Annual Surveillance Reports

Resolution to Accept, per Admin Code Sec 19B.6

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Presentation to Board of Supervisors Rules Committee

March 25, 2024

List of Annual Reports Being Submitted

In compliance with Administrative Code Section 19B.6, the Committee on Information Technology (COIT) is pleased to submit Annual Surveillance Reports for the following technologies on behalf of their associated Departments:

- **Audio Recorders**: POL

- **Automated License Plate Readers ("ALPR")**: AIR, DPW, MTA, POL, REC

- **Biometric Processing Software and/or System:** JUV

- **Camera, Non-Security:** FIR, LIB, REC

- **Computer Time and Print Management System:** LIB

- **Drone**: FIR, DT, PRT, PUC, DPW, REC

- **Location Management System:** JUV

- **Radio Frequency Identification ("RFID")**: LIB

- **Security Cameras**: AAM, ADM-RED, AIR, ART, CSS, DEM, DHR, DPH, DT, FIR, HOM, HSA, LIB, MTA, PRT, PUC, REC, REG, RNT, WAR

- **Social Media Monitoring Technology:** LIB

- **Third-Party Cameras:** AIR, POL, WAR

Annual Surveillance Report Summary

Overview of 19B.6 Annual Surveillance Report

- Chapter 19B on the "Acquisition of Surveillance Technology" requires City Departments with BOS-approved Surveillance Technology Policies to complete an Annual Surveillance Report for each policy.

- The Annual Report offers Departments an opportunity to report any proposed changes to their policies, any violations that have occurred, any complaints received from the public, as well as the overall effectiveness of the technology in achieving its stated purpose.

Reports with no Changes

Many Departments proposed no changes and reported no violations or complaints with regards to their approved Surveillance Technology Policy and associated technology:

- **Audio Recorders:** Police

- **Automated License Plate Readers (ALPR):** Airport, Public Works, Police, Recreation & Park

- **Body-Worn Cameras:** Fire

- **Drones:** Public Works, Technology, Fire, Port, Recreation & Park

- **Radio Frequency Identification (RFID):** Public Library

- **Security Cameras:** Child Support Services, Elections, Emergency Management, Human Resources, Homelessness & Supportive Housing, Technology, Fire, Municipal Transportation Agency, Public Library, Recreation & Park, War Memorial

- **Third-Party Security Cameras:** Airport, Police, War Memorial

Reports with Violations or Complaints

- Two departments indicated violations or complaints. Upon discovery of issues, both departments took action and corrected the issue.

- Automated License Plate Readers (ALPR) - Municipal Transportation Agency

  - There was one data retention violation that occurred due to the system observing a vehicle twice and counting it as a hit. The vendor incorrectly assumed every hit was a violation. The department corrected the issue upon discovering it.

- Security Camera – Department of Public Health

  - The department conducted an audit and adjusted their security procedures to match the department policy.

Reports with Proposed Changes

Several Departments proposed changes to their Surveillance Technology Policies:

- Change in Authorized Job Titles
  - Camera, Non-Security – Public Library, Recreation and Park
  - Computer Time and Print Management System – Public Library
  - Drone – Public Utilities Commission
  - Security Camera – Public Utilities Commission, Rent Board
  - Social Media Monitoring Technology – Public Library
- Change in Technology (units added, replaced or ceased operation)
  - Biometric Processing Software and/or System – Juvenile Probation
  - Security Camera - Airport, Arts Commission, Asian Art Museum, City Admin. Office – Real Estate Division, Human Services Agency, Port,
- Change in Authorized Job Titles and Change in Technology (units added, replaced or ceased operation)
  - Biometric Processing Software and/or System – Juvenile Probation
  - Location Management System – Juvenile Probation

Thank you!

Questions?

Report Contents, Part I

1. Description of how Surveillance Technology is used

2. Description of whether and how often data from the technology was shared with outside entities

3. Summary of complaints or concerns from the public about the technology

4. Results of any internal audits of the technology required by the policy

5. Information, including crime statistics, to help the Board of Supervisors assess whether the effectiveness of the technology at achieving its identified purposes

6. Information on any related Public Records Act requests

Report Contents, Part II

7.   Annual costs attributed to the technology and the source of funding

8.   Any requested modifications to the Surveillance Technology Policy and a detailed basis for the request

9.   If the technology is hardware, a description of the physical objects the technology was installed upon, or in the case of software, a description of the data sources the technology was applied to

10. Description of products and services acquired or used in the preceding year that are not already included in the Surveillance Technology Policy

11. Summary of all requests for Board of Supervisors' approval for a Surveillance Technology Policy ordinance

Surveillance Technology Inventory Status
(as of January 31, 2023)

Status of Policy	Number of Policies
Board of Supervisor-Approved Policies	48
Upcoming Policies	137
Discontinued Policy	1

Surveillance Technology Inventory Status
(as of March 21, 2024)

Status of Policy	Number of Policies
Board of Supervisor-Approved Policies	55
Technologies with Upcoming Policies	49
Discontinued Policy	1