



Committee on Information Technology

Office of the City Administrator

Minutes

Privacy and Surveillance Advisory Board Meeting City and County of San Francisco

Friday, October 9, 2020
9:00 am – 11:00 am

To view the meeting minutes and a recording of the presentation, please go to sfcoit.org

Members

Taraneh Moayed – Chair, Assistant Director, Office of Contract Administration
Mark de la Rosa – Acting Chief Auditor Executive, City Service Auditor, Controller's Office
Jason Lally – Data Services Manager, DataSF
Brian Roberts – Policy Analyst, Department of Technology
Todd Rydstrom – Deputy Controller, Controller's Office
Matthias Jaime – Director, Committee on Information Technology
Nnena Ukuku – Public Member

1. Call to Order by Chair

Ms. Taraneh Moayed called the meeting to order at 9:12am.

2. Roll call

Taraneh Moayed
Brian Roberts
Todd Rydstrom
Nnena Ukuku
Matthias Jaime

COIT Staff

Emma Fernandez
Luke O'Neill

Department Representatives

Asja Steeves

Public Members

Manuel Fernandez
Sam Klepper
Paul Ames

3. Approval of Minutes from September 25, 2020 (Action Item)

Mr. Todd Rydstrom requested that Mr. Mark de la Rosa's title be changed to Acting Chief Audit Executive.

The minutes from September 25, 2020 were approved with the above amendment.

4. Review and Approval of Surveillance Technology Policy: Automated License Plate Reader (Action Item)

Airport (AIR)

Airport deferred their presentation of their ALPR policies to the next PSAB meeting.

5. Review and Approval of Surveillance Technology Policy: Audio Recorder (Action Item)

San Francisco Police Department (SFPD)

Ms. Asja Steeves presented SFPD's revised ShotSpotter policy and impact report. SFPD's revised ShotSpotter policy now includes language describing their process when an allegation is made, considerations for ShotSpotter service area expansion, and a plan for annual public reporting on ShotSpotter data.

SFPD's revised Impact Report now includes revised appendices: Appendix B now details SFPD District Stations included in ShotSpotter Service Area; Appendix C details firearm homicide numbers by District Stations; Appendix D identifies violent crime zones; Appendix E is a diagram depicting ShotSpotter data storage; Appendix F is a diagram depicting ShotSpotter's real time operating model.

In addition to tracked changes to SFPD's policy and impact report, Ms. Asja Steeves verbalized additional changes to the materials, which include revised authorized use cases.

PSAB requested SFPD to return to the next PSAB meeting with a revised Policy and Impact Report for potential approval. Specific requests include:

- Add new authorized use cases per the revisions SFPD discussed at the beginning of the meeting
- Add location in data types collected
- Speak to data ownership in the policy
- Bring ShotSpotter contract to next PSAB meeting
- Bring cost difference for owning ShotSpotter data to the next PSAB meeting
- Define audio snippet in the policy
- Delete the performance measures line on the first page of the policy
- In the Access section of the policy, add job classifications of those who can access the data

6. Public Comment

There was no public comment.

7. Adjournment

The meeting adjourned at 9:37.