



# Surveillance Impact Report

Automated License Plate Readers (ALPR)  
Airport

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 Automated License Plate Readers (ALPR).

## DESCRIPTION OF THE TECHNOLOGY

The Department's mission is to SFO's mission is to provide an exceptional airport in service to our communities.

In line with its mission, the Department uses Automated License Plate Readers (ALPR) to Primary ALPR provides for a secondary capture of permitted operator activity at the airport, if the primary AVI malfunctions and fails to read the airport affixed transponder. Additional uses include tracking illegal operators who solicit for rides; assisting SFPD in an investigation.

Airport shall use Automated License Plate Readers (ALPR) only for the following authorized purposes:

*Authorized Use(s):*

- |   |
|---|
| Locate stolen, wanted, and or other vehicles that are the subject of investigation  |
| To support local, state, federal, and regional public safety departments in the identification of vehicles associated with targets of criminal investigations, including the San Mateo County District Attorney's Office. |
| To locate victims, witnesses, suspects, and others associated with a law enforcement investigation.   |

The following use cases are expressly prohibited.

Department technology is located.

## Technology Details

The following a is product description of Automated License Plate Readers (ALPR)

The Landside division currently has one (1) P357, side-fire camera and (20) 3M PIPS P392+ Spikelet cameras.

### A. How It Works

To function, Automated License Plate Readers (ALPR) Automated License Plate Recognition (ALPR) technology shall be used to automate the processing of vehicle license plate information by transforming images into alphanumeric characters with optical recognition software and storing

those images, plate information and related metadata, including time and geo-location information. Automated License Plate Recognition (ALPR) technology automates the processing of vehicle license plates. Specifically, ALPR: • uses specially designed cameras mounted on gantries at the airport’s entry points to capture digital images of approaching vehicles as they drive into the airport. The database records images and compares them with known operators; • transforms the images into alphanumeric characters with optical character recognition (OCR) software; • stores the images, plate information, and related metadata in a restricted-access database; • compares the transformed license plate characters to databases of AVI reads for billing purposes; • archives photo evidence and metadata in support of citations issued (“hits”) according to evidence retention standards consistent with City and State law; .

All data collected or processed by Automated License Plate Readers (ALPR) will be handled or stored by an outside provider or third-party vendor on an ongoing basis. Specifically, data will be handled by to ensure the Department may continue to use the technology.

Data collected or processed by Automated License Plate Readers (ALPR) 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:

- A. The benefits of the surveillance technology outweigh the costs.
- B. The Department’s Policy safeguards civil liberties and civil rights.
- C. 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 [Technology name] has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development
- Health
- Environment
- Criminal Justice
- Jobs
- Housing
- Other
  - Trip fees by permitted operators
  - Traffic congestion studies

Additional benefits include:

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:

C. Fiscal Analysis of Costs and Benefits

The Department's use of Automated License Plate Readers (ALPR) yields the following business and operations benefits:

Benefit	Description	Quantity/Units
<input checked="" type="checkbox"/> Financial savings	Without the ALPR technology, the Airport would need to deploy a manually staffed ground transportation operations. This alternative has not been thoroughly explored for feasibility. At minimum however, team members would be required assignment at all entry lanes, exit lanes, curbside zones, and staging lots during a 24/7 operations. Team members would conduct manual verification of registration through visual observance of permits and decals, and conduct traffic counts. The Electronic Toll Readers removes the necessity of staffing for this purpose.	
<input checked="" type="checkbox"/> Time savings		
<input type="checkbox"/> Staff safety		
<input type="checkbox"/> Improved data quality		
<input checked="" type="checkbox"/> Other		

The total fiscal cost, including initial purchase, personnel and other ongoing costs is

FTE (new & existing)			
Classification			
	<b>Annual Cost</b>	<b>Years</b>	<b>One-Time Cost</b>
Total Salary & Fringe	\$0	0	\$0
Software	\$0	0	\$0

Hardware/Equipment	\$0	0	\$0
Professional Services	\$0	0	\$0
Training	\$0	0	\$0
Other	\$0	0	\$0
Total Cost [Auto-calculate]	\$0		

2.1 Please disclose any current or potential sources of funding (e.g. potential sources = prospective grant recipients, etc.). <sup>SIR, ASR</sup>

The Department funds its use and maintenance of the surveillance technology through

**COMPARISON TO OTHER JURISDICTIONS**

Automated License Plate Readers (ALPR) are currently utilized by other governmental entities for similar purposes.

**APPENDIX A: Surveillance Impact Report Requirements**

The following section shows all Surveillance Impact Report requirements in order as defined by the San Francisco Administrative Code, Section 19B.

1. Information describing the Surveillance Technology and how it works, including product descriptions from manufacturers.

Automated License Plate Recognition (ALPR) technology shall be used to automate the processing of vehicle license plate information by transforming images into alphanumeric characters with optical recognition software and storing those images, plate information and related metadata, including time and geo-location information.

Automated License Plate Recognition (ALPR) technology automates the processing of vehicle license plates. Specifically, ALPR:

- uses specially designed cameras mounted on gantries at the airport’s entry points to capture digital images of approaching vehicles as they drive into the airport. The database records images and compares them with known operators;
- transforms the images into alphanumeric characters with optical character recognition (OCR) software;
- stores the images, plate information, and related metadata in a restricted-access database;

- compares the transformed license plate characters to databases of AVI reads for billing purposes;
- archives photo evidence and metadata in support of citations issued (“hits”) according to evidence retention standards consistent with City and State law;

The Landside division currently has one (1) P357, side-fire camera and (20) 3M PIPS P392+ Spikelet cameras.

2. Information on the proposed purpose(s) for the Surveillance Technology.

Primary ALPR provides for a secondary capture of permitted operator activity at the airport, if the primary AVI malfunctions and fails to read the airport affixed transponder. Additional uses include tracking illegal operators who solicit for rides; assisting SFPD in an investigation.

3. If applicable, the general location(s) it may be deployed and crime statistics for any location(s).

4. An assessment identifying any potential impact on civil liberties and civil rights and discussing any plans to safeguard the rights of the public.

5. The fiscal costs for the Surveillance Technology, including initial purchase, personnel and other ongoing costs, and any current or potential sources of funding.

Number of FTE (new & existing)	
Classification	
Total Salary & Fringe	\$0
Software	\$0
Hardware/Equipment	\$0
Professional Services	\$0
Training	\$0
Other	\$0
Total Cost [Auto-calculate]	\$0

6. Whether use or maintenance of the technology will require data gathered by the technology to be handled or stored by a third-party vendor on an ongoing basis.

Handled by third-party vendor, ongoing:

Vendor name:

Special data handling required:

7. A summary of the experience, if any, other governmental entities have had with the proposed technology, including information about its effectiveness and any known adverse information about the technology such as anticipated costs, failures, or civil rights and civil liberties abuses.

**APPENDIX B: Mapped Crime Statistics**

The general location(s) it may be deployed and crime statistics for any location(s):