\$200-\$800K

The Department funds its use and maintenance of the surveillance technology through

- City General Fund

COMPARISON TO OTHER JURISDICTIONS

Video Cameras are currently utilized by other City Department and other governmental entities for similar purposes.

APPENDIX A: Mapped Crime Statistics

San Francisco Sheriff's Department has given the following statistics regarding surveillance camera usage around 1011 Turk St.

During the calendar year of 2019 and 2020, the Sheriff has used surveillance footage at 1011 Turk St. for 29 incidents. They are the following:

- 7- Vehicle Vandalism
- 4- Hit and Run's
- 6- 849 B PC
- 2 Dog bits incidents
- 4- 5150 (W&C)
- 1- First aid rendered.
- 5 unusual occurrences



Surveillance Impact Report

Fire Department
Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

The Mission of the Fire Department is to protect the lives and property of the people of San Francisco from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values health, wellness and cultural diversity and is free of harassment and discrimination.

In line with its mission, the Department shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

Fire Department Bureau of Equipment/Ambulance Deployment Facility

Fire Department Division of Training

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is a product description:

Security Cameras are installed at Department facilities. The surveillance cameras are used to protect against theft or vandalism of the Department's property at a number of locations. They are necessary to ensure that critical functions are secure and operational at all times. Currently the Department has installed Illustra Pro Series 2MP mini-dome outdoor camera.

A. How It Works

To function, the camera system has been installed and fences and walls of the Department's property. The camera system records video of some of the Department's critical facilities. The video is stored, and in the event of an incident of theft or vandalism, staff will review the recorded video to determine if it has captured the incident.

Data collected or processed by security cameras will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

B. Benefits

The Department's use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

Health

Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

Environment

Criminal Justice

Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.

Jobs

Housing

Other

C. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

The San Francisco Fire Department strives to mitigate all potential civil rights impacts through responsible technology and associated data use policies and procedures. All other uses, including surveillance of San Francisco residents or groups, are expressly prohibited.

To protect data from potential breach, misuse or abuse that may result in civil rights impacts, data is maintained on secure, department-owned servers as well as secure cloud environments. Only persons authorized to utilize the raw data may access the information.

Data will not be collected, disseminated or retained solely for the purpose of monitoring activities protected by the U.S. Constitution, such as the First Amendment’s protections of religion, speech, press, assembly, and redress of grievances (e.g., protests, demonstrations).

Collection, use, dissemination, or retention of data should not be based solely on individual characteristics (e.g., race, ethnicity, national origin, sexual orientation, gender identity, religion, age, or gender), which is a violation of the law.

D. Fiscal Analysis of Costs and Benefits

The Department’s use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
<input checked="" type="checkbox"/> Financial Savings	Department Security Camera Systems will save on building or patrol officers.
<input checked="" type="checkbox"/> Time Savings	Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision
<input checked="" type="checkbox"/> Staff Safety	Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.

- X Data Quality Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.

Number of FTE (new & existing)	No FTEs	
Classification	N/A	
	Annual Cost	One-Time Cost
Software	\$0	\$0
Hardware/Equipment	\$0	\$5,198.17
Professional Services	\$0	\$0
Training	\$0	\$0
Other (installation)	\$0	\$12,763.00
Total Cost	\$0	\$17,961.17

The Department funds its use and maintenance of the surveillance technology through its general fund operating budget.

COMPARISON TO OTHER JURISDICTIONS

Security cameras are currently utilized by other governmental entities for similar purposes.



Surveillance Impact Report

Homelessness and Supportive Housing
Surveillance Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

The Department's mission is through the provision of coordinated, compassionate, and high-quality services, the Department of Homelessness and Supportive Housing strives to make homelessness in San Francisco rare, brief, and one time.

In line with its mission, the Department uses surveillance cameras to:

1. provide for shelter & navigation center site staff to cover the vulnerable access points and common areas for the safety and security of site staff and our clients;
2. augment security staff by providing additional camera monitoring in the common area for the safety and security of our staff at 440 Turk Street location;

Homelessness and Supportive Housing shall use surveillance cameras only for the following authorized purposes:

1. Live monitoring.
2. Recording of video and images.
3. Reviewing camera footage in the event of an incident.
4. Providing video footage/images to law enforcement or other authorized persons following an incident or upon request.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying an individual person, data concerning health or data concerning an individual person's sex life or sexual orientation shall be prohibited.

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

Homelessness and Supportive Housing surveillance cameras are located in public areas of all floors at 440 Turk Street Headquarters building.

The following is a product description of the 440 Turk Street Surveillance Camera System:

Cameras: 2x Samsung PNM-7000VD, 18x Samsung XNV-6080R

Server: exacqVision

A. How It Works

The technology's primary functions are to provide live views and record video footage to a dedicated, secure server. The system is comprised of multiple cameras connected by data cables and infrastructure to the server. The footage is recorded on the server and stored for a limited amount of time.

Data collected or processed by the 440 Turk Street Surveillance Camera System will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

Below technology are being used at shelter:

Different site might have different type of DVR equipment but a typical DVR equipment would be Honeywell – HRDP16D1T0-R connected to various security cameras

A. How It Works

The technology's primary functions are to provide live views and record video footage to a dedicated, secure server. The system is comprised of multiple cameras connected by data cables and infrastructure to the server. The footage is recorded on the server and stored for a limited amount of time.

As it is necessary for their operations, data collected or processed by the shelter & navigation center Surveillance Camera System will be accessible to our shelter and navigation center contractors on a limited basis. The Department will remain the sole Custodian of Record.

Security camera system is programmed to overwrite oldest images once the hard drive reaches 90% capacity. Depending on the size of the DVR hard drive, video images data are held between 1 week to 1 month.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.

2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

E. Benefits

The Department's use of [Technology name] has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development
- Health
- Environment
- Criminal Justice May provide evidence for law enforcement criminal investigations.
- Jobs
- Housing

- Other Public Safety
- Assists security officers investigating Code of Conduct violations and/or criminal acts at 440 Turk HQ building and/or shelters
- Provides a mechanism to augment foot patrols, prevent criminal acts, and assist anyone requiring emergency help.

F. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

Department of Homelessness and Supportive Housing believes the Surveillance Camera System poses potential risks to civil liberties in respect to dignity loss and loss of liberty.

An individual could be embarrassed or experience emotional distress if cameras capture behaviors, appearances, or circumstances by which they might feel humiliated. Examples include views of someone exhibiting an emotional outburst, a person's clothing or hair being disheveled, or someone having their physique ridiculed or leered at. Risks for loss of dignity are reduced by restricting access to live views, as well as recorded footage, to a limited number of Facilities staff. For cameras at our shelter and navigation center, access is limited to a small number of shelter and navigation center staff on an as needed basis. In addition, the cameras do not pan, tilt or zoom, thus removing possible temptation for system operators to use those features to follow or enhance views of individuals. Audio is also not recorded or enabled.

Loss of liberty could potentially occur if a person were to be misidentified as the perpetrator of a crime or other incident, making them subject to wrongful arrest. An innocent person might be similar in appearance to someone who committed an offense. Surveillance images could reinforce other circumstantial evidence tying the wrong person to a criminal incident. As an example, someone might be wearing clothing like clothing worn by someone seen leaving an office where a theft had just occurred. Loss of liberty risks due to misidentification of a subject in surveillance video is mitigated by restricting access to live views and recorded footage to a limited number of trained personnel.

G. Fiscal Analysis of Costs and Benefits

The Department’s use of Surveillance Camera system yields the following business and operations benefits:

- Financial savings: with security camera system, site staff is able to manage the main entry and still be able to effectively cover the vulnerable access points. Essentially, minimize the need to hire 50 security officers (see response to question 1.4).
- Time savings: deploying a security camera system can provide time saving over the additional scope of work for security contract, hiring and managing additional security officers
- Staff safety: security camera system allows staff to be proactive rather than reactive in term of conflict de-escalation

The total fiscal cost, including initial purchase, personnel and other ongoing costs is

Number of FTE (new & existing)	4 existing employees Total expected staff hours (all): 15 hrs/mo
Classification	(7334) - Stationary Engineers
Total Salary & Fringe	60 hrs x 12 months x \$155/hr: \$111,600/yr
Software	Included
Hardware/Equipment	\$60,000 one-time cost (\$5,000 x 12 site)
Professional Services	0
Training	Internal staff training – no additional cost
Other	
Total Cost	\$171,600 per year

The Department funds its use and maintenance of the surveillance technology through Annual Operating Budget. Staff time used to inspect security camera systems will be charged as any other labor costs, to overhead or General Fund.

Equipment: This is a one-time cost as equipment had been purchased and deployed. Any future replacement equipment will be part of the department's ongoing equipment budget request.

COMPARISON TO OTHER JURISDICTIONS

Surveillance Camera Technologies like the Veterans Building Surveillance Camera System are currently utilized by other governmental entities for similar purposes.



Surveillance Impact Report

Department of Human Resources
Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

DHR's Mission is to use fair and equitable practices to hire, develop, support, and retain a highly-qualified workforce.

In line with its mission, the Department shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

Certain areas of the 4th floor of 1 South Van Ness that constitute path-of-travel for DHR employees and guests but, due to nature of building design, may be considered public (i.e., pre-security space near elevators and escalators).

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is a product description:

The cameras and OpenEye software are more than 10 years old. Product descriptions are not currently available.

A. How It Works

To function, Non-zoom, fixed surveillance camera and OpenEye video recording system The security camera provides a feed that, at request and in the case of a suspected wrongdoing, may be reviewed by the Department's Chief Engineer. The system records on a continuous loop.

Data collected or processed by security cameras will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

B. Benefits

The Department's use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

Health

Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

Environment

Criminal Justice

Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.

Jobs

Housing

□ Other

C. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

DHR addresses potential civil rights/liberties impacts by using extreme discretion with regard to the cameras. DHR does not actively monitor the camera feed. The cameras are in the limited portion of the fourth floor that may be considered public space. Only one employee has access to the cameras, the data is local and not saved into perpetuity, and the camera feeds are only pulled in the event of suspected wrongdoing, and only at the request of only one of three senior managers (Human Resources Director, Managing Deputy Director, or Department Personnel Officer). DHR has never provided recordings to other City departments or outside entities, and would never do so without first consulting with the City Attorney.

D. Fiscal Analysis of Costs and Benefits

The Department’s use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
X Financial Savings	Department Security Camera Systems will save on building or patrol officers.
X Time Savings	Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision
X Staff Safety	Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.
X Data Quality	Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.

Number of FTE (new & existing)	Cameras and system are more than 10 years old. DHR could not locate cost records. The system is accessed and maintained by our IS Engineer, but is accessed with little frequency – approximately one to five hours per year.	
Classification	1042 IS Engineer-Journey	
	Annual Cost	One-Time Cost
Software	0	0

Hardware/Equipment	0	0
Professional Services	0	0
Training	0	0
Other	0	0
Total Cost	0	0

The Department funds its use and maintenance of the surveillance technology through its General Fund allocation.

COMPARISON TO OTHER JURISDICTIONS

Non-zoom, fixed surveillance cameras and the OpenEye video recording system are currently utilized by other governmental entities for similar purposes.

APPENDIX A: Mapped Crime Statistics

- The general location(s) it may be deployed include Certain areas of the 4th floor of 1 South Van Ness that constitute path-of-travel for DHR employees and guests but, due to nature of building design, may be considered public (i.e., pre-security space near elevators and escalators).
- According to Civic Hub's analysis of SFPD Crime and Arrest Data, there were 129 incidents in the immediate vicinity of 1 South Van Ness in the one-month period of December 16, 2020 to January 15, 2021, including 93 incidents categorized as general crime, 17 burglaries, 8 assaults, 7 motor vehicle thefts, 3 robberies, and 1 arson.
- DHR and its employees have periodically received threats of violence, both remote and in-person. The most recent threat was a remote threat made in December 2020.



Surveillance Impact Report

Port of San Francisco
Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

The Human Services Agency promotes well-being and self-sufficiency among individuals, families and communities in San Francisco. Security Cameras are used to identify potential threats to persons and property, and to investigate complaints and criminal activity occurring at HSA sites.

In line with its mission, the Human Services Agency (HSA) shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images.
3. Reviewing camera footage in the event of an incident.
4. Providing video footage/images to law enforcement or other authorized persons following an incident or upon request.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

Cameras are located at the following locations:

- 1235 Mission
- 1440 Harrison
- 170 Otis
- 2 Gough
- 3120 Mission

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is product inventory and manufacturer's description:

- 1235 Mission:
 - HONEYWELL MAXPRO – RECORDER
 - PELCO DX8100 – RECORDER
 - ANALOG CAMERAS (25)
 - IP CAMERAS (16) – HONEYWELL IP AND 2 AXIS P3708-PVE
- 1440 Harrison:
 - SALIENT – RECORDER
 - IP CAMERAS (12) – HONEYWELL IP
- 170 Otis:
 - HONEYWELL – RECORDER
 - ANALOG CAMERAS (31) – SONY
 - NAS (VM) – RECORDER
 - WIN SERVER 2019 / VAST VIDEO MANAGEMENT SOFTWARE (VMS)
 - DIGITAL IP CAMERAS (6) – VIVOTEK
- 2 Gough:
 - NAS (VM) – RECORDER
 - WIN SERVER 2019 / VAST VIDEO MANAGEMENT SOFTWARE (VMS)
 - DIGITAL IP CAMERAS (2) - VIVOTEK
- 3120 Mission:
 - HONEYWELL – RECORDER
 - ANALOG CAMERAS (4)
- Manufacturers' Product Descriptions:
 - VIVOTEK - VIVOTEK Inc. was founded in February 2000. The Company markets VIVOTEK solutions worldwide, and has become a leading brand in global security surveillance. To fulfill its global strategic footprint, VIVOTEK is committed to building an ecosystem for the IP surveillance industry, and looks forward to long term collaboration and growth with all partners in our shared pursuit of a safe and secure society.
 - PELCO DX8100 - The DX8100 Series digital video recorders (DVRs) are professional security-level DVRs based on a new and innovative hardware platform that is powered by unparalleled and unique high-performance software. As the security requirements of your business expand into multiple sites and become more diversified, you need a professional DVR that you can quickly and effortlessly increase the channel and recording capacity. •The DX8100 is interoperable with your existing DX8000 DVRs, allowing you to build upon your existing security system. A DX8100 client can operate and administer both the DX8100 and DX8000 within the same network. •When you need to quickly and easily add more security cameras, the new DX8100-EXP 16-channel expansion unit extends the 8- or 16-channel

DX8100 to 24 or 32 channels. With or without the channel expansion unit, all of the cameras can now take advantage of the increased frame rate of 2CIF and 4CIF recording. The DX8100 records video up to 480 images per second ips at a maximum CIF image size.

- If your security project requirements increase storage capacity, you can extend internal storage up to 3 TB. With the optional DX9200 HDDI, you can further increase the DX8100 storage capacity. Alternately, you can use the DX9200 HDDI as a redundant RAID solution.
- As your audio security needs grow, use the DX8108-AUD or DX8116-AUD audio option to add a total of 8 or 16 audio inputs.
- Sophisticated video security applications require a network of DVRs to monitor multiple locations. The 10/100/1000 megabit Ethernet port supports today's high-speed networks. You can network your DX8100 and DX8000 systems and remotely operate the DVRs for continuous, motion detection, alarm, ATM/POS, normal scheduled recording, and administer and view live and playback video. For time-critical security applications, you must ensure that all video recordings are synchronized to an accurate time source. The DX8100 supports the network time protocol (NTP), which allows you to synchronize all networked DX8100s to one NTP time server.

- HONEYWELL MAXPRO VMS is an enterprise-class video management and hybrid solution. It enables you to operate the traditional analog, network and IP based video equipment in the same surveillance network. You can deploy thousands of cameras in number of locations, and add many video devices such as recorders and monitors.
- NAS VIRTUAL MACHINE (VM) – The VM is powered by Intel® Xeon® dual core CPU E5-2670 0 @ 2.60GHz x-64 processor, 64-bit Operating System, 4.00 GB of RAM, 75 GB of hard drive space.
- SALIENT NVR SERVER – Salient's hybrid NVRs are industry-leading, value-oriented digital video surveillance systems. Power-built for the rigors of continuous duty operation using advanced components, the 1U rack-mountable PowerPro hybrid NVR delivers the reliability and processing power required for mission critical video surveillance. PowerPro offers a Single Intel Xeon processor with 16GB of memory and up to 48TB of video storage delivering high reliability and processing power. Providing up to 32 analog direct connect channels, this hybrid NVR supports IP and analog cameras in a 1U rack mount unit.
- VIVOTEK's FD8169A is an easy-to-use fixed dome network camera specifically designed for indoor security applications, with a 2MP sensor enabling a viewing resolution of 1920x1080 at a smooth 30 fps. Dynamic and highly adaptable. The FD8169A is an all-in-one camera capable of capturing high quality video at high resolutions of up to 2 Megapixels. It also features POE, Real-time H.264, MJPEG Compression (Dual Codec), Removable IR-cut Filter for Day & Night Function, Built-in IR Illuminators effective up to 20 Meters, SNV (Supreme Night Visibility) for Low Light Conditions, Smart Stream II to Optimize Bandwidth Efficiency, Smart IR Technology to Avoid Overexposure, Supports ONVIF Standard to Simplify Integration and Enhance Interoperability, Support Installation with AM-712 Indoor Conduit Box, VIVOCLOUD App & Portal for 24/7 Surveillance, and Trend Micro IoT Security

- VIVOTEK's FD8182-F2 is an economic professional indoor fixed dome network cameras in VIVOTEK's 5MP V-Pro Lite series. Design to provide higher resolution and sharper image with more detail, the FD8182-F2 offers up to 15 fps at 5-Megapixel or 30 fps at 1080p resolution. With powerful 3D Noise Reduction technology and Smart Stream technology, the FD8182-F2 can also optimize resolution for a desired object or area to maximize efficiency of bandwidth usage. Other features include POE, Built-in IR Illuminator Effective up to 30 Meters, WDR Enhancement for Unparalleled Visibility in Bright and Dark Environments, Smart Stream to Optimize Bandwidth Efficiency, 3D Noise Reduction for Low-light Conditions, Two-way Audio, PIR motion sensors, Video Rotation for Corridor View, Support Installation with AM-712 Indoor Conduit Box, VIVOCLOUD App & Portal for 24/7 Surveillance, and Trend Micro IoT Security
- VIVOTEK's IB8360-W (wireless) is a stylish 2-megapixel mini outdoor bullet network camera, specifically designed for boutique retail applications. Delivering a resolution of 1920x1080 at 30 fps, having IR illuminators effective up to 12 meters, and including SNV technology for low light environments, the remarkable cameras provide users with superior image quality around the clock. It also provide built-in IR Illuminators up to 12 meters, Smart IR Technology to Avoid Overexposure, SNV (Supreme Night Visibility) for Low Light Conditions, Smart Stream II to Optimize Bandwidth Efficiency, Weather-proof IP66-rated Housing, Built-in 802.11 b/g/n WLAN, Compact Size, VIVOCLOUD App & Portal for 24/7 Surveillance, and Trend Micro IoT Security
- HANWHA PNM SERIES MULTI-SENSOR 360 – Network vandal outdoor Multi-sensor Multi-Directional dome camera, (5MP X 4 sensors) 20MP @ 30fps WDR off/on, motorized vari-focal Lens 2.6x (3.6 ~ 9.4mm) (102.5° ~ 38.7°), triple Codec H.265/H.264/MJPEG with WiseStream II technology, 120dB WDR, Defocus detection, built in analytics, true D/N, 4x SD card, hallway view, HLC, Defog detection, DIS(Gyro sensor), 12VAC/HPoE (power adaptor is included), IP66/IK10, -40°C ~ +55°C (-40°F ~ +131°F)
- HANWHA X SERIES DOME – WiseNet X powered by WiseNet 5 network IR indoor dome camera, 5MP @30fps WDR off/on, 3.7mm fixed focal lens (97.5°), H.265/H.264/MJPEG, WiseStream II compression technology, 120dB WDR, USB port for easy installation, advanced video analytics and sound classification, High powered IR LEDs range of 98', True D/N, dual SD card, hallway view, HLC, defog detection with simple focus, DIS , 12VDC/24VAC/PoE, IK08 rated
- AXIS P3708-PVE - is a fixed dome network camera with three sensors. It gives you a 180° panoramic overview of large areas using a single camera. And it's perfect for use in challenging light conditions, both during the day and at night.
- HONEYWELL – HD4DIRH - 700TVL VFAI WDR TDN IR Mini Dome – Honeywell 960H System Series of cameras provides a wide range of high-quality, feature rich video surveillance options for indoor, outdoor, and low-light applications. 1/3" 960H CCD image sensor, ultra-high resolution image (700TVL), 3D digital noise reduction, digital wide dynamic range, backlight compensation and highlight masking, smart IR technology for

even distribution of the IR, 2.8-12 mm varifocal auto iris (VFAI) lens, true day/night function for vivid color pictures by day and clear black and white pictures at night, excellent low-light performance (0.19 lux color, 0 lux with IR LEDs on), 18 IR LEDs provide up to 50 ft of illumination, depending on scene reflectance, weatherproof, impact-resistant housing (IP66), built-in heater for cold weather operation down to -40 F, breather vent prevents condensation buildup.

- HONEYWELL – HD4D2 – 650 TVL DOME CAMERA – PRODUCT DESCRIPTION NOT FOUND/UNAVAILABLE.
- HONEYWELL – H4L2GR1V – 2 MEGAPIXEL DOME IP CAMERA - Full HD 1080p 50/60 fps image with a 1/2.8"2 MP sensor, WDR up to 120 dB ensures glare-free images, true day/night provides colour images by day and clear black-and-white images at night with ICR, excellent low-light performance with 3D noise reduction, saving storage and bandwidth together with H.265 High Profile codec, low light technology is able to capture high quality colour images in low light environments, 2.7-13.5 mm, F1.6, motorized focus/zoom lens, H.265 plus, H265, H.264 and MJPEG codec, triple stream support, IR LEDs provide up to 50m (150') of illumination in dimly lit or night time scenes (depending on scene reflectance), smart IR technology provides even distribution of IR, waterproof (IP67) and IK10 vandal resistant camera housing, -40C to 60C working temperature, ONVIF Profile S, G & Q compliant, security features include individual signed certificates and data encryption, cameras can be retrofitted on many existing DVR/NVR installations without requiring additional storage, built-in PoE eliminates separate power supply and associated wiring; 24 V AC/12 V DC inputs where PoE is unavailable, 12 VDC/2W output, supports up to 128 GB micro SDHC (Class 10) card for local video storage when network is interrupted.
- ARECONT – AV2256PM – 2 MEGAPIXLE DOME IP CAMERA - The AV2256PM MegaDome® 2 series network camera is part of Arecont Vision's Wide Dynamic Range line of H.264 MegaDome® 2 series cameras. This fully compliant implementation of H.264 (MPEG 4, Part 10) provides full 1920 x 1080 megapixel resolution at full video frame rates of 32fps. The AV2255AM camera line provides an all-in-one solution with integrated 1080p resolution camera, remote focus, remote zoom, motorized P-iris lens, and IP66 and vandal resistant dome enclosure. With the features of Casino mode, ONVIF Profile S, PSIA conformance, privacy masking, extended motion detection and flexible cropping, the AV2256PM is a high sensitivity, PoE (IEEE 802.3af) compliant camera. Built with Arecont Vision's massively-parallel MegaVideo® technology, this camera offers over six times the resolution of standard resolution IP cameras with the ability to output full real-time frame rates and deliver the high quality megapixel imaging for both indoor and outdoor applications.
- AXIS – P3707-PE – 8 MEGAPIXEL MULTI-SENSOR 360-DEGREE IP CAMERA - AXIS P3707-PE comprises four camera heads that can be repositioned along a circular track to point in the desired viewing direction. Each camera head can be individually tilted and adjusted to provide a 108° to 54° horizontal field of view for either wide or zoomed-in views. The camera heads can be rotated to support Axis' Corridor Format for optimal coverage of

vertically oriented scenes. A specially designed clear cover, with no sharp edges, allows for undistorted views in all directions. AXIS P3707-PE supports individually configurable video streams for each camera head, as well as quad-view streaming, enabling 1080p resolution videos at 12.5/15 frames per second and 720p videos at full frame rate.

- SONY – EX543 – ANALOG CAMERA – PRODUCT DESCRIPTION NOT FOUND/UNAVAILABLE
- TRIVIEW – TFD-CVSH312A1241IR – DOME ANALOG CAMERA – PRODUCT DESCRIPTION NOT FOUND/UNAVAILABLE

A. How It Works

IP, digital and analog cameras record images from public and non-public areas to digital recording devices.

Data collected or processed by security cameras will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department’s Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department’s use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

B. Benefits

The Department’s use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

Health Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

- Environment

Criminal Justice Safeguards and protects public property. Review video footage after a security incident; provide video evidence to law

enforcement or the public upon request by formal process, order, or subpoena.

- Jobs
- Housing
- Other

In addition, the Department's sworn investigative staff are charged with monitoring the multi-million dollar security officer contract to ensure services are provided in accordance with that contract. The assigned Department Liaison Officer (DLO) uses the surveillance system to review incidents involving security as needed for conformity with the contract provisions.

C. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

Since its initial installation in the 1980's, the video surveillance technology employed by HSA at its various facilities has been used solely to identify threats to persons and property, investigate complaints and criminal activity that occurs at these locations. In keeping with these policies and practices, there has been no negative impact on HSA staff, public, or others through the use of this technology.

The technology has been successfully used in both criminal prosecutions and the investigation and resolution of administrative complaints lodged against HSA staff persons and members of the public. To date, no complaints have been lodged against the Department relative to its use. Moreover, the Department's practice of limiting access to the system to its sworn investigators via a secure internal network minimizes the likelihood of its misuse or employment for unauthorized purposes.

In sum, this technology as it is employed by the Department poses no significant risk to the public and/or HSA employees for the aforementioned categories: dignitary loss, discrimination, economic loss, loss of autonomy, loss of liberty physical harm, or loss of trust.

D. Fiscal Analysis of Costs and Benefits

The Department's use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
X Financial Savings	The camera system's live feeds are monitored by on site contract security officers, enabling them to identify potential threats to staff and public in real time. The cameras augment the security officers' ability to respond quickly and efficiently with fewer officers required to manage specific building floor areas.

- X Time Savings Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision
- X Staff Safety Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.
- X Data Quality Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.

Number of FTE (new & existing)	No FTE assigned	
Classification	n/a	
	Annual Cost	One-Time Cost
Software	-	-
Hardware/Equipment	-	-
Professional Services	<i>\$100,000 for ongoing maintenance</i>	-
Training	-	-
Other	-	-
Total Cost	<i>Varies between \$50,000 - \$100,000</i>	

The Department funds its use and maintenance of the surveillance technology through

- Support through the City's General Fund.

COMPARISON TO OTHER JURISDICTIONS

Security Cameras are currently utilized by other governmental entities for similar purposes.



Surveillance Impact Report

Port of San Francisco
Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

The Port of San Francisco manages the waterfront as the gateway to a world-class city and advances environmentally and financially sustainable maritime, recreational, and economic opportunities to serve the City, Bay Area region, and California.

In line with its mission, the Department shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

Port Security Security Camera technology is installed on Port property along the 7.5 miles of San Francisco waterfront. This technology includes CCTV cameras installed on exterior of Pier Bulkhead buildings, Pier Sheds, and Small Craft Harbors. Port Security Camera technology provides layered security protection to multiple MTSA regulated facilities throughout the Port.

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is a product description:

Enterprise Video Management System (VMS) exacqVision Enterprise VMS software records surveillance video from thousands of IP camera models and displays video on Windows, Linux or OSX client software. exacqVision Enterprise VMS software can be licensed for up to 128 IP cameras per server. Building upon the enhanced functionality of Professional Edition VMS, exacqVision Enterprise provides large organizations with features that provide a high level of situational awareness, both of events and system health monitoring

A. How It Works

The technology's primary functions are to provide live views and record video footage to a dedicated, secure server. The system is comprised of multiple cameras connected by data cables and infrastructure to the server. The footage is recorded on the server and stored for a limited amount of time. Data collected or processed Port Security Surveillance Camera System will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

B. Benefits

The Department's use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

Health

Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

Environment

X Criminal Justice

Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.

- Jobs
- Housing
- Other

C. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

The Port of San Francisco believes the Veterans Building Surveillance Camera System poses potential risks to civil liberties in respect to dignity loss and loss of liberty.

An individual could be embarrassed or experience emotional distress if cameras capture behaviors, appearances, or circumstances by which they might feel humiliated. Examples include views of someone exhibiting an emotional outburst, a person's clothing or hair being disheveled, or someone having their physique ridiculed or leered at. Risks for loss of dignity are reduced by restricting access to live views, as well as recorded footage, to a limited number of trained Port staff. Audio is not recorded or enabled.

Loss of liberty could potentially occur if a person were to be misidentified as the perpetrator of a crime or other incident, making them subject to wrongful arrest. An innocent person might be similar in appearance to someone who committed an offense. Surveillance images could reinforce other circumstantial evidence tying the wrong person to a criminal incident. As an example, someone might be wearing clothing like clothing worn by someone seen leaving an office where a theft had just occurred. Loss of liberty risks due to misidentification of a subject in surveillance video is mitigated by restricting access to live views and recorded footage to a limited number of trained personnel.

Fiscal Analysis of Costs and Benefits

The Department's use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
X Financial Savings	Department Security Camera Systems will save on building or patrol officers.
X Time Savings	Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision

X Staff Safety Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.

X Data Quality Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.

Number of FTE (new & existing)	.5	
Classification	5502 Project Manager	
	Annual Cost	One-Time Cost
Software		
Hardware/Equipment	\$85,000	\$1,114,319
Professional Services		
Training		
Other		
Total Cost	\$85,000	\$1,114,319

The Department funds its use and maintenance of the surveillance technology through Annual Operating budget and the FEMA Port Security Grant Program.

COMPARISON TO OTHER JURISDICTIONS

Security Cameras similar to the Port Security CCTV System are currently utilized by other governmental entities for similar purposes.



Surveillance Impact Report

Department of Public Health

Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

To protect and promote the health of all San Franciscans. **SFDPH** strives to achieve its **mission** through the work of two main Divisions – the San Francisco Health Network and Population Health. In line with its mission, the Department shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

The Critical Infrastructure Camera system records video of the private and sensitive entry ways and exits for City and County's public buildings

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is a product description:

The Lenel CIC solution provides video surveillance of CCSF medical facilities' private and secure areas.

A. How It Works

To function, healthcare industry standard video surveillance and capture technology.

Data collected or processed by security cameras will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to be applied as a security safeguard for managing vulnerabilities, a psychological deterrence against criminal activity, and to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

B. Benefits

The Department's use of security cameras has the following benefits for the residents of the City and County of San Francisco:

X	Health	Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.
X	Criminal Justice	Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.

C. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

DPH believes Tenant/Contractor security cameras pose potential risks to civil liberties in respect to dignity loss and loss of liberty.

An individual could be embarrassed or experience emotional distress if cameras capture behaviors, appearances, or circumstances by which they might feel humiliated. Examples include views of someone exhibiting an emotional outburst, a person's clothing or hair being disheveled, or someone having their physique ridiculed or leered at. Risks for loss of dignity are reduced by restricting access to live views, as well as any recorded footage shared with Department by Tenant/Contractor, to a limited number of trained Security staff. In addition, live camera views provided to Department staff do not pan, tilt or zoom, thus removing possible temptation for system operators to use those features to follow or enhance views of individuals. Audio is also not recorded or enabled.

Loss of liberty could potentially occur if a person were to be misidentified as the perpetrator of a crime or other incident, making them subject to wrongful arrest. An innocent person might be similar in appearance to someone who committed an offense. Surveillance images could reinforce other circumstantial evidence tying the wrong person to a criminal incident. As an example, someone might be wearing clothing like clothing worn by someone seen leaving an office where a theft had just occurred. Loss of liberty risks due to misidentification of a subject in surveillance video is mitigated by restricting access to live views and any recorded footage shared with Department by Tenant/Contractor to a limited number of trained personnel.

DPH IT defers to the City Attorney's Office on all legal matters.

D. Fiscal Analysis of Costs and Benefits

The Department's use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
X	Financial Savings
Department Security Camera Systems will save on building or patrol officers.	
X	Time Savings
Department Security Camera Systems will run 24/7, to augment building and patrol officers	
X	Staff Safety
Security cameras help to gather facts in an investigation, and when integrated into the protection system, alerts the operator when the monitor must be viewed, which provides assurance that staff safety is emphasized and will be protected at their place of employment.	
X	Data Quality
Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.	

Number of FTE (new & existing)	ZSFG = 7.2 FTE LHH = 5.2 FTE 12.4 FTE total	
Classification	ZSFG: 1705 8300 8304 7262	LHH: 8300 7262
	Annual Cost	One-Time Cost
Total Salary & Fringe	\$1,946,563	-
Software	-	-
Hardware/Equipment	-	\$3,690,575
Professional Services	-	\$354,950
Training	-	-
Other	-	-
Total Cost	\$5,992,088	

The Department funds its use and maintenance of the surveillance technology through

- City and County, DPH General Funds

COMPARISON TO OTHER JURISDICTIONS

CIC are currently utilized by other governmental entities for similar purposes.



Surveillance Impact Report

Department of Technology
Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

The Department's mission is to provide enriching recreational activities, maintain beautiful parks and preserve the environment for the well-being of our diverse community.

In line with its mission, the Department uses security cameras to protect the public and our staff in our parks, playgrounds and at special events. Security cameras are also used to protect our critical infrastructure sites. The Department has additional cameras that provide educational content to the public, as well promote community development.

In line with its mission, the Department shall use cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

All cameras will be located on poles or building facades.

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is a product description:

1. Security Cameras:

These are network security cameras ranging from 2 to 5 megapixels. Most have pan-tilt-zoom capabilities. Camera vendors are as follows:

- Arecont Vision
- Samsung
- Vivotek
- AXIS

A. How It Works

To function:

1. Security Cameras

The video feeds are recorded and retained on a server at each site. If the server is connected to RPD's network, the feed can be streamed to a RPD's Park Ranger Headquarters where they can be monitored for public safety purposes.

Data collected or processed by security cameras will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

B. Benefits

The Department's use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

<input checked="" type="checkbox"/>	Health	Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.
<input type="checkbox"/>	Environment	
<input checked="" type="checkbox"/>	Criminal Justice	Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.
<input type="checkbox"/>	Jobs	
<input type="checkbox"/>	Housing	
<input type="checkbox"/>	Other	

C. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

1. Security Cameras

The Department has considered the potential impacts of security cameras and has identified technical, administrative, and physical protections as mitigating measures. Through operationalization of the Camera Surveillance Policy, the following will be implemented:

1. Administrative Safeguards - All security camera data will be captured in a request management software solution. Data will include information about camera procurement, camera attributes, approved requestors of surveillance data, and all requests for Surveillance data. In addition, there will be knowledge articles describing step by step instructions on how to collect and send the data to the requestor.

2. Technical Safeguards – Security camera data cannot be accessed unless by an approved requestor, and only for approved requests. Violation of the policy will be subject to standard RecPark departmental policies, which may include disciplinary action up to and including termination.

3. Physical Safeguards - Hardware is secured in the server room, where there is limited physical access. Additionally, there is limited access to the software that stores and retrieves the security camera data.

D. Fiscal Analysis of Costs and Benefits

The Department’s use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
X Financial Savings	Department Security Camera Systems will save on building or patrol officers.
X Time Savings	Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision
X Staff Safety	Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.
X Data Quality	Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.

SECURITY CAMERAS

Number of FTE (new & existing)	6.75 FTE	
Classification	<ul style="list-style-type: none"> • Park Rangers (8208-8210, 1704) [6 FTE/ year] • IT analysts (1823) [.5 FTE/year] • 1050 series, 1090 series) [.25 FTE/ year] 	
	Annual Cost	One-Time Cost
Personnel	\$1,210,255	\$0.00
Software	\$0.00	\$0.00
Hardware/Equipment		\$180,000
Professional Services	\$15,000	\$30,000
Training	\$2,000	\$0.00
Other	0.00	\$0.00
Total Cost	\$1,227,255	\$210,000
2.1 Please disclose any current or potential sources of funding (e.g. potential sources = prospective grant recipients, etc.). ^{SIR, ASR}		
Operational Funds, Capital Funds		

COMPARISON TO OTHER JURISDICTIONS

Security Cameras – similar to other City departments for security and surveillance purposes.



Surveillance Impact Report

Department of Technology
Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

The Residential Rent Stabilization and Arbitration Board's (RNT) mission is to protect tenants from excessive rent increases and unjust evictions, while assuring landlords fair and adequate rents; to provide fair and even-handed treatment for both tenants and landlords through efficient and consistent administration of the rent law; to promote the preservation of sound, affordable housing; and to maintain the ethnic and cultural diversity that is unique to San Francisco

In line with its mission, the Department shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

- The Lobby Cameras are used to protect against harassment, theft, safety or vandalism of the Rent Board's lobby area, which includes publicly accessible computers and other City owned assets.

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is a product description:

Q-See QT454 - This DVR uses high-performance video processing chips and an embedded Linux operating system for quality image recording and ease of use. It utilizes numerous advanced technologies including the industry-standard H.264 codec to deliver high-quality, smooth videos and dual stream capability for remote viewing. A SATA hard-drive interface offers upgradability and VGA output allows users to connect to any standard TV or monitor for viewing.

A. How It Works

To function, Lobby Cameras record video of the Rent Board's lobby and entrance. The video is stored for 7 days prior to deletion. In the event of an incident of harassment, staff safety, theft or vandalism, RNT staff will review the recorded video to determine if it has captured the incident.

Data collected or processed by security cameras will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

B. Benefits

The Department's use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

Health

Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

Environment

Criminal Justice

Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.

Jobs

Housing

Other

C. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

Administrative Safeguards: The data can only be accessed by 0961 Department Head and a vendor in case of assistance in fixing/troubleshooting or to retrieve at the direction of the Department Head.

Technical Safeguards: The Lobby Camera data is on a closed system not connected to other City data networks.

Physical Safeguards: Data can only be accessed at the Rent Board's Office at 25 Van Ness Ave., Ste. 320, SF, CA

The Rent Arbitration Board strives to mitigate all potential civil rights impacts through responsible technology and associated data use policies and procedures, and intends to use Lobby Cameras and their associated data exclusively for aforementioned authorized uses cases. All other uses, including surveillance of San Francisco residents or groups, are expressly prohibited. The Lobby Cameras are used at the department's offices to monitor entrance and exit points and the lobby in case of a break in, for staff safety, and to monitor in case there is an allegation of any other illegal activity. They capture footage of the interior of the site, and do regularly capture members of the public who come into the department's offices. The use of Lobby Cameras may result in dignity loss, discrimination or loss of liberty. The quality of the video captured through the CICs may vary in quality due to lighting, motion or other factors. Poor quality video may lead to mis-identification. Conversely, the video may not correctly convey intent and viewers may interpret actions captured as threatening or menacing which may have a more benign interpretation. For example, the Lobby Cameras may capture a person approaching a facility with a brick and assume they intend to cause physical damage to the property when there may be an alternative explanation. That person may be correctly identified as an employee or member of the public, but subsequently subjected to investigation and possibly arrest. To protect camera data from potential breach, misuse or abuse that may result in civil rights impacts, data is maintained on secure, department-owned DVR. Only persons authorized to utilize the raw data may access the information and are required to maintain records of access by completing the community security cameras data access log described in section 3. Data stored on the DVR is deleted every seven

days, and sharing with building management or law enforcement pursuant to policy. Vendor has limited access to data only to install and maintain the cameras.

D. Fiscal Analysis of Costs and Benefits

The Department’s use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
X Financial Savings	Department Security Camera Systems will save on building or patrol officers.
X Time Savings	Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision
X Staff Safety	Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.
X Data Quality	Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.

Number of FTE (new & existing)	0.05 FTE	
Classification	NA - Outside vendor if needed.	
	Annual Cost	One-Time Cost
Software		
Hardware/Equipment		\$700
Professional Services		
Training		
Other		
Total Cost		\$700

The Department funds its use and maintenance of the surveillance technology through

- The Board is an enterprise department funded by the Rent Board fee, and receives no general fund support. The DVR system costs a minimal amount.

COMPARISON TO OTHER JURISDICTIONS

Security Cameras are currently utilized by other governmental entities for similar purposes.



Surveillance Impact Report

Department of Technology
Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

The Department of Technology's mission is "to provide innovative, reliable, and secure business solutions that support and empower City agencies and departments in their delivery of high-quality government services for the public."

In line with its mission, the Department shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

The Department of Technology's "Critical Infrastructure Cameras" or "CICs" are located at the City's public safety radio sites and DT's Public Safety offices at 200 Paul St.

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is a product description:

Avigilon Control Center software is video management software that optimizes the way security professionals manage and interact with high-definition video. It captures and stores HD video, while managing bandwidth and storage using the vendor's High Definition Stream Management (HDSM) technology.

A. How It Works

The CICs are used to monitor public safety radio sites for suspected theft or vandalism of a system upon which San Francisco residents depend for emergency service delivery.

Data collected or processed by security cameras will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

B. Benefits

The Department's use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

<input checked="" type="checkbox"/>	Health	Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.
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- Environment

<input checked="" type="checkbox"/>	Criminal Justice	Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.
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- Jobs

- Housing
- Other

C. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

The use of CICs may result in dignity loss, discrimination or loss of liberty. The quality of the video captured through the CICs may vary in quality due to lighting, motion or other factors. Poor quality video may lead to mis-identification. Conversely, the video may not correctly convey intent and viewers may interpret actions captured as threatening or menacing which may have a more benign interpretation. For example, the CICs may capture a person approaching a facility with a brick and assume they intend to cause physical damage to the property when there may be an alternative explanation. That person may be correctly identified as an employee or member of the public, but subsequently subjected to investigation and possibly arrest.

The Department of Technology strives to mitigate all potential civil rights impacts through responsible technology and associated data use policies and procedures, and intends to use CICs and their associated data exclusively for aforementioned authorized uses cases. All other uses, including surveillance of San Francisco residents or groups, are expressly prohibited.

Specifically, DT applies the following safeguards:

- Administrative: the video can only be accessed by Data can only be accessed by 7362 and 7368 Technicians.
- Technical: the CIC video is on a closed system not connected to other City data networks.
- Physical: stored CIC video can only be accessed at DT's offices at 200 Paul Ave or 1011 Turk Street.
- The CICs cannot be used to monitor anything other than City property.
- Stored video is only accessed if DT staff identify an incident, typically a break-in resulting in vandalism or loss of property.
- The CIC system records video of the City's public safety radio sites. Currently, the video is stored for 7 days prior to deletion. In the event of an incident of theft of vandalism, DT staff will review the recorded video to determine if it has captured the incident. (DT understands that it may have to store recorded video for a longer period, we will seek to store video for the minimum possible duration.)
- DT intends to continue using operating the CIC system as severely limited, closed nature of system.

To protect camera from potential breach, misuse or abuse that may result in civil rights impacts, data is maintained on secure, department-owned servers. Only persons authorized to utilize the raw data may access the information and are required to maintain records of access by completing the community security cameras data access log described in section 3.23. Only data that has been edited to remove PII will be shared and stored on servers, and sharing will only occur with partner CCSF

agencies for whom the Department of Technology has been contracted to purchase, install and maintain the cameras.

D. Fiscal Analysis of Costs and Benefits

The Department’s use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
X Financial Savings	Department Security Camera Systems will save on building or patrol officers.
X Time Savings	Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision
X Staff Safety	Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.
X Data Quality	Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.

Number of FTE (new & existing)	0.5	
Classification	7362 Communications System Technician 7368 Senior Communications System Technician 8234 Fire Alarm Dispatchers 8236 Chief Fire Alarm Dispatchers	
	Annual Cost	One-Time Cost
Software		\$23,000
Hardware/Equipment		\$400,000
Professional Services		
Training		
Other		
Total Cost		\$423,000

DT funds its use and maintenance of the CICs through its annual operating budget. The one-time costs for hardware and software represent historic costs, not costs incurred in the recent past or anticipated in the current budget cycle. Individual items, such as cameras, are replaced when they fail through annual operating budget.

COMPARISON TO OTHER JURISDICTIONS

Camera systems similar to those used by the CICs are currently utilized by other governmental entities for similar purposes.



Surveillance Impact Report

War Memorial
Security Cameras

As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of the Veterans Building Surveillance Camera System.

DESCRIPTION OF THE TECHNOLOGY

The San Francisco War Memorial & Performing Arts Center manages, maintains and operates safe, accessible, world-class venues to promote cultural, educational, and entertainment opportunities in a cost-effective manner for enjoyment by the public, while best serving the purposes and beneficiaries of the War Memorial Trust.

In line with its mission, the War Memorial Security Division utilizes the Veterans Building Surveillance Camera System to increase security officer capacity directly related to public safety. The technology enhances the Department's ability to provide a safe and welcoming environment to patrons, visitors and staff.

War Memorial shall use the Veterans Building Surveillance Camera System only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

War Memorial surveillance cameras are located in public areas of all floors in the Veterans Building. Additional cameras are planned for public interior and exterior areas of the Veterans Building.

The following is a product description of the Veterans Building Surveillance Camera System:

Cameras: Mobotix S15D FlexMount Dual Camera

Server: Rasilient ApplianceStor90

Software: Avigilon Control Center Server v6.8.6.4.

A. How It Works

The technology's primary functions are to provide live views and record video footage to a dedicated, secure server. The system is comprised of multiple cameras connected by data cables and infrastructure to the server. The footage is recorded on the server and stored for a limited amount of time.

Data collected or processed by the Veterans Building Surveillance Camera System will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

B. Benefits

The Department's use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

Health

Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

Environment

Criminal Justice

Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.

Jobs

Housing

Other

C. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

War Memorial believes the Veterans Building Surveillance Camera System poses potential risks to civil liberties in respect to dignity loss and loss of liberty.

An individual could be embarrassed or experience emotional distress if cameras capture behaviors, appearances, or circumstances by which they might feel humiliated. Examples include views of someone exhibiting an emotional outburst, a person's clothing or hair being disheveled, or someone having their physique ridiculed or leered at. Risks for loss of dignity are reduced by restricting access to live views, as well as recorded footage, to a limited number of trained Security staff. In addition, the cameras do not pan, tilt or zoom, thus removing possible temptation for system operators to use those features to follow or enhance views of individuals. Audio is also not recorded or enabled.

Loss of liberty could potentially occur if a person were to be misidentified as the perpetrator of a crime or other incident, making them subject to wrongful arrest. An innocent person might be similar in appearance to someone who committed an offense. Surveillance images could reinforce other circumstantial evidence tying the wrong person to a criminal incident. As an example, someone might be wearing clothing like clothing worn by someone seen leaving an office where a theft had just occurred. Loss of liberty risks due to misidentification of a subject in surveillance video is mitigated by restricting access to live views and recorded footage to a limited number of trained personnel.

D. Fiscal Analysis of Costs and Benefits

The Department's use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
<input checked="" type="checkbox"/> Financial Savings	Department Security Camera Systems will save on building or patrol officers.
<input checked="" type="checkbox"/> Time Savings	Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision

X Staff Safety Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.

X Data Quality Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.

Number of FTE (new & existing)	.25 of 1 8207's time 2.5% of 1 1093's time (est. 1 hour per week)	
Classification	8207 and 1093	
	Annual Cost	One-Time Cost
Total Salary & Fringe	\$32,697	
Software		\$4,260
Hardware/Equipment		\$14,730
Professional Services		\$5,520
Training		\$570
Other		\$140,000
Total Cost		\$197,777

The Department funds its use and maintenance of the surveillance technology through

The Veterans Building Surveillance Camera System is an existing system that was installed during the Veterans Building Seismic Retrofit and Renovation Project completed in 2015. A subsequent project to upgrade the Surveillance Camera server and software was completed in 2018. Of the Total Cost of \$197,777, \$165,080 has already been expended. Salary & Fringe costs of \$32,697 are ongoing annual costs. The War Memorial funds the ongoing costs associated with this system through its Annual Operating Budget.

COMPARISON TO OTHER JURISDICTIONS

Surveillance Cameras are currently utilized by other governmental entities for similar purposes.