



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.

Surveillance Oversight Review Dates

COIT Review: March 18, 2021

Board of Supervisors Review: TBD

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
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.

A. 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

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

X	Other	City Code of Conduct Violations/Criminal Acts – assists security and DHR investigations; Augments security foot patrols, deters criminal behavior, assists with emergency response
---	-------	--

B. 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.

C. 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.

	<i>Annual Cost</i>	<i>One-Time Cost</i>
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.

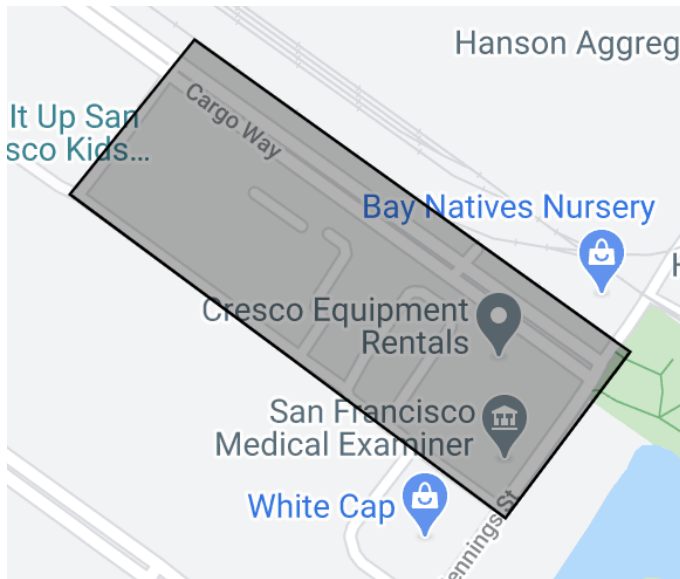
Appendix A: Crime Statistics

Department: City Administrator’s Office – Real Estate Division

Section 19B requires each department in their Surveillance Impact Report to respond to the following question if applicable, “the general location(s) [of the surveillance technology] may be deployed and crime statistics for any location(s).”

The City Administrator’s Office – Real Estate Division operates a total of 511 Security Cameras at the following locations:

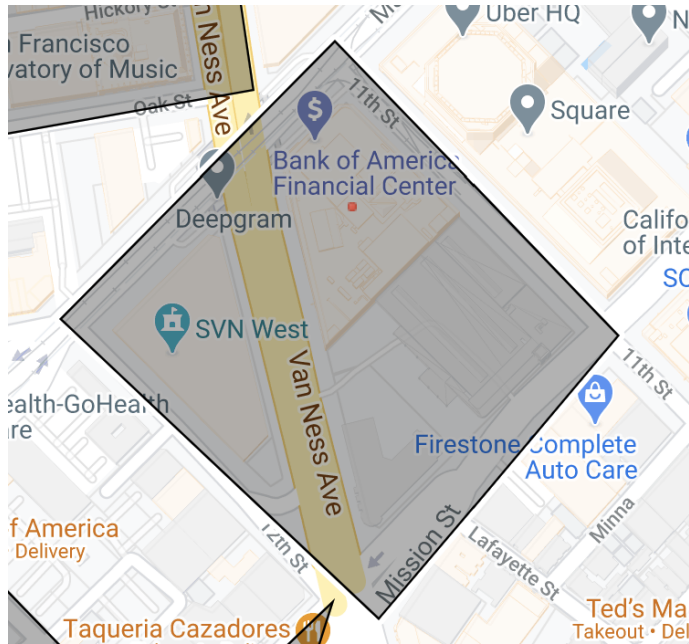
- Medical Examiner, 1 Newhall Street, San Francisco, CA 94124



[Image description: The image shows a screenshot of the Medical Examiner building.]

Incident Category	Number of SFPD Incidents	Percent
Assault	2	0.060606
Burglary	2	0.060606
Fire Report	1	0.030303
Forgery And Counterfeiting	1	0.030303
Larceny Theft	7	0.212121
Lost Property	1	0.030303
Malicious Mischief	2	0.060606
Missing Person	2	0.060606
Motor Vehicle Theft	7	0.212121
Non-Criminal	2	0.060606
Other Miscellaneous	2	0.060606
Robbery	1	0.030303
Stolen Property	1	0.030303

- 1 South Van Ness Avenue, San Francisco, CA 94103

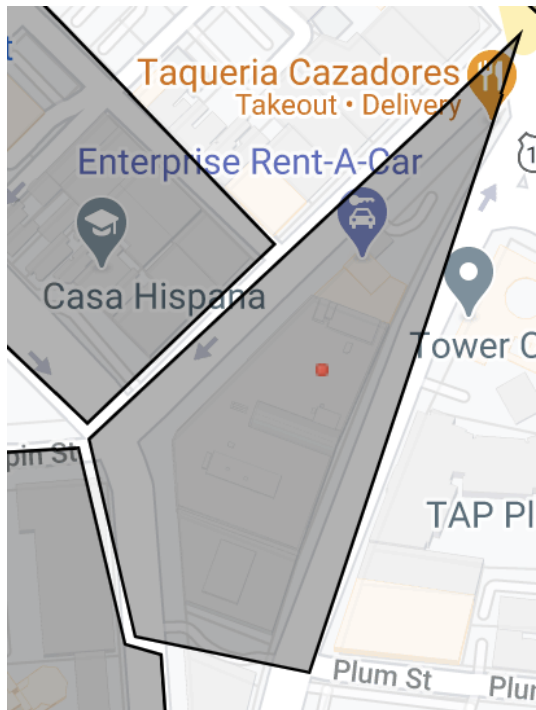


[Image description: The image shows a screenshot of a mapped area around the 1 South Van Ness Avenue building.]

Incident Category	Number of SFPD Incidents	Percent
Arson	2	0.011561
Assault	23	0.132948
Burglary	15	0.086705
Disorderly Conduct	7	0.040462
Drug Offense	2	0.011561
Family Offense	1	0.00578
Fire Report	2	0.011561
Forgery And Counterfeiting	1	0.00578
Fraud	4	0.023121
Larceny Theft	22	0.127168
Lost Property	4	0.023121
Malicious Mischief	11	0.063584
Missing Person	1	0.00578
Motor Vehicle Theft	3	0.017341
Non-Criminal	31	0.179191
Offences Against The Family And Children	4	0.023121
Other	2	0.011561
Other Miscellaneous	13	0.075145

Other Offenses	2	0.011561
Rape	1	0.00578
Robbery	2	0.011561
Stolen Property	1	0.00578
Suspicious Occ	7	0.040462
Traffic Violation Arrest	4	0.023121
Warrant	7	0.040462
Weapons Offense	1	0.00578

- 1650 Mission Street, San Francisco, CA 94103

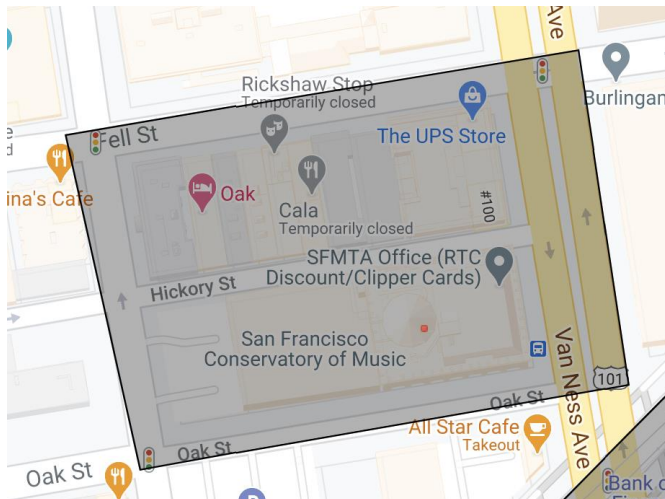


[Image description: The image shows a screenshot of a mapped area around the 1650 Mission Street building.]

Incident Category	Number of SFPD Incidents	Percent
Assault	11	0.099099
Burglary	7	0.063063
Courtesy Report	1	0.009009
Disorderly Conduct	7	0.063063
Fraud	5	0.045045
Larceny Theft	22	0.198198
Malicious Mischief	12	0.108108
Miscellaneous Investigation	4	0.036036
Missing Person	3	0.027027
Motor Vehicle Theft	2	0.018018
Non-Criminal	11	0.099099

Offences Against The Family And Children	5	0.045045
Other	2	0.018018
Other Miscellaneous	7	0.063063
Prostitution	1	0.009009
Robbery	1	0.009009
Suspicious Occ	4	0.036036
Traffic Violation Arrest	2	0.018018
Warrant	4	0.036036

- 25 Van Ness Avenue, San Francisco, CA 94102



[Image description: The image shows a screenshot of a mapped area around the 25 Van Ness Avenue building.]

Incident Category	Number of SFPD Incidents	Percent
Arson	1	0.006098
Assault	7	0.042683
Burglary	10	0.060976
Disorderly Conduct	1	0.006098
Drug Offense	1	0.006098
Embezzlement	1	0.006098
Fraud	7	0.042683
Larceny Theft	91	0.554878
Lost Property	1	0.006098
Malicious Mischief	12	0.073171
Missing Person	2	0.012195
Motor Vehicle Theft	5	0.030488
Non-Criminal	4	0.02439
Offences Against The Family And Children	4	0.02439
Other Miscellaneous	6	0.036585

Recovered Vehicle	2	0.012195
Robbery	2	0.012195
Suspicious Occ	3	0.018293
Traffic Violation Arrest	2	0.012195
Warrant	2	0.012195

- Central Shop, 450 Toland Street, San Francisco, CA 94124

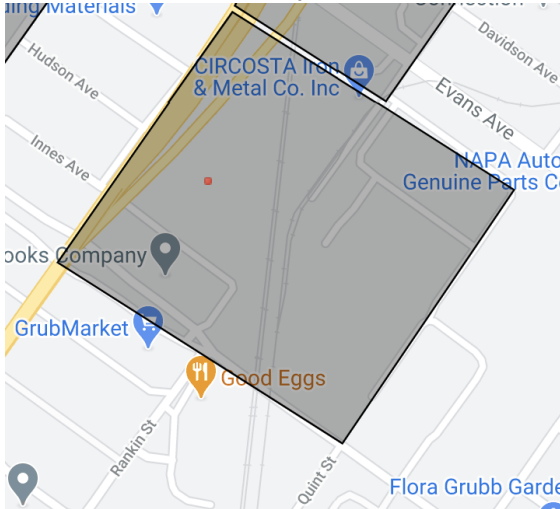


[Image description: The image shows a screenshot of a mapped area around the Central Shops building at 450 Toland Street.]

Incident Category	Number of SFPD Incidents	Percent
	4	0.033333
Arson	1	0.008333
Assault	5	0.041667
Burglary	5	0.041667
Disorderly Conduct	4	0.033333
Fire Report	1	0.008333
Fraud	3	0.025
Larceny Theft	52	0.433333
Malicious Mischief	5	0.041667
Miscellaneous Investigation	2	0.016667
Missing Person	1	0.008333
Motor Vehicle Theft	9	0.075
Non-Criminal	2	0.016667
Other Miscellaneous	9	0.075
Other Offenses	1	0.008333
Recovered Vehicle	2	0.016667

Robbery	3	0.025
Stolen Property	1	0.008333
Suspicious Occ	3	0.025
Traffic Violation Arrest	1	0.008333
Vandalism	1	0.008333
Warrant	1	0.008333
Weapons Offense	4	0.033333

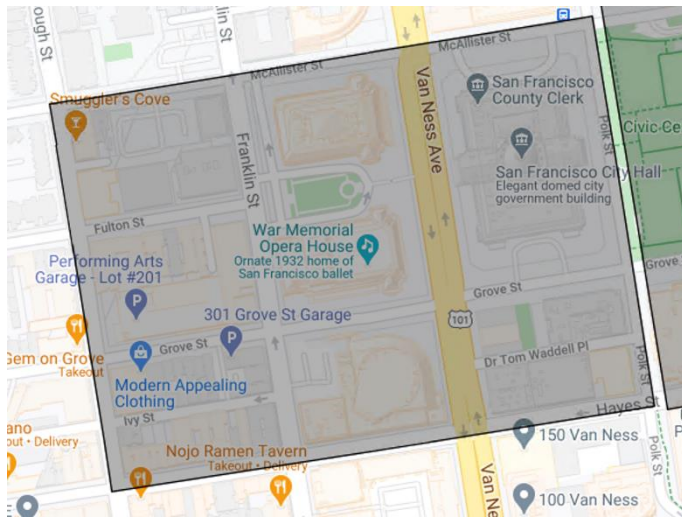
- Central Shop, 555 Selby Street, San Francisco, CA 94124



[Image description: The image shows a screenshot of a mapped area around the Central Shops building at 555 Selby.]

Incident Category	Number of SFPD Incidents	Percent
Arson	2	0.060606
Assault	3	0.090909
Burglary	2	0.060606
Fire Report	1	0.030303
Larceny Theft	7	0.212121
Malicious Mischief	2	0.060606
Miscellaneous Investigation	1	0.030303
Missing Person	1	0.030303
Motor Vehicle Theft	3	0.090909
Non-Criminal	3	0.090909
Other Miscellaneous	4	0.121212
Other Offenses	1	0.030303
Recovered Vehicle	1	0.030303
Stolen Property	1	0.030303
Weapons Offense	1	0.030303

- City Hall, 1 Dr Carlton B Goodlett Pl, San Francisco, CA 94102

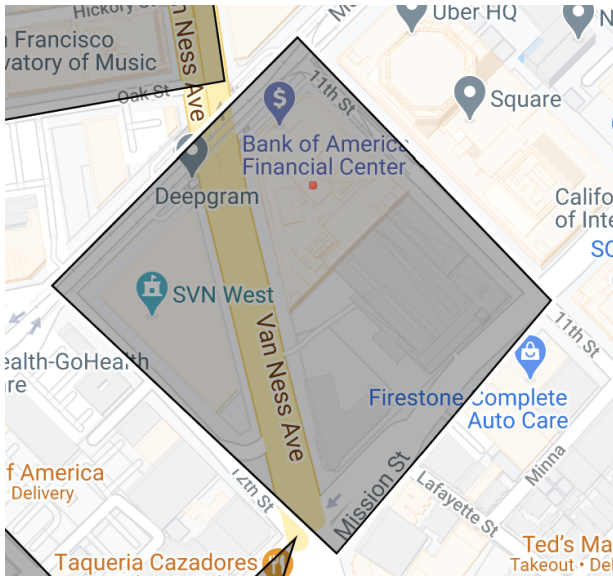


[Image description: The image shows a screenshot of a mapped area around the San Francisco City Hall building.]

Incident Category	Number of SFPD Incidents	Percent
Arson	1	0.001701
Assault	29	0.04932
Burglary	65	0.110544
Courtesy Report	1	0.001701
Disorderly Conduct	2	0.003401
Drug Offense	5	0.008503
Embezzlement	1	0.001701
Fire Report	1	0.001701
Forgery And Counterfeiting	1	0.001701
Fraud	10	0.017007
Larceny Theft	250	0.42517
Liquor Laws	1	0.001701
Lost Property	15	0.02551
Malicious Mischief	67	0.113946
Miscellaneous Investigation	3	0.005102
Missing Person	3	0.005102
Motor Vehicle Theft	30	0.05102
Non-Criminal	15	0.02551
Offences Against The Family And Children	7	0.011905
Other	8	0.013605
Other Miscellaneous	32	0.054422
Other Offenses	2	0.003401
Recovered Vehicle	1	0.001701
Robbery	5	0.008503
Stolen Property	3	0.005102

Suspicious Occ	4	0.006803
Traffic Violation Arrest	5	0.008503
Vandalism	2	0.003401
Vehicle Impounded	1	0.001701
Warrant	10	0.017007
Weapons Offense	7	0.011905

- 49 South Van Ness Avenue, San Francisco, CA 94103

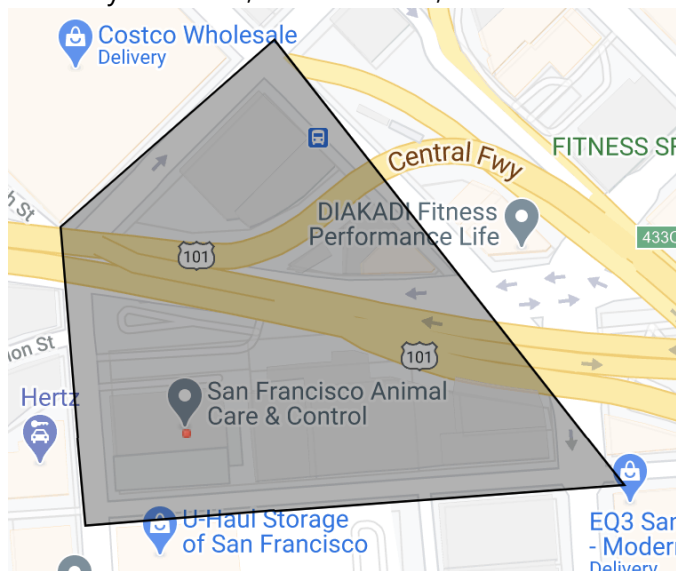


[Image description: The image shows a screenshot of a mapped area around the 49 Van Ness Avenue building.]

Incident Category	Number of SFPD Incidents	Percent
Arson	2	0.011561
Assault	23	0.132948
Burglary	15	0.086705
Disorderly Conduct	7	0.040462
Drug Offense	2	0.011561
Family Offense	1	0.00578
Fire Report	2	0.011561
Forgery And Counterfeiting	1	0.00578
Fraud	4	0.023121
Larceny Theft	22	0.127168
Lost Property	4	0.023121
Malicious Mischief	11	0.063584
Missing Person	1	0.00578
Motor Vehicle Theft	3	0.017341
Non-Criminal	31	0.179191

Offences Against The Family And Children	4	0.023121
Other	2	0.011561
Other Miscellaneous	13	0.075145
Other Offenses	2	0.011561
Rape	1	0.00578
Robbery	2	0.011561
Stolen Property	1	0.00578
Suspicious Occ	7	0.040462
Traffic Violation Arrest	4	0.023121
Warrant	7	0.040462
Weapons Offense	1	0.00578

- 1419 Bryant Street, San Francisco, CA 94103

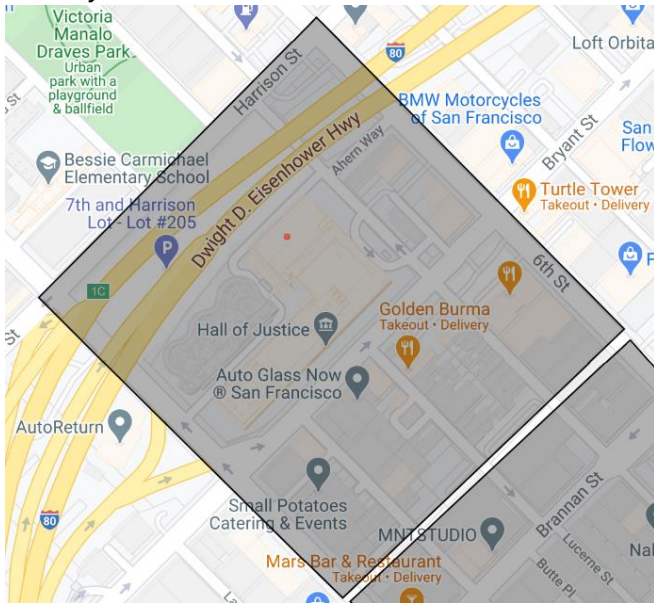


[Image description: The image shows a screenshot of a mapped area around the 1419 Bryant Street building, currently under construction.]

Incident Category	Number of SFPD Incidents	Percent
Assault	5	0.036765
Burglary	6	0.044118
Courtesy Report	1	0.007353
Disorderly Conduct	1	0.007353
Drug Offense	6	0.044118
Embezzlement	14	0.102941
Fire Report	2	0.014706
Forgery And Counterfeiting	2	0.014706
Fraud	3	0.022059
Larceny Theft	19	0.139706

Malicious Mischief	6	0.044118
Miscellaneous Investigation	2	0.014706
Missing Person	1	0.007353
Motor Vehicle Theft	28	0.205882
Non-Criminal	2	0.014706
Other Miscellaneous	24	0.176471
Other Offenses	2	0.014706
Recovered Vehicle	1	0.007353
Robbery	1	0.007353
Sex Offense	1	0.007353
Suspicious Occ	1	0.007353
Traffic Violation Arrest	2	0.014706
Vandalism	1	0.007353
Warrant	5	0.036765

- 850 Bryant Street, San Francisco, CA 94103



[Image description: The image shows a screenshot of a mapped area around the 850 Bryant Street building.]

Incident Category	Number of SFPD Incidents	Percent
Assault	8	0.019093
Burglary	4	0.009547
Case Closure	15	0.0358
Courtesy Report	5	0.011933
Disorderly Conduct	6	0.01432
Drug Offense	4	0.009547
Embezzlement	2	0.004773

Fire Report	1	0.002387
Forgery And Counterfeiting	7	0.016706
Fraud	11	0.026253
Human Trafficking, Commercial Sex Acts	1	0.002387
Larceny Theft	36	0.085919
Lost Property	7	0.016706
Malicious Mischief	23	0.054893
Miscellaneous Investigation	10	0.023866
Missing Person	8	0.019093
Motor Vehicle Theft	9	0.02148
Non-Criminal	14	0.033413
Offences Against The Family And Children	8	0.019093
Other Miscellaneous	16	0.038186
Robbery	2	0.004773
Sex Offense	135	0.322196
Suspicious	2	0.004773
Suspicious Occ	18	0.042959
Traffic Violation Arrest	2	0.004773
Vandalism	1	0.002387
Warrant	59	0.140811
Weapons Carrying Etc	3	0.00716
Weapons Offense	2	0.004773

Information on crime statistics in 2020 is provided by the San Francisco Police Department. Statistics are taken from a 1-block radius around the location of cameras. All information obtained through the San Francisco Open Data Portal: <https://datasf.org/opendata/>

In addition, the department maintains an internal incident log, which is available on request.