Surveillance Impact Report

San Francisco Public Library
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 Public Library (SFPL) system is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

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

Authorized Use(s):

> 1. Live monitoring to protect safety of SFPL staff, patrons and facilities.
> 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:

• Bayview Branch Library
• CARS Building at 750 Brannan Street
• Chinatown Branch Library
• Eureka Valley Branch Library
• Main Library
• Marina Branch Library
• Mission Bay Branch Library
• Ortega Branch Library
• Park Branch Library
• Presidio Branch Library
• Richmond Branch Library

Surveillance Oversight Review Dates
COIT Review: March 18, 2021
Board of Supervisors Review: TBD

• Support Services building at 190 9th Street
• Visitation Valley Branch Library
• Western Addition Branch Library
• Ocean View Branch Library

Technology Details

The following is a product description:

The P2000 security management system helps buildings achieve maximum security while increasing efficiencies and lowering costs. Built on open standards and compatible with virtually any third party program, the P2000 can integrate multiple businesses, buildings and security systems to achieve interactive, real-time security management. The P2000's built-in web browser allows users to access the platform from a central location — or remotely, through web-connected devices.

    A.   How It Works

To function, security cameras record and retain video footage of public and non-public spaces within and on the exterior of the facilities of the San Francisco Public Library. That video footage is stored on a server system that lives on the 6th Floor of the Main Library. Video footage is then accessible for review by authorized users.

Data collected or processed from the 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

X	Health	Protect safety of SFPL 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 other authorized persons following an incident or upon request.
☐	Jobs	
☐	Housing	
☐	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 San Francisco Public Library strives to mitigate all potential civil rights impacts through responsible technology and associated data use policies and procedures and intends to use security cameras and their associated data exclusively for authorized use cases. All other uses, including active surveillance of San Francisco residents or groups, are expressly prohibited.

The security cameras are used within library facilities and adjoining perimeter to protect SFPL staff, patrons and facilities. Without proper safeguards in place, the use of these security cameras could result in dignity loss, discrimination, loss of liberty and/or loss of trust. The quality of the video captured through the security cameras may vary in quality due to lighting, motion or other factors, which may lead to mis-identification and other subsequent impacts such as loss of liberty. Correspondingly, the video may not correctly convey intent and viewers may interpret actions captured as threatening or menacing which may have a more benign interpretation, leading to possible issues of discrimination and loss of dignity. Incidents such as these collectively could lead to a loss of trust in the institution of the San Francisco Public Library and municipal government in general.

To protect security camera data from potential breach, misuse or abuse that may result in civil rights impacts, data is maintained on secure servers located on the premises of the 6th Floor of the Main Library, staff are trained on proper usage of the technology and protocols for documenting requests and safeguarding information are followed. Only persons authorized to utilize the data may access this information.

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.
X	Service Levels	Security cameras will enhance effectiveness of incident response and result in improved level of service.

The total annual fiscal cost, including initial purchase, personnel and other ongoing costs is:	
Number of FTE (new & existing)	0.10 FTE
Classification	1822 Administrative Analyst; 9976 ILS Administrator.
	Annual Cost / *One-Time Cost*
Software	*$16,128*
Hardware/Equipment	*$15,170*
Professional Services	*$23,611*
Training	*$0*
Other (Salary/Fringe)	*$33,557*
Total Cost	*$88,466*

2.1 Please disclose any current or potential sources of funding (e.g. potential sources = prospective grant recipients, etc.). [SIR, ASR]
Library Preservation Fund.

The Department funds its use and maintenance of the surveillance technology through the Library Preservation Fund.

COMPARISON TO OTHER JURISDICTIONS

Johnson Controls P2000 Security Management System - Video System is currently utilized by other governmental entities for similar purposes.
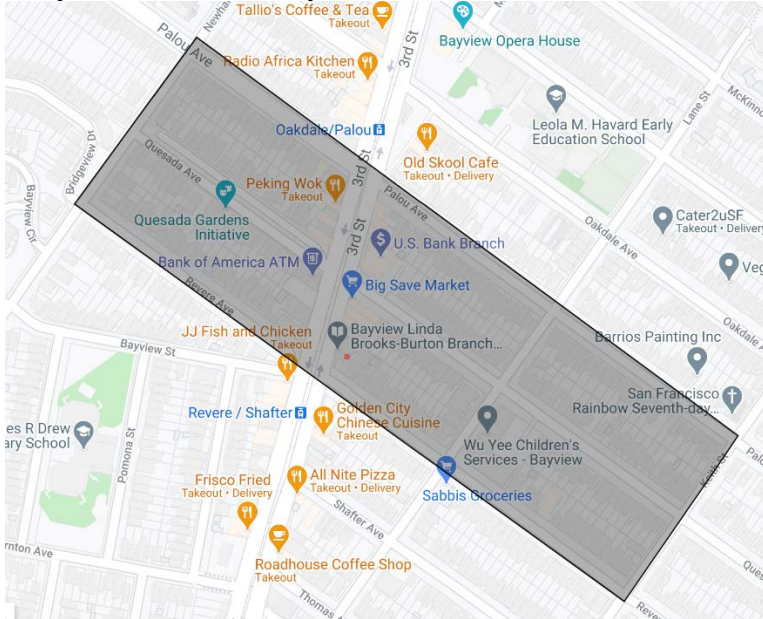
Appendix A: Crime Statistics

Department: San Francisco Public Library

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 San Francisco Public Library operates a total of 155 Security Cameras at the following locations:

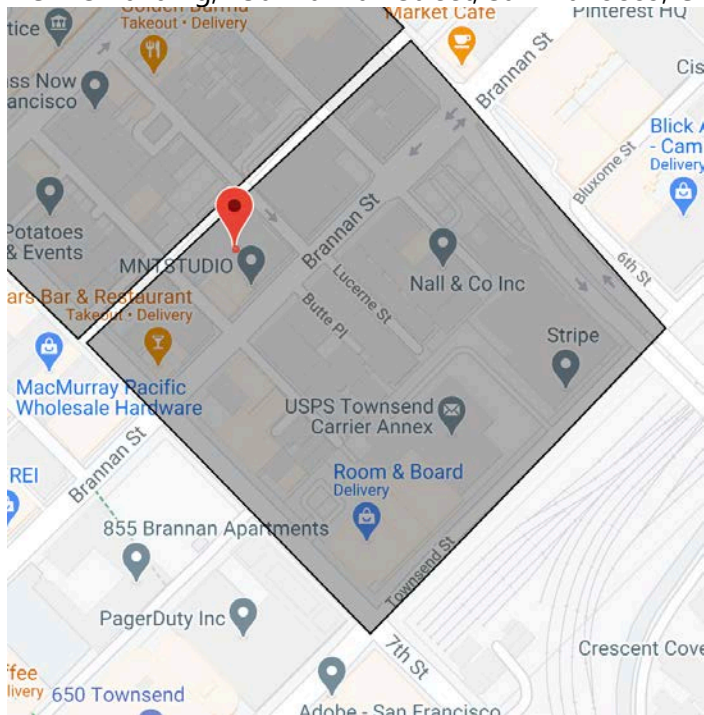- Bayview Branch Library, 5075 3rd Street, San Francisco, CA 94124

[Image description: The image shows a screenshot of a mapped area around Bayview Branch Library.]

Incident Category	Number of SFPD Incidents	Percent
Assault	38	0.149606
Burglary	6	0.023622
Courtesy Report	1	0.003937
Disorderly Conduct	9	0.035433
Drug Offense	4	0.015748
Forgery And Counterfeiting	1	0.003937
Fraud	7	0.027559
Larceny Theft	34	0.133858
Lost Property	5	0.019685
Malicious Mischief	18	0.070866
Miscellaneous Investigation	5	0.019685
Missing Person	5	0.019685
Motor Vehicle Theft	27	0.106299

Non-Criminal	6	0.023622
Offences Against The Family And Children	7	0.027559
Other Miscellaneous	27	0.106299
Other Offenses	6	0.023622
Robbery	8	0.031496
Suspicious Occ	7	0.027559
Traffic Collision	3	0.011811
Traffic Violation Arrest	7	0.027559
Warrant	13	0.051181
Weapons Carrying Etc	5	0.019685
Weapons Offense	5	0.019685

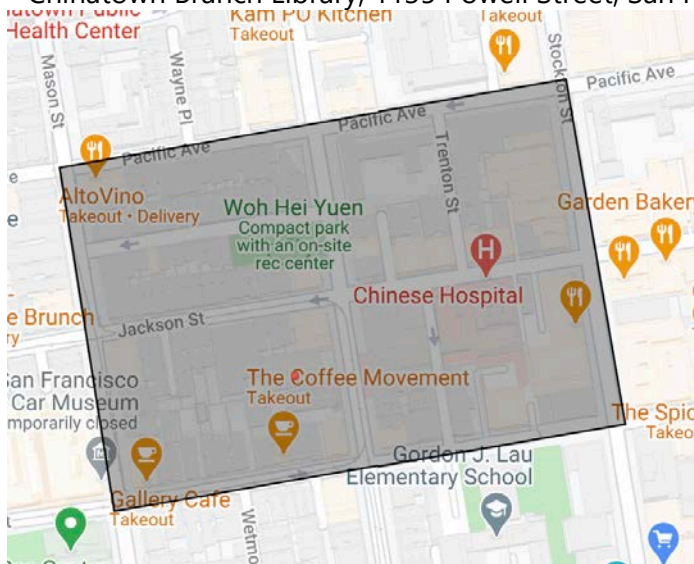• CARS Building, 750 Brannan Street, San Francisco, CA 94103

[Image description: The image shows a screenshot of a mapped area around the CARS Building at 750 Brannan Street.]

Incident Category	Number of SFPD Incidents	Percent
Arson	2	0.021505
Assault	4	0.043011
Burglary	11	0.11828
Disorderly Conduct	1	0.010753
Drug Offense	1	0.010753
Forgery And Counterfeiting	1	0.010753
Fraud	1	0.010753
Larceny Theft	23	0.247312

Malicious Mischief	14	0.150538
Missing Person	4	0.043011
Motor Vehicle Theft	4	0.043011
Non-Criminal	6	0.064516
Other Miscellaneous	10	0.107527
Robbery	1	0.010753
Stolen Property	1	0.010753
Suicide	2	0.021505
Suspicious Occ	1	0.010753
Warrant	5	0.053763
Weapons Offense	1	0.010753

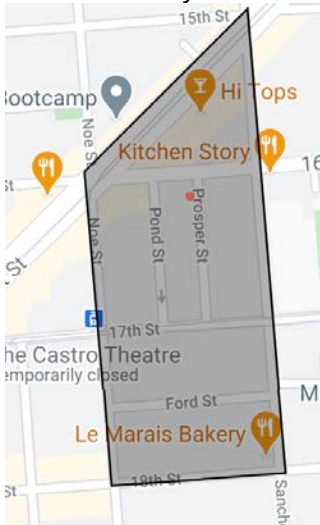• Chinatown Branch Library, 1135 Powell Street, San Francisco, CA 94108

[Image description: The image shows a screenshot of a mapped area around Chinatown Branch Library.]

Incident Category	Number of SFPD Incidents	Percent
Arson	1	0.004098
Assault	13	0.053279
Burglary	14	0.057377
Disorderly Conduct	8	0.032787
Drug Offense	2	0.008197
Forgery And Counterfeiting	3	0.012295
Fraud	12	0.04918
Larceny Theft	54	0.221311
Lost Property	11	0.045082
Malicious Mischief	20	0.081967
Miscellaneous Investigation	4	0.016393

Missing Person	6	0.02459
Motor Vehicle Theft	17	0.069672
Non-Criminal	17	0.069672
Offences Against The Family And Children	7	0.028689
Other	4	0.016393
Other Miscellaneous	19	0.077869
Robbery	5	0.020492
Sex Offense	2	0.008197
Stolen Property	4	0.016393
Suspicious Occ	11	0.045082
Traffic Violation Arrest	1	0.004098
Warrant	4	0.016393
Weapons Carrying Etc	3	0.012295
Weapons Offense	2	0.008197

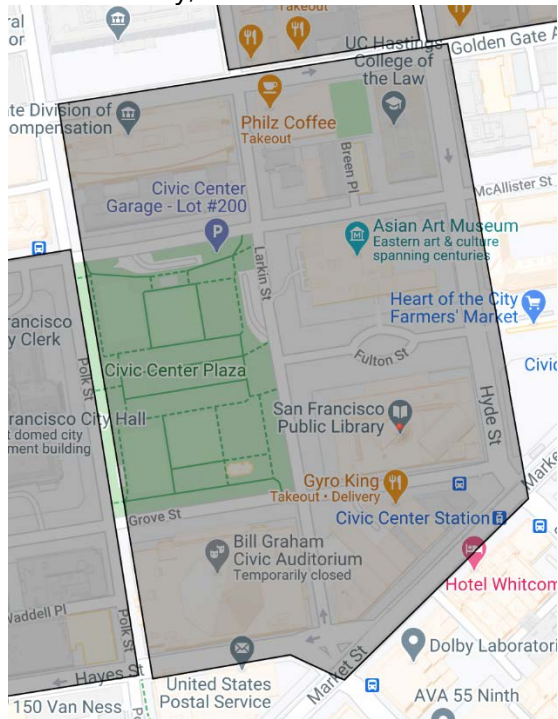• Eureka Valley Branch Library, 1 Jose Sarria Court, San Francisco, CA 94114

[Image description: The image shows a screenshot of a mapped area around Eureka Valley Branch Library.]

Incident Category	Number of SFPD Incidents	Percent
	2	0.004357
Arson	3	0.006536
Assault	26	0.056645
Burglary	43	0.093682
Civil Sidewalks	1	0.002179
Disorderly Conduct	1	0.002179
Drug Offense	8	0.017429
Forgery And Counterfeiting	4	0.008715

Fraud	20	0.043573
Larceny Theft	86	0.187364
Lost Property	5	0.010893
Malicious Mischief	47	0.102397
Miscellaneous Investigation	5	0.010893
Missing Person	4	0.008715
Motor Vehicle Theft	28	0.061002
Non-Criminal	28	0.061002
Offences Against The Family And Children	20	0.043573
Other	3	0.006536
Other Miscellaneous	57	0.124183
Other Offenses	1	0.002179
Recovered Vehicle	1	0.002179
Robbery	7	0.015251
Sex Offense	7	0.015251
Stolen Property	3	0.006536
Suspicious Occ	15	0.03268
Traffic Violation Arrest	6	0.013072
Vandalism	1	0.002179
Warrant	25	0.054466
Weapons Carrying Etc	2	0.004357

• Main Library, 100 Larkin Street San Francisco, CA 94102

[Image description: The image shows a screenshot of a mapped area around Main Library.]

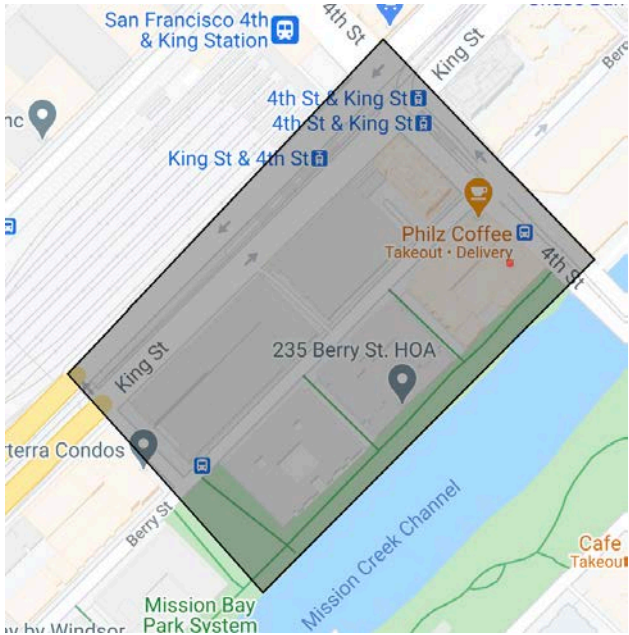| Incident Category	Number of SFPD Incidents	Percent
	5	0.002798
Arson	1	0.00056
Assault	123	0.06883
Burglary	23	0.012871
Courtesy Report	5	0.002798
Disorderly Conduct	16	0.008954
Drug Offense	640	0.358142
Drug Violation	1	0.00056
Fire Report	1	0.00056
Forgery And Counterfeiting	7	0.003917
Fraud	25	0.01399
Larceny Theft	159	0.088976
Lost Property	26	0.01455
Malicious Mischief	63	0.035255
Miscellaneous Investigation	9	0.005036
Missing Person	19	0.010632
Motor Vehicle Theft	33	0.018467
Non-Criminal	137	0.076665
Offences Against The Family And Children	29	0.016228
Other	31	0.017348
Other Miscellaneous	148	0.08282
Other Offenses	15	0.008394
Prostitution	1	0.00056
Recovered Vehicle	13	0.007275
Robbery	43	0.024063
Sex Offense	3	0.001679
Stolen Property	2	0.001119
Suspicious Occ	37	0.020705
Traffic Collision	4	0.002238
Traffic Violation Arrest	34	0.019026
Vandalism	3	0.001679
Vehicle Impounded	1	0.00056
Warrant	104	0.058198
Weapons Carrying Etc	13	0.007275
Weapons Offense	13	0.007275

• Marina Branch Library, 1890 Chestnut Street San Francisco, CA 94123

[Image description: The image shows a screenshot of a mapped area around Marina Branch Library.]

Incident Category	Number of SFPD Incidents	Percent
Assault	9	0.069231
Burglary	23	0.176923
Disorderly Conduct	3	0.023077
Fraud	3	0.023077
Larceny Theft	51	0.392308
Lost Property	6	0.046154
Malicious Mischief	6	0.046154
Miscellaneous Investigation	1	0.007692
Motor Vehicle Theft	6	0.046154
Non-Criminal	6	0.046154
Offences Against The Family And Children	2	0.015385
Other Miscellaneous	7	0.053846
Robbery	3	0.023077
Suspicious Occ	2	0.015385
Traffic Violation Arrest	1	0.007692
Warrant	1	0.007692

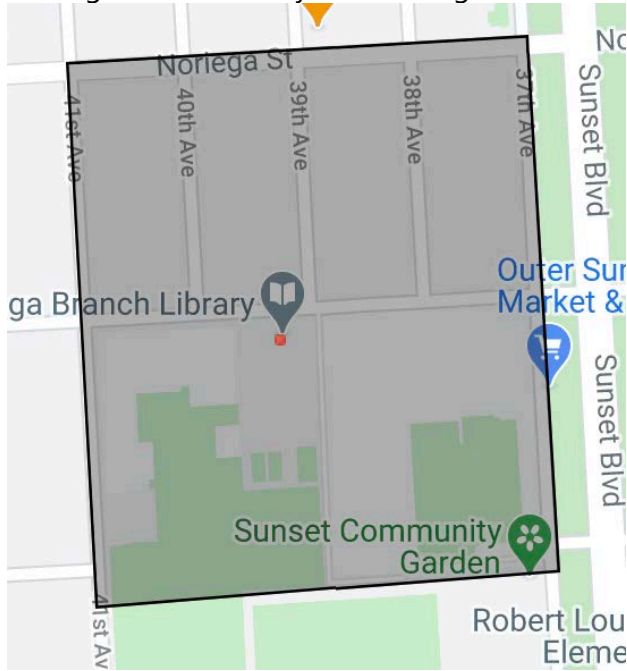• Mission Bay Branch Library, 960 4th Street San Francisco, CA 94158

[Image description: The image shows a screenshot of a mapped area around Mission Bay Branch Library.]

Incident Category	Number of SFPD Incidents	Percent
Arson	2	0.007874
Assault	26	0.102362
Burglary	26	0.102362
Disorderly Conduct	5	0.019685
Drug Offense	2	0.007874
Fraud	10	0.03937
Larceny Theft	57	0.224409
Lost Property	12	0.047244
Malicious Mischief	14	0.055118
Missing Person	9	0.035433
Motor Vehicle Theft	8	0.031496
Non-Criminal	31	0.122047
Offences Against The Family And Children	3	0.011811
Other	5	0.019685
Other Miscellaneous	18	0.070866
Robbery	7	0.027559
Stolen Property	2	0.007874
Suspicious	1	0.003937
Suspicious Occ	7	0.027559
Traffic Violation Arrest	2	0.007874
Vandalism	1	0.003937
Warrant	2	0.007874

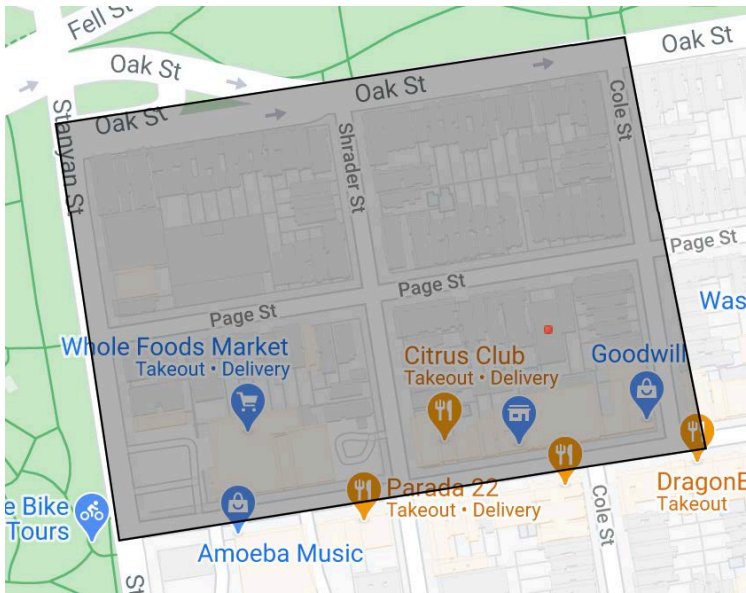|		
Weapons Carrying Etc	1	0.003937
Weapons Offense	3	0.011811

- Ortega Branch Library, 3223 Ortega Street, San Francisco CA, CA 94122

[Image description: The image shows a screenshot of a mapped area around Ortega Branch Library.]

Incident Category	Number of SFPD Incidents	Percent
Arson	1	0.022727
Assault	1	0.022727
Burglary	6	0.136364
Courtesy Report	1	0.022727
Disorderly Conduct	3	0.068182
Family Offense	1	0.022727
Fraud	3	0.068182
Larceny Theft	12	0.272727
Malicious Mischief	2	0.045455
Miscellaneous Investigation	1	0.022727
Missing Person	1	0.022727
Motor Vehicle Theft	3	0.068182
Non-Criminal	4	0.090909
Other Miscellaneous	2	0.045455
Robbery	2	0.045455
Vandalism	1	0.022727

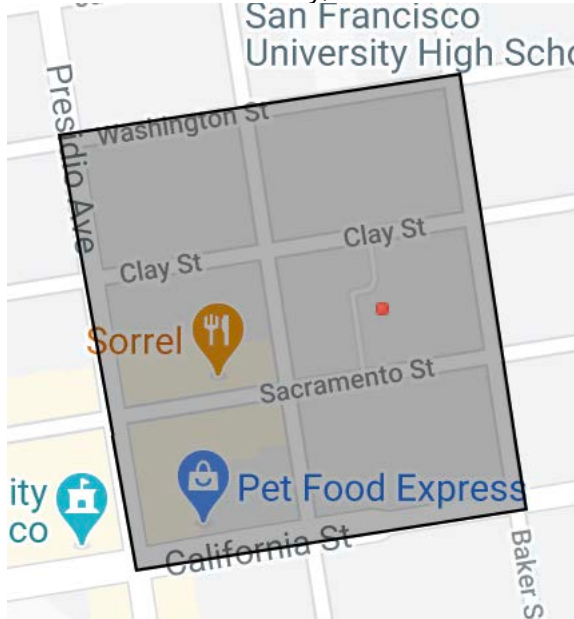- Park Branch Library, 1833 Page Street San Francisco, CA 94117

[Image description: The image shows a screenshot of a mapped area around Park Branch Library.]

Incident Category	Number of SFPD Incidents	Percent
Arson	1	0.004878
Assault	8	0.039024
Burglary	14	0.068293
Civil Sidewalks	4	0.019512
Disorderly Conduct	4	0.019512
Drug Offense	4	0.019512
Forgery And Counterfeiting	3	0.014634
Fraud	4	0.019512
Larceny Theft	78	0.380488
Lost Property	10	0.04878
Malicious Mischief	14	0.068293
Miscellaneous Investigation	1	0.004878
Missing Person	2	0.009756
Motor Vehicle Theft	9	0.043902
Non-Criminal	13	0.063415
Offences Against The Family And Children	2	0.009756
Other	1	0.004878
Other Miscellaneous	7	0.034146
Other Offenses	2	0.009756
Robbery	3	0.014634
Suspicious	1	0.004878
Suspicious Occ	8	0.039024
Traffic Violation Arrest	1	0.004878
Vandalism	1	0.004878

Warrant	7	0.034146
Weapons Carrying Etc	1	0.004878
Weapons Offense	2	0.009756

• Presidio Branch Library, 3150 Sacramento Street San Francisco, CA 94115

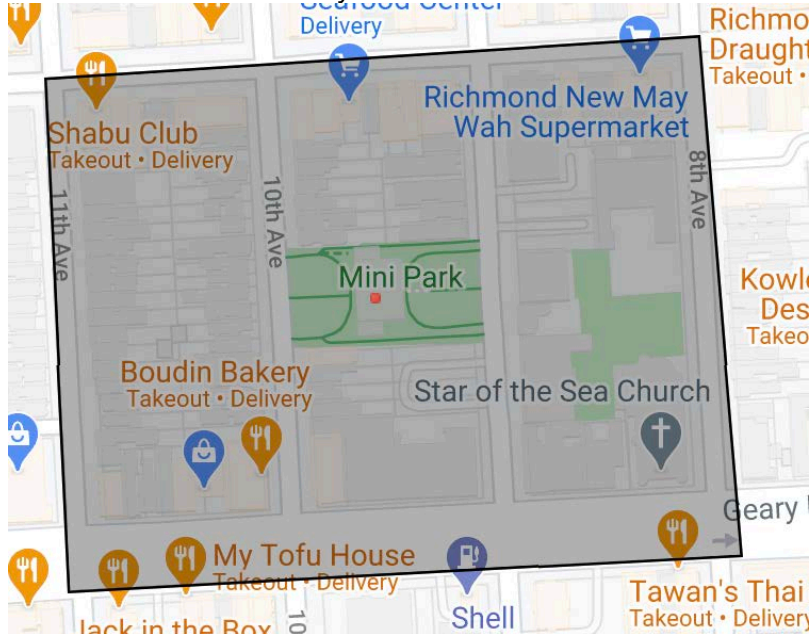
[Image description: The image shows a screenshot of a mapped area around Presidio Branch Library.]

Incident Category	Number of SFPD Incidents	Percent
	1	0.007692
Assault	4	0.030769
Burglary	25	0.192308
Disorderly Conduct	1	0.007692
Forgery And Counterfeiting	1	0.007692
Fraud	4	0.030769
Larceny Theft	40	0.307692
Lost Property	3	0.023077
Malicious Mischief	14	0.107692
Miscellaneous Investigation	4	0.030769
Missing Person	2	0.015385
Motor Vehicle Theft	10	0.076923
Non-Criminal	7	0.053846
Other Miscellaneous	6	0.046154
Other Offenses	1	0.007692
Robbery	1	0.007692
Suspicious Occ	2	0.015385

Traffic Collision	1	0.007692
Vandalism	1	0.007692
Weapons Carrying Etc	1	0.007692
Weapons Offense	1	0.007692

• Richmond Branch Library, 351 9th Avenue, San Francisco, CA 94118
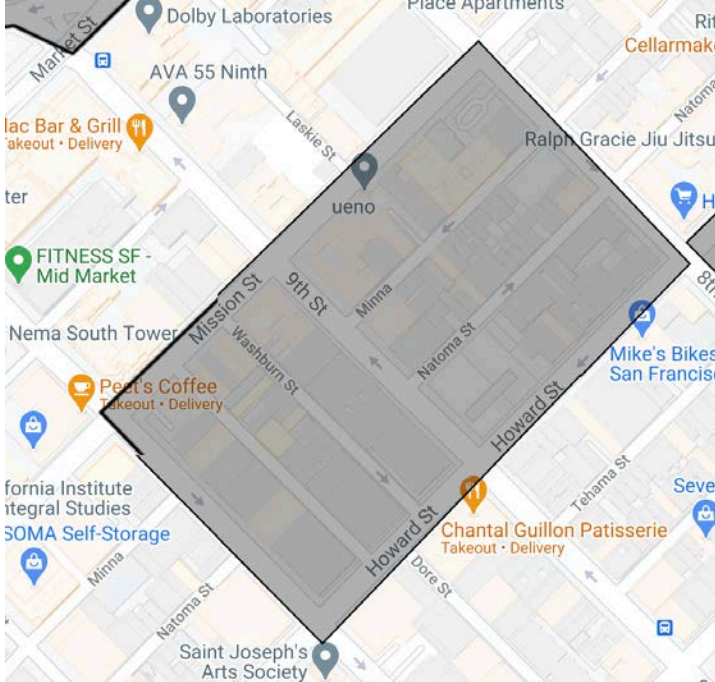

[Image description: The image shows a screenshot of a mapped area around Richmond Branch Library.]

Incident Category	Number of SFPD Incidents	Percent
Assault	13	0.057522
Burglary	21	0.09292
Disorderly Conduct	2	0.00885
Family Offense	1	0.004425
Human Trafficking (A), Commercial Sex Acts	1	0.004425
Larceny Theft	89	0.393805
Lost Property	11	0.048673
Malicious Mischief	26	0.115044
Miscellaneous Investigation	2	0.00885
Missing Person	1	0.004425
Motor Vehicle Theft	7	0.030973
Non-Criminal	7	0.030973
Offences Against The Family And Children	2	0.00885
Other	1	0.004425
Other Miscellaneous	18	0.079646

Other Offenses	1	0.004425
Recovered Vehicle	1	0.004425
Robbery	8	0.035398
Suspicious Occ	4	0.017699
Traffic Violation Arrest	2	0.00885
Warrant	5	0.022124
Weapons Offense	3	0.013274

• Support Services Building, 190 9th Street, San Francisco, CA 94103
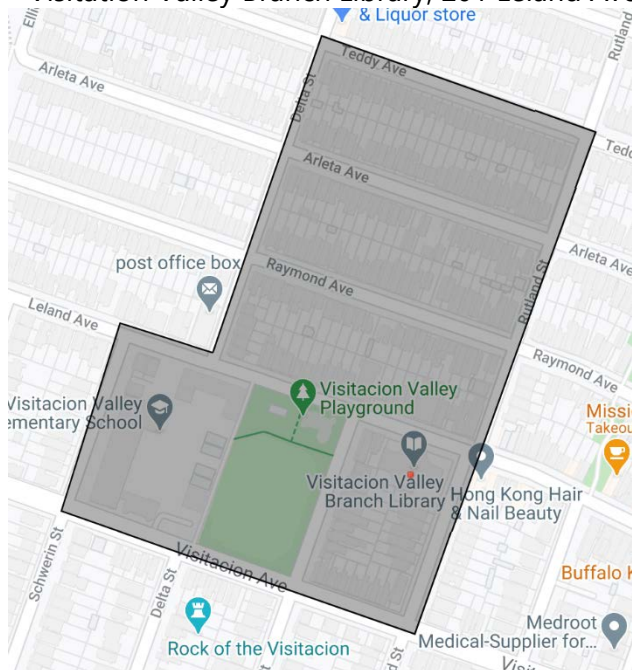

[Image description: The image shows a screenshot of a mapped area around Support Services Building at 190 9th Street.]

Incident Category	Number of SFPD Incidents	Percent
	7	0.007865
Arson	1	0.001124
Assault	72	0.080899
Burglary	54	0.060674
Disorderly Conduct	16	0.017978
Drug Offense	119	0.133708
Forgery And Counterfeiting	1	0.001124
Fraud	16	0.017978
Larceny Theft	137	0.153933
Lost Property	8	0.008989
Malicious Mischief	76	0.085393
Miscellaneous Investigation	12	0.013483

Missing Person	10	0.011236
Motor Vehicle Theft	28	0.031461
Non-Criminal	84	0.094382
Offences Against The Family And Children	18	0.020225
Other	20	0.022472
Other Miscellaneous	74	0.083146
Other Offenses	6	0.006742
Rape	1	0.001124
Recovered Vehicle	3	0.003371
Robbery	17	0.019101
Sex Offense	3	0.003371
Stolen Property	4	0.004494
Suspicious Occ	19	0.021348
Traffic Collision	2	0.002247
Traffic Violation Arrest	16	0.017978
Vandalism	4	0.004494
Warrant	48	0.053933
Weapons Carrying Etc	6	0.006742
Weapons Offense	8	0.008989

- Visitation Valley Branch Library, 201 Leland Avenue San Francisco, CA 94134
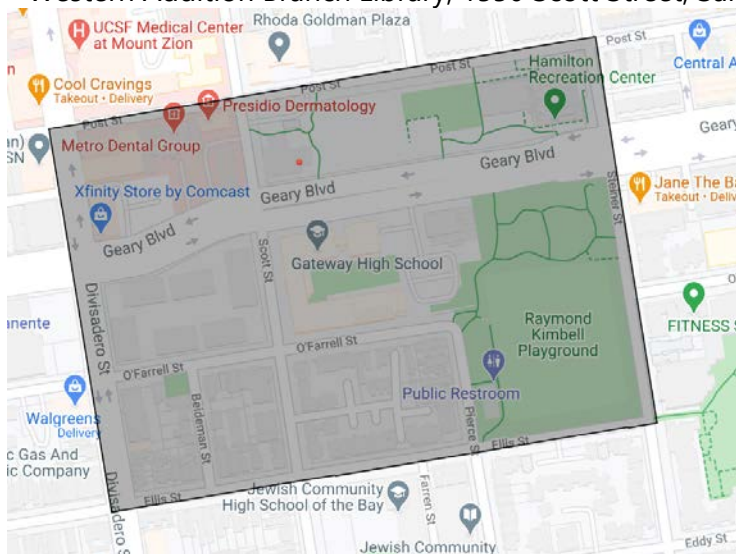

[Image description: The image shows a screenshot of a mapped area around the Visitation Valley Branch.]

Incident Category	Number of SFPD Incidents	Percent

Arson	1	0.012821
Assault	7	0.089744
Burglary	4	0.051282
Family Offense	1	0.012821
Fire Report	1	0.012821
Fraud	8	0.102564
Larceny Theft	19	0.24359
Malicious Mischief	5	0.064103
Motor Vehicle Theft	10	0.128205
Non-Criminal	2	0.025641
Offences Against The Family And Children	3	0.038462
Other Miscellaneous	7	0.089744
Recovered Vehicle	1	0.012821
Robbery	3	0.038462
Suspicious Occ	3	0.038462
Vandalism	1	0.012821
Vehicle Impounded	1	0.012821
Weapons Carrying Etc	1	0.012821

• Western Addition Branch Library, 1550 Scott Street, San Francisco, CA 94115
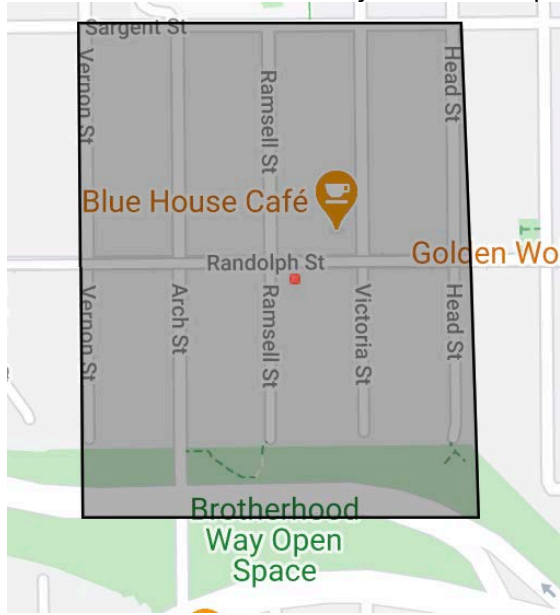

[Image description: The image shows a screenshot of a mapped area around the Western Addition Branch.]

Incident Category	Number of SFPD Incidents	Percent
Assault	17	0.050445
Burglary	23	0.068249
Courtesy Report	1	0.002967
Disorderly Conduct	5	0.014837

Drug Offense	1	0.002967
Embezzlement	1	0.002967
Fraud	15	0.04451
Larceny Theft	124	0.367953
Lost Property	5	0.014837
Malicious Mischief	31	0.091988
Missing Person	2	0.005935
Motor Vehicle Theft	10	0.029674
Non-Criminal	22	0.065282
Offences Against The Family And Children	10	0.029674
Other	2	0.005935
Other Miscellaneous	20	0.059347
Other Offenses	3	0.008902
Robbery	12	0.035608
Sex Offense	1	0.002967
Stolen Property	3	0.008902
Suspicious Occ	9	0.026706
Traffic Violation Arrest	1	0.002967
Vandalism	1	0.002967
Vehicle Misplaced	1	0.002967
Warrant	12	0.035608
Weapons Carrying Etc	1	0.002967
Weapons Offense	4	0.011869

• Ocean View Branch Library, 345 Randolph Street, San Francisco, CA 94132

[Image description: The image shows a screenshot of a mapped area around the Ocean View Branch.]

Incident Category	Number of SFPD Incidents	Percent
	1	0.017241
Assault	3	0.051724
Burglary	1	0.017241
Disorderly Conduct	2	0.034483
Forgery And Counterfeiting	1	0.017241
Fraud	5	0.086207
Larceny Theft	6	0.103448
Lost Property	1	0.017241
Malicious Mischief	4	0.068966
Miscellaneous Investigation	2	0.034483
Missing Person	3	0.051724
Motor Vehicle Theft	10	0.172414
Non-Criminal	4	0.068966
Offences Against The Family And Children	1	0.017241
Other	2	0.034483
Other Miscellaneous	3	0.051724
Other Offenses	1	0.017241
Robbery	2	0.034483
Suspicious Occ	4	0.068966
Warrant	1	0.017241
Weapons Offense	1	0.017241

Information on crime statistics in 2020 in this area is provided by the San Francisco Police Department. Statistics are taken from a 1-block radius around the location of cameras. All information is 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.