



Surveillance Impact Report

Camera Management and Video Monitoring System
Fine Arts Museum

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 Camera Management and Video Monitoring System.

DESCRIPTION OF THE TECHNOLOGY

The Department’s mission is to connect our visitors with local and global art to promote their knowledge of and curiosity about the past, deepen their engagement with the art and ideas of today and stimulate their creative agency in their own futures.

In line with its mission, the Department uses Camera Management and Video Monitoring System to protect the City's valuable assets (art and building) and supports the Security Staff to do their job well, increasing productivity and safety. It reduces overall liability and risk for the City and assures the department’s ability to give the public access to the unique art collection and world-class exhibitions.

The Department shall use Camera Management and Video Monitoring System only for the following authorized purposes:

Authorized Use(s):

1. Live video monitoring feeds.
2. Recording of video and images.
3. Reviewing camera footage in the event of an incident.
4. Providing video footage or 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.

Fine Arts Museum technology may be deployed in the following locations, based on use case:

- In galleries and areas where art is present.
- External public areas outside the museum buildings

Technology Details

The following is a product description:

Autodome 600 Series Analog PTZ Cameras - 550 TVL 36x or 28x day/night cameras with 12x digital zoom and wide dynamic range

A. How It Works

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

To function, Camera Management and Video Monitoring System provides live views and record motion video footage to network video recorders (NVR). An NVR is a specialized computer system that includes a software program that records video in a digital format to a disk drive. The system is comprised of multiple cameras. The footage is recorded on the NVRs and stored. Data collected or processed by the Fine Arts Museums' 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.

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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 Camera Management and Video Monitoring System has the following benefits for the residents of the City and County of San Francisco:

Benefit	Description
·	Education
·	Community Development
·	Health
·	Environment
·	Criminal Justice
·	Jobs
·	Housing
X	Public Safety Assures our ability to give the public access to the unique art collection and world-class exhibitions.
·	Other

B. 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 Fine Arts Museum of San Francisco believes that the surveillance camera system poses potential risks to civil liberties with respect to dignity loss and loss of liberty. Individuals 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 the 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.

The administrative safeguards are that only certain roles have access to review video.

The technical safeguards are access is provided only to authorized individuals.

The physical safeguards are that video recorders are stored in a secured area that is monitored by cameras.

C. Fiscal Analysis of Costs and Benefits

The Department's use of Camera Management and Video Monitoring System yields the following business and operations benefits:

Benefit	Description
Financial Savings	
Time Savings	
X Staff Safety	It allows the museums to review footage as it relates to damage of the collections
Data Quality	
Other	

The fiscal cost, such as initial purchase, personnel and other ongoing costs, include:

Number of FTE (new & existing)	70	
Classification		
	<i>Annual Cost</i>	<i>One-Time Cost</i>

Total Salary & Fringe		
Software	\$15,000	\$25,000
Hardware/Equipment	\$10,000	\$600,000
Professional Services		Included in prior amount
Training	\$2,500	Included in prior amount
Other		
Total Cost	\$27,500	\$625,000

The Department funds its use and maintenance of the surveillance technology through a stipend from the City for maintenance. However, there are no current funding sources for the specified upgrade. The department has asked COIT to assist.

COMPARISON TO OTHER JURISDICTIONS

Camera Management and Video Monitoring System are currently utilized by other governmental entities for similar purposes.