

1 [Administrative Code - Approval of Surveillance Technology Policies for Multiple City  
2 Departments]

3 **Ordinance approving Surveillance Technology Policies governing the use of 1) Audio**  
4 **Recorders (ShotSpotter) by the Police Department, 2) Automatic License Plate Readers**  
5 **by the Airport, Department of Public Works, Recreation and Parks Department, and**  
6 **Police Department, 3) Drones by the Fire Department, Port, Department of Public**  
7 **Works, Public Utilities Commission, Recreation and Parks Department, and Department**  
8 **of Technology, 4) Security Cameras by the Airport, Arts Commission, Asian Art**  
9 **Museum, Department of Child Support Services, City Administrator, Department of**  
10 **Technology, Department of Emergency Management, Fire Department, Department of**  
11 **Homelessness and Supportive Housing, Department of Human Resources, Human**  
12 **Services Agency, Library, Municipal Transportation Agency, Port, Public Utilities**  
13 **Commission, Department of Public Health, Recreation and Parks Department, Rent**  
14 **Board, and War Memorial, and 5) Radio Frequency Identification by the Library; making**  
15 **required findings in support of said approvals; and amending the Administrative Code**  
16 **to require departments to post each Board-approved Surveillance Technology Policy**  
17 **on the department website.**

18 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
19 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
20 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.  
21 **Board amendment additions** are in double-underlined Arial font.  
22 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
23 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
24 subsections or parts of tables.

25 Be it ordained by the People of the City and County of San Francisco:

Section 1. Background.

1 (a) Administrative Code Chapter 19B (“Chapter 19B”), established in 2019 with the  
2 enactment of Ordinance Nos. 103-19 and 107-19, requires that City Departments obtain  
3 Board of Supervisors approval of a Surveillance Technology Policy to use existing  
4 Surveillance Technology; but Chapter 19B permits Departments that already were in the  
5 possession of or using Surveillance Technology to continue to possess and use the  
6 Surveillance Technology and the sharing of data from the Surveillance Technology, until such  
7 time as the Board approves a Surveillance Technology Policy for such Departments.

8 (b) Beginning in August 2019, and continuing over the following several months,  
9 Departments submitted to the Committee on Information Technology (“COIT”) inventories of  
10 their existing Surveillance Technology and also, for existing Surveillance Technology,  
11 submitted a Surveillance Impact Report.

12 (c) Following receipt of the inventories and Surveillance Impact Reports, COIT and its  
13 subcommittee, the Privacy and Surveillance Advisory Board (“PSAB”), conducted multiple  
14 public hearings at which COIT and PSAB considered both the inventories and Surveillance  
15 Impact Reports for existing Surveillance Technology. Following those hearings, COIT  
16 developed Surveillance Technology Policies for multiple Departments, covering five  
17 categories of Surveillance Technology:

- 18 (1) Audio Recorder (ShotSpotter)
- 19 (2) Automatic License Plate Readers (ALPR)
- 20 (3) Drones (Unmanned Aircraft Systems)
- 21 (4) Security Cameras
- 22 (5) Radio Frequency Identification (RFID)

23 (e) COIT, together with PSAB, developed Department-specific Surveillance  
24 Technology Policies as well as a consolidated Surveillance Technology Policy for use by  
25 multiple Departments, in those five categories. COIT has recommended that the Board of

1 Supervisors approve the Surveillance Technology Policies delineated in Sections 2 through 6  
2 of this ordinance. This ordinance approves those proposed Surveillance Technology Policies,  
3 each of which is available in Board File No. 210559 and is incorporated herein by reference.

4 (f) Terms used in this ordinance have the meaning set forth in Chapter 19B.

5  
6 Section 2. Audio Recorder (ShotSpotter): Police Department.

7 (a) Current Status. The Police Department (“SFPD”) currently possesses and uses  
8 Audio Recorder (“ShotSpotter”).

9 (b) Purpose. SFPD uses ShotSpotter to record gunshot sounds in order to locate the  
10 origin of the gunshots and also to find shell casings evidence. {

11 (c) Surveillance Impact Report. SFPD submitted to COIT a Surveillance Impact  
12 Report for ShotSpotter. A copy of the SFPD Surveillance Impact Report for ShotSpotter is in  
13 Board File No. 210559, and is incorporated herein by reference.

14 (d) Public Hearings. Between August 28, 2020 and January 21, 2021, inclusive, COIT  
15 and PSAB conducted a total of five public hearings at which they considered the ShotSpotter  
16 Surveillance Impact Report and developed a Surveillance Technology Policy for ShotSpotter.  
17 A copy of the Surveillance Technology Policy for SFPD’s use of ShotSpotter (“ShotSpotter  
18 Policy”) is in Board File No. 210559, and is incorporated herein by reference.

19 (e) COIT Recommendation. On January 21, 2021, COIT voted to recommend the  
20 ShotSpotter Policy to the Board of Supervisors for approval.

21 (f) Findings. The Board of Supervisors hereby finds that ShotSpotter’s benefits  
22 outweigh its costs and risks, that the ShotSpotter Policy will safeguard civil liberties and civil  
23 rights, and that the uses and deployments of ShotSpotter, as set forth in the ShotSpotter  
24 Policy, will not be based upon discriminatory or viewpoint-based factors or have a disparate  
25 impact on any community or Protected Class.

1 (g) Approval of Policy. The Board of Supervisors hereby approves the ShotSpotter  
2 Policy under which SFPD may continue to possess and use ShotSpotter.

3  
4 Section 3. Automatic License Plate Readers (“ALPR”): Four Departments (Airport,  
5 Department of Public Works, Police Department, Recreation and Parks Department).

6 (a) Current Status. The following Departments currently possess and use Automatic  
7 License Plate Readers:

8 Airport (“SFO”)

9 Department of Public Works (“DPW”)

10 Recreation and Parks Department (“RPD”)

11 SFPD

12 (b) SFO.

13 (1) Purpose. SFO uses an ALPR known as the Ground Transportation  
14 Management System (“GTMS”) to (A) track the activity of permitted commercial ground  
15 transportation at the San Francisco International Airport; (B) collect trip fees in the event an  
16 operator’s transponder fails to read; and (C) support SFO and local, state, federal, and  
17 regional public safety departments in the identification of vehicles associated with targets of  
18 investigations, including locating stolen, wanted, and other vehicles that are the subject of  
19 investigation, and locating victims, witnesses, suspects, and others associated with a law  
20 enforcement investigation.

21 (2) Surveillance Impact Report. SFO submitted to COIT a Surveillance Impact  
22 Report for GTMS. A copy of the SFO Surveillance Impact Report for GTMS is in Board File  
23 No. 210559, and is incorporated herein by reference.

24 (3) Public Hearings. On September 25, 2020 and February 4, 2021, COIT and  
25 PSAB conducted a total of two public hearings at which they considered the Surveillance

1 Impact Report and developed a Surveillance Technology Policy for GTMS. A copy of the  
2 Surveillance Technology Policy for SFO's use of GTMS ("GTMS Policy") is in Board File No.  
3 210559, and is incorporated herein by reference.

4 (4) COIT Recommendation. On February 4, 2021, COIT voted to recommend  
5 the GTMS Policy to the Board of Supervisors for approval.

6 (5) Findings. The Board of Supervisors hereby finds that GTMS' benefits  
7 outweigh its costs and risks, that the GTMS Policy will safeguard civil liberties and civil rights,  
8 and that the uses and deployments of GTMS, as set forth in the GTMS Policy, will not be  
9 based upon discriminatory or viewpoint-based factors or have a disparate impact on any  
10 community or Protected Class.

11 (6) Approval of Policy. The Board of Supervisors hereby approves the GTMS  
12 Policy under which SFO may continue to possess and use GTMS.

13 (c) DPW.

14 (1) Purpose. DPW uses an ALPR known as the OnSight Portable License  
15 Plate Reader ("OnSight") to discourage illegal dumping onto City streets.

16 (2) Surveillance Impact Report. DPW submitted to COIT a Surveillance Impact  
17 Report for OnSight. A copy of the DPW Surveillance Impact Report for OnSight is in Board  
18 File No. 210559, and is incorporated herein by reference.

19 (3) Public Hearings. Between July 24, 2020 and September 17, 2020,  
20 inclusive, COIT and PSAB conducted a total of three public hearings at which they considered  
21 the Surveillance Impact Report and developed a Surveillance Technology Policy for OnSight.  
22 A copy of the Surveillance Technology Policy for DPW's use of OnSight ("OnSight Policy") is  
23 in Board File No. 210559, and is incorporated herein by reference.

24 (4) COIT Recommendation. On September 17, 2020, COIT voted to  
25 recommend the OnSight Policy to the Board of Supervisors for approval.

1 (5) Findings. The Board of Supervisors hereby finds that OnSight’s benefits  
2 outweigh its costs and risks, that the OnSight Policy will safeguard civil liberties and civil  
3 rights, and that the uses and deployments of OnSight, as set forth in the OnSight Policy, will  
4 not be based upon discriminatory or viewpoint-based factors or have a disparate impact on  
5 any community or Protected Class.

6 (6) Approval of Policy. The Board of Supervisors hereby approves the OnSight  
7 Policy under which DPW may continue to possess and use OnSight.

8 (d) RPD.

9 (1) Purpose. RPD uses an ALPR (“RPD ALPR”) to (A) support local, state,  
10 federal, and regional public safety departments in the identification of vehicles associated with  
11 targets of criminal investigations, including investigations of serial crimes; (B) protect the  
12 public and RPD staff at special events from misconduct and/or violent confrontations; and (C)  
13 protect critical infrastructure sites from vandalism, theft, and damage.

14 (2) Surveillance Impact Report. RPD submitted to COIT a Surveillance Impact  
15 Report for the RPD ALPR. A copy of the RPD Surveillance Impact Report for the RPD ALPR  
16 is in Board File No. 210559, and is incorporated herein by reference.

17 (3) Public Hearings. Between August 28, 2020 and February 4, 2021, inclusive,  
18 COIT and PSAB conducted a total of three public hearings at which they considered the  
19 Surveillance Impact Report and developed a Surveillance Technology Policy for the RPD  
20 ALPR. A copy of the Surveillance Technology Policy for RPD’s use of the RPD ALPR (“RPD  
21 ALPR Policy”) is in Board File No. 210559, and is incorporated herein by reference.

22 (4) COIT Recommendation. On February 4, 2021, COIT voted to recommend  
23 the RPD ALPR Policy to the Board of Supervisors for approval.

24 (5) Findings. The Board of Supervisors hereby finds that the RPD ALPR’s  
25 benefits outweigh its costs and risks, that the RPD ALPR Policy will safeguard civil liberties

1 and civil rights, and that the uses and deployments of the RPD ALPR, as set forth in the RPD  
2 ALPR Policy, will not be based upon discriminatory or viewpoint-based factors or have a  
3 disparate impact on any community or Protected Class.

4 (6) Approval of Policy. The Board of Supervisors hereby approves the RPD  
5 ALPR Policy under which RPD may continue to possess and use the RPD ALPR.

6 (e) SFPD.

7 (1) Purpose. SFPD uses an ALPR (“SFPD ALPR”) to (A) locate stolen, wanted,  
8 and/or other vehicles that are the subject of investigation; (B) apprehend wanted persons  
9 subject to arrest warrants or who are otherwise lawfully sought by law enforcement; (C) locate  
10 victims, witnesses, suspects, missing children, adults, and/or elderly individuals, including in  
11 response to Amber Alerts and Silver Alerts and others associated with a law enforcement  
12 investigation; (D) assist with criminal investigations initiated by local, state, and regional public  
13 safety departments by identifying vehicles associated with targets of criminal investigations;  
14 (E) identify potential threats to critical infrastructure sites; and (F) investigate major crimes as  
15 authorized by law.

16 (2) Surveillance Impact Report. SFPD submitted to COIT a Surveillance Impact  
17 Report for the SFPD ALPR. A copy of the SFPD Surveillance Impact Report for the SFPD  
18 ALPR is in Board File No. 210559, and is incorporated herein by reference.

19 (3) Public Hearings. Between August 14, 2020 and January 21, 2021,  
20 inclusive, COIT and PSAB conducted a total of four public hearings at which they considered  
21 the Surveillance Impact Report and developed a Surveillance Technology Policy for the SFPD  
22 ALPR. A copy of the Surveillance Technology Policy for SFPD’s use of the SFPD ALPR  
23 (“SFPD ALPR Policy”) is in Board File No. 210559, and is incorporated herein by reference.

24 (4) COIT Recommendation. On January 21, 2021, COIT voted to recommend  
25 the SFPD ALPR Policy to the Board of Supervisors for approval.

1 (5) Findings. The Board of Supervisors hereby finds that the SFPD ALPR’s  
2 benefits outweigh its costs and risks, that the SFPD ALPR Policy will safeguard civil liberties  
3 and civil rights, and that the uses and deployments of the SFPD ALPR, as set forth in the  
4 SFPD ALPR Policy, will not be based upon discriminatory or viewpoint-based factors or have  
5 a disparate impact on any community or Protected Class.

6 (6) Approval of Policy. The Board of Supervisors hereby approves the SFPD  
7 ALPR Policy under which the SFPD may continue to possess and use the SFPD ALPR.

8  
9 Section 4. Drones (Unmanned Aircraft Systems): Six Departments (Department of  
10 Public Works, Department of Technology, Fire Department, Port, Public Utilities Commission,  
11 and Recreation and Parks Department).

12 (a) Current Status. The following Departments currently possess and use Drones,  
13 which are also known as Unmanned Aircraft Systems (“Drones”):

- 14 DPW
- 15 Department of Technology (“DT”)
- 16 Fire Department (“Fire”)
- 17 Port
- 18 Public Utilities Commission (“PUC”)
- 19 RPD

20 (b) DPW.

21 (1) Purpose. DPW uses Drones (“DPW Drones”) for (A) disaster preparedness  
22 and response; (B) environmental monitoring and documentation; (C) inspections and surveys  
23 of DPW properties and assets; (D) inspections and documentation of DPW projects; and (E)  
24 surveying and mapping data collection.

1 (2) Surveillance Impact Report. DPW submitted to COIT a Surveillance Impact  
2 Report for DPW Drones. A copy of the Surveillance Impact Report for DPW Drones is in  
3 Board File No. 210559, and is incorporated herein by reference.

4 (3) Public Hearings. Between February 28, 2020 and July 17, 2021, inclusive,  
5 COIT and PSAB conducted a total of three public hearings at which they considered the  
6 Surveillance Impact Report and developed a Surveillance Technology Policy for DPW Drones.  
7 A copy of the Surveillance Technology Policy for DPW's use of Drones ("DPW Drone Policy")  
8 is in Board File No. 210559, and is incorporated herein by reference.

9 (4) COIT Recommendation. On July 17, 2020, COIT voted to recommend the  
10 DPW Drone Policy to the Board of Supervisors for approval.

11 (5) Findings. The Board of Supervisors hereby finds that the benefits of DPW  
12 Drones outweigh their costs and risks, that the DPW Drone Policy will safeguard civil liberties  
13 and civil rights, and that the uses and deployments of DPW Drones, as set forth in the DPW  
14 Drone Policy, will not be based upon discriminatory or viewpoint-based factors or have a  
15 disparate impact on any community or Protected Class.

16 (6) Approval of Policy. The Board of Supervisors hereby approves the DPW  
17 Drone Policy under which DPW may continue to possess and use DPW Drones.

18 (c) DT.

19 (1) Purpose. DT uses Drones ("DT Drones") for (A) video production, including  
20 the capture of video stills and photographs as elements of SFGovTV's video productions, in  
21 order to broadcast completed videos on SFGovTV's cable channels and YouTube account;  
22 and (B) the development of marketing and promotional videos for City Departments.

23 (2) Surveillance Impact Report. DT submitted to COIT a Surveillance Impact  
24 Report for DT Drones. A copy of the Surveillance Impact Report for DT Drones is in Board  
25 File No. 210559, and is incorporated herein by reference.

1 (3) Public Hearings. Between February 28, 2020 and July 17, 2021, inclusive,  
2 COIT and PSAB conducted a total of three public hearings at which they considered the  
3 Surveillance Impact Report and developed a Surveillance Technology Policy for DT Drones.  
4 A copy of the Surveillance Technology Policy for DT's use of Drones ("DT Drone Policy") is in  
5 Board File No. 210559, and is incorporated herein by reference.

6 (4) COIT Recommendation. On July 17, 2020, COIT voted to recommend the  
7 DT Drone Policy to the Board of Supervisors for approval.

8 (5) Findings. The Board of Supervisors hereby finds that the benefits of DT  
9 Drones outweigh their costs and risks, that the DT Drone Policy will safeguard civil liberties  
10 and civil rights, and that the uses and deployments of DT Drones, as set forth in the DT Drone  
11 Policy, will not be based upon discriminatory or viewpoint-based factors or have a disparate  
12 impact on any community or Protected Class.

13 (6) Approval of Policy. The Board of Supervisors hereby approves the DT  
14 Drone Policy under which PUC may continue to possess and use PUC Drones.

15 (d) Fire.

16 (1) Purpose. Fire uses Drones ("Fire Drones") for (A) disaster response  
17 assessment and district surveys; (B) building fire reconnaissance; (C) search and rescue; and  
18 (D) training assessment and evaluation.

19 (2) Surveillance Impact Report. Fire submitted to COIT a Surveillance Impact  
20 Report for Fire Drones. A copy of the Surveillance Impact Report for Fire Drones is in Board  
21 File No. 210559, and is incorporated herein by reference.

22 (3) Public Hearings. Between February 28, 2020 and July 17, 2021, inclusive,  
23 COIT and PSAB conducted a total of three public hearings at which they considered the  
24 Surveillance Impact Report and developed a Surveillance Technology Policy for Fire Drones.  
25

1 A copy of the Surveillance Technology Policy for Fire’s use of Drones (“Fire Drone Policy”) is  
2 in Board File No. 210559, and is incorporated herein by reference.

3 (4) COIT Recommendation. On July 17, 2020, COIT voted to recommend the  
4 Fire Drone Policy to the Board of Supervisors for approval.

5 (5) Findings. The Board of Supervisors hereby finds that the benefits of Fire  
6 Drones outweigh their costs and risks, that the Fire Drone Policy will safeguard civil liberties  
7 and civil rights, and that the uses and deployments of the Fire Drones, as set forth in the Fire  
8 Drone Policy, will not be based upon discriminatory or viewpoint-based factors or have a  
9 disparate impact on any community or Protected Class.

10 (6) Approval of Policy. The Board of Supervisors hereby approves the Fire  
11 Drone Policy under which Fire may continue to possess and use the Fire Drones.

12 (e) Port.

13 (1) Purpose. The Port uses Drones (“Port Drones”) for (A) disaster response  
14 and recovery by providing high resolution images during response and recovery operations  
15 after a disaster; (B) facility inspections by providing high resolution images during engineering  
16 and environmental surveys and assessments of Port properties; and (C) marketing by  
17 capturing Port Drones footage to be used in marketing materials for the promotion of activities  
18 and opportunities at the Port.

19 (2) Surveillance Impact Report. The Port submitted to COIT a Surveillance  
20 Impact Report for Port Drones. A copy of the Surveillance Impact Report for Port Drones is in  
21 Board File No. 210559, and is incorporated herein by reference.

22 (3) Public Hearings. Between February 28, 2020 and July 17, 2021, inclusive,  
23 COIT and PSAB conducted a total of three public hearings at which they considered the  
24 Surveillance Impact Report and developed a Surveillance Technology Policy for Port Drones.  
25

1 A copy of the Surveillance Technology Policy for the Port’s use of Drones (“Port Drone  
2 Policy”) is in Board File No. 210559, and is incorporated herein by reference.

3 (4) COIT Recommendation. On July 17, 2020, COIT voted to recommend the  
4 Port Drone Policy to the Board of Supervisors for approval.

5 (5) Findings. The Board of Supervisors hereby finds that the benefits of Port  
6 Drones outweigh their costs and risks, that the Port Drone Policy will safeguard civil liberties  
7 and civil rights, and that the uses and deployments of Port Drones, as set forth in the Port  
8 Drone Policy, will not be based upon discriminatory or viewpoint-based factors or have a  
9 disparate impact on any community or Protected Class.

10 (6) Approval of Policy. The Board of Supervisors hereby approves the Port  
11 Drone Policy under which Port may continue to possess and use Port Drones.

12 (f) PUC.

13 (1) Purpose. The PUC uses Drones (“PUC Drones”) for (A) construction  
14 management, including inspection of project sites for contract and environmental compliance;  
15 (B) environmental monitoring and documentation, including monitoring of vegetation type and  
16 health, wildlife, and streams and reservoirs; (C) inspections, including conducting surveys and  
17 assessments of San Francisco PUC properties and assets, including surveys of bay and  
18 ocean outfalls, large wastewater collections, and power lines; (D) disaster relief to record  
19 footage of damage and assess the role PUC may play in responding to such disasters; and  
20 (E) marketing and public education, including capturing footage of the watershed.

21 (2) Surveillance Impact Report. The PUC submitted to COIT a Surveillance  
22 Impact Report for PUC Drones. A copy of the Surveillance Impact Report for PUC Drones is  
23 in Board File No. 210559, and is incorporated herein by reference.

24 (3) Public Hearings. Between February 28, 2020 and July 17, 2021, inclusive,  
25 COIT and PSAB conducted a total of three public hearings at which they considered the

1 Surveillance Impact Report and developed a Surveillance Technology Policy for PUC Drones.  
2 A copy of the Surveillance Technology Policy for PUC’s use of Drones (“PUC Drone Policy”)  
3 is in Board File No. 210559, and is incorporated herein by reference.

4 (4) COIT Recommendation. On July 17, 2020, COIT voted to recommend the  
5 PUC Drone Policy to the Board of Supervisors for approval.

6 (5) Findings. The Board of Supervisors hereby finds that the benefits of PUC  
7 Drones outweigh their costs and risks, that the PUC Drone Policy will safeguard civil liberties  
8 and civil rights, and that the uses and deployments of PUC Drones, as set forth in the PUC  
9 Drone Policy, will not be based upon discriminatory or viewpoint-based factors or have a  
10 disparate impact on any community or Protected Class.

11 (6) Approval of Policy. The Board of Supervisors hereby approves the PUC  
12 Drone Policy under which PUC may continue to possess and use PUC Drones.

13 (g) RPD.

14 (1) Purpose. RPD uses Drones (“RPD Drones”) for (A) disaster preparedness  
15 and response, including post-disaster mitigation, logistical support for emergency routing, life  
16 safety, and cleanup efforts, and protection of physical assets, public spaces, and human life;  
17 (B) environmental monitoring and documentation; (C) inspection and surveys of properties  
18 and assets; (D) inspection and documentation of projects; and (E) data collection for surveys  
19 and mapping.

20 (2) Surveillance Impact Report. RPD submitted to COIT a Surveillance Impact  
21 Report for RPD Drones. A copy of the Surveillance Impact Report for RPD Drones is in Board  
22 File No. 210559, and is incorporated herein by reference.

23 (3) Public Hearings. Between February 28, 2020 and July 17, 2021, inclusive,  
24 COIT and PSAB conducted a total of three public hearings at which they considered the  
25 Surveillance Impact Report and developed a Surveillance Technology Policy for RPD Drones.

1 A copy of the Surveillance Technology Policy for RPD’s use of Drones (“RPD Drone Policy”)  
2 is in Board File No. 210559, and is incorporated herein by reference.

3 (4) COIT Recommendation. On July 17, 2020, COIT voted to recommend the  
4 RPD Drone Policy to the Board of Supervisors for approval.

5 (5) Findings. The Board of Supervisors hereby finds that the benefits of RPD  
6 Drones outweigh their costs and risks, that the RPD Drone Policy will safeguard civil liberties  
7 and civil rights, and that the uses and deployments of RPD Drones, as set forth in the RPD  
8 Drone Policy, will not be based upon discriminatory or viewpoint-based factors or have a  
9 disparate impact on any community or Protected Class.

10 (6) Approval of Policy. The Board of Supervisors hereby approves the RPD  
11 Drone Policy under which RPD may continue to possess and use RPD Drones.

12  
13 Section 5. Security Cameras: Nineteen Departments.

14 (a) Current Status. The following Departments currently possess and use security  
15 cameras:

16 SFO

17 Arts Commission

18 Asian Art Museum

19 Department of Child Support Services (“DCSS”)

20 City Administrator

21 DT

22 Department of Emergency Management (“DEM”)

23 Fire

24 Department of Homelessness and Supportive Housing (DHSH”)

25 Department of Human Resources (“DHR”)

- 1 Human Services Agency (“HSA”)
- 2 Library
- 3 Municipal Transportation Agency (“MTA”)
- 4 Port
- 5 PUC
- 6 Department of Public Health (“DPH”)
- 7 RPD
- 8 Rent Board
- 9 War Memorial

10 As set forth below, COIT developed a consolidated security camera policy for use by  
11 16 of the above 19 Departments that currently use security cameras, and Department-specific  
12 policies for the remaining three (MTA, Library, and PUC).

13 (b) Consolidated Departments Security Camera Policy.

14 (1) COIT developed a security camera policy for the Departments listed below,  
15 which, for purposes of this Section 5, shall be referred to as the “Consolidated Departments”:

- 16 SFO
- 17 Arts Commission
- 18 Asian Art Museum
- 19 DCSS
- 20 City Administrator
- 21 DT
- 22 DEM
- 23 Fire
- 24 DSHS
- 25 DHR

- 1 HSA
- 2 Port
- 3 DPH
- 4 RPD
- 5 Rent Board
- 6 War Memorial

7 (2) Purpose. The Consolidated Departments use security cameras for (A) live  
8 monitoring of their property; (B) recording of video and images; (C) reviewing camera footage  
9 in the event of an incident; and (D) providing video footage and images to law enforcement or  
10 other authorized persons following an incident or upon request.

11 (3) Surveillance Impact Report. The Consolidated Departments submitted to  
12 COIT Surveillance Impact Reports for their use of security cameras. A copy of the  
13 Surveillance Impact Reports for the Consolidated Departments' security cameras is in Board  
14 File No. 210559, and is incorporated herein by reference.

15 (4) Public Hearings. Between November 13, 2020 and March 18, 2021,  
16 inclusive, COIT and PSAB conducted a total of six public hearings at which they considered  
17 the Surveillance Impact Reports submitted by the Consolidated Departments and developed a  
18 Surveillance Technology Policy for the Consolidated Departments' security cameras. A copy  
19 of the Surveillance Technology Policy for the Consolidated Departments' Security Cameras  
20 ("Consolidated Departments Security Camera Policy") is in Board File No. 210559, and is  
21 incorporated herein by reference.

22 (5) COIT Recommendation. On July 17, 2020, COIT voted to recommend the  
23 Consolidated Departments Security Camera Policy to the Board of Supervisors for approval.

24 (6) Findings. The Board of Supervisors hereby finds that the benefits of the  
25 Consolidated Departments' security cameras outweigh their costs and risks, that the

1 Consolidated Departments Security Camera Policy will safeguard civil liberties and civil rights,  
2 and that the uses and deployments of the Consolidated Departments' security cameras, as  
3 set forth in the Consolidated Departments Security Camera Policy, will not be based upon  
4 discriminatory or viewpoint-based factors or have a disparate impact on any community or  
5 Protected Class.

6 (7) Approval of Policy. The Board of Supervisors hereby approves the  
7 Consolidated Departments Security Camera Policy under which the Consolidated  
8 Departments may continue to possess and use the Consolidated Departments' security  
9 cameras.

10 (c) MTA Security Cameras.

11 (1) Purpose. MTA uses security cameras ("MTA Security Cameras") for (A) live  
12 monitoring of MTA property; (B) recording of video and images; (C) reviewing camera footage  
13 in the event of an incident; (D) providing video footage and images to law enforcement or  
14 other authorized persons following an incident or upon request; and (E) enforcing parking and  
15 driving violations.

16 (2) Surveillance Impact Report. MTA submitted to COIT a Surveillance Impact  
17 Report for MTA Security Cameras. A copy of the Surveillance Impact Report for MTA  
18 Security Cameras is in Board File No. 210559, and is incorporated herein by reference.

19 (3) Public Hearings. On February 12, 2021 and March 18, 2021, COIT and  
20 PSAB conducted a total of two public hearings at which they considered the Surveillance  
21 Impact Report and developed a Surveillance Technology Policy for MTA Security Cameras. A  
22 copy of the Surveillance Technology Policy for MTA's use of MTA Security Cameras ("MTA  
23 Security Camera Policy") is in Board File No. 210559, and is incorporated herein by reference.

24 (4) COIT Recommendation. On March 18, 2021, COIT voted to recommend  
25 the MTA Security Camera Policy to the Board of Supervisors for approval.

1 (5) Findings. The Board of Supervisors hereby finds that the benefits of MTA  
2 Security Cameras outweigh their costs and risks, that the MTA Security Camera Policy will  
3 safeguard civil liberties and civil rights, and that the uses and deployments of MTA Security  
4 Cameras, as set forth in the MTA Security Camera Policy, will not be based upon  
5 discriminatory or viewpoint-based factors or have a disparate impact on any community or  
6 Protected Class.

7 (6) Approval of Policy. The Board of Supervisors hereby approves the MTA  
8 Security Camera Policy under which MTA may continue to possess and use MTA Security  
9 Cameras.

10 (d) Library Security Cameras.

11 (1) Purpose. The Library uses security cameras (“Library Security Cameras”)  
12 for (A) live monitoring of Library property to protect the safety of Library staff, patrons, and  
13 facilities; (B) recording of video and images; (C) reviewing camera footage in the event of an  
14 incident; and (D) providing video footage and images to law enforcement or other authorized  
15 persons following an incident or upon request.

16 (2) Surveillance Impact Report. The Library submitted to COIT a Surveillance  
17 Impact Report for Library Security Cameras. A copy of the Surveillance Impact Report for  
18 Library Security Cameras is in Board File No. 210559, and is incorporated herein by  
19 reference.

20 (3) Public Hearings. On February 12, 2021 and March 18, 2021, COIT and  
21 PSAB conducted a total of two public hearings at which they considered the Surveillance  
22 Impact Report and developed a Surveillance Technology Policy for Library Security Cameras.  
23 A copy of the Surveillance Technology Policy for the Library’s use of Library Security  
24 Cameras (“Library Security Camera Policy”) is in Board File No. 210559, and is incorporated  
25 herein by reference.

1 (4) COIT Recommendation. On March 18, 2021, COIT voted to recommend  
2 the Library Security Camera Policy to the Board of Supervisors for approval.

3 (5) Findings. The Board of Supervisors hereby finds that the benefits of Library  
4 Security Cameras outweigh their costs and risks, that the Library Security Camera Policy will  
5 safeguard civil liberties and civil rights, and that the uses and deployments of Library Security  
6 Cameras, as set forth in the Library Security Camera Policy, will not be based upon  
7 discriminatory or viewpoint-based factors or have a disparate impact on any community or  
8 Protected Class.

9 (6) Approval of Policy. The Board of Supervisors hereby approves the Library  
10 Security Camera Policy under which the Library may continue to possess and use Library  
11 Security Cameras.

12 (d) PUC Security Cameras.

13 (1) Purpose. The PUC uses security cameras (“PUC Security Cameras”) to (A)  
14 deter malicious behavior directed at PUC facilities, employees, or personnel working on behalf  
15 of the PUC; (B) capture potential or actual malicious behavior by or against PUC facilities,  
16 employees, or personnel working on behalf of the PUC; (C) provide evidence to support  
17 incident investigations; (D) provide real-time monitoring of operations and critical equipment at  
18 PUC facilities; and (E) support PUC health and safety requirements and objectives..

19 (2) Surveillance Impact Report. The PUC submitted to COIT a Surveillance  
20 Impact Report for PUC Security Cameras. A copy of the Surveillance Impact Report for PUC  
21 Security Cameras is in Board File No. 210559, and is incorporated herein by reference.

22 (3) Public Hearings. Between February 26, 2021 and March 18, 2021,  
23 inclusive, COIT and PSAB conducted a total of three public hearings at which they considered  
24 the Surveillance Impact Report and developed a Surveillance Technology Policy for PUC  
25 Security Cameras. A copy of the Surveillance Technology Policy for the PUC’s use of PUC

1 Security Cameras (“PUC Security Camera Policy”) is in Board File No. 210559, and is  
2 incorporated herein by reference.

3 (4) COIT Recommendation. On March 18, 2021, COIT voted to recommend  
4 the PUC Security Camera Policy to the Board of Supervisors for approval.

5 (5) Findings. The Board of Supervisors hereby finds that the benefits of PUC  
6 Security Cameras outweigh their costs and risks, that the PUC Security Camera Policy will  
7 safeguard civil liberties and civil rights, and that the uses and deployments of PUC Security  
8 Cameras, as set forth in the PUC Security Camera Policy, will not be based upon  
9 discriminatory or viewpoint-based factors or have a disparate impact on any community or  
10 Protected Class.

11 (6) Approval of Policy. The Board of Supervisors hereby approves the PUC  
12 Security Camera Policy under which the PUC may continue to possess and use PUC Security  
13 Cameras.

14  
15 Section 6. Radio Frequency Identification (“RFID”)

16 (a) Current Status. The Library currently possesses and uses RFID.

17 (b) Purpose. The Library uses RFID to (1) passively tag library material for inventory  
18 management and circulation functions; (2) allow staff to check in and check out material and  
19 trigger holds; (3) allow patrons to check out material; (4) allow staff to confirm the current  
20 inventory on the library’s shelves; and (5) check and sort material in order to sort the items  
21 into carts and bins for delivery to other floors and branches.

22 (c) Surveillance Impact Report. The Library submitted to COIT a Surveillance Impact  
23 Report for RFID. A copy of the Surveillance Impact Report for RFID is in Board File No.  
24 210559, and is incorporated herein by reference.

1 (d) Public Hearings. On January 24, 2020 and February 20, 2020, COIT and PSAB  
2 conducted a total of two public hearings at which they considered the Surveillance Impact  
3 Report and developed a Surveillance Technology Policy for the Library RFID. A copy of the  
4 Surveillance Technology Policy for the Library's RFID ("Library RFID Policy") is in Board File  
5 No. 210559, and is incorporated herein by reference.

6 (e) COIT Recommendation. On February 20, 2020, COIT voted to recommend the  
7 Library RFID Policy to the Board of Supervisors for approval.

8 (f) Findings. The Board of Supervisors hereby finds that the Library's RFID benefits  
9 outweigh its costs and risks, that the Library RFID Policy will safeguard civil liberties and civil  
10 rights, and that the uses and deployments of the Library RFID, as set forth in the Library RFID  
11 Policy, will not be based upon discriminatory or viewpoint-based factors or have a disparate  
12 impact on any community or Protected Class.

13 (g) Approval of Policy. The Board of Supervisors hereby approves the Library RFID  
14 Policy under which the Library may continue to possess and use the Library RFID.

15  
16 Section 7. The Administrative Code is hereby amended by adding Section 19B.10, to  
17 read as follows:

18  
19 **SEC. 19B.10. POSTING OF BOARD-APPROVED SURVEILLANCE TECHNOLOGY**  
20 **POLICIES; APPENDIX.**

21 (a) Each Department shall post each Surveillance Technology Policy for that Department that  
22 has been approved by the Board of Supervisors in accordance with this Chapter 19B, on the  
23 Department's website within 10 days of the Board's approval of the policy.

24 (b) There shall be an Appendix to this Chapter 19B, which shall contain a record of all  
25 Surveillance Technology Policies approved by the Board of Supervisors in accordance with this

1 Chapter 19B. Upon approval by ordinance of a Surveillance Technology Policy, the City Attorney  
2 shall cause said policy to be identified in said Appendix.

3  
4 Section 8. Effective Date. This ordinance shall become effective 30 days after  
5 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
6 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
7 of Supervisors overrides the Mayor's veto of the ordinance.

8  
9  
10 APPROVED AS TO FORM:  
11 DENNIS J. HERRERA, City Attorney

12 By: /s/ Jana Clark  
13 JANA CLARK  
14 Deputy City Attorney

15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
n:\govern\as2021\1900636\01544280.docx



# City and County of San Francisco

## Tails Ordinance

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 210559

**Date Passed:** July 27, 2021

Ordinance approving Surveillance Technology Policies governing the use of 1) Audio Recorders (ShotSpotter) by the Police Department, 2) Automatic License Plate Readers by the Airport, Public Works, Recreation and Park Department, and Police Department, 3) Drones by the Fire Department, Port, Public Works, Public Utilities Commission, Recreation and Park Department, and Department of Technology, 4) Security Cameras by the Airport, Arts Commission, Asian Art Museum, Department of Child Support Services, City Administrator, Department of Technology, Department of Emergency Management, Fire Department, Department of Homelessness and Supportive Housing, Department of Human Resources, Human Services Agency, Library, Municipal Transportation Agency, Port, Public Utilities Commission, Department of Public Health, Recreation and Park Department, Rent Board, and War Memorial, and 5) Radio Frequency Identification by the Library; making required findings in support of said approvals; and amending the Administrative Code to require departments to post each Board-approved Surveillance Technology Policy on the department website.

July 19, 2021 Rules Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

July 19, 2021 Rules Committee - RECOMMENDED AS AMENDED AS A COMMITTEE REPORT

July 20, 2021 Board of Supervisors - PASSED ON FIRST READING

Ayes: 11 - Chan, Haney, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Safai, Stefani and Walton

July 27, 2021 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Chan, Haney, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Safai, Stefani and Walton

File No. 210559

I hereby certify that the foregoing Ordinance was **FINALLY PASSED** on 7/27/2021 by the Board of Supervisors of the City and County of San Francisco.



Angela Calvillo  
Clerk of the Board



London N. Breed  
Mayor

8/4/21

Date Approved