



# Committee on Information Technology

## Office of the City Administrator

### Minutes

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

Friday, November 13, 2020  
9:00 am – 11:00 am

To view the meeting minutes and a recording of the presentation, please go to [sfcoit.org](http://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 9:07am.

#### **2. Roll call**

Taraneh Moayed  
Brian Roberts  
Todd Rydstrom  
Matthias Jaime

#### **COIT Staff**

Emma Fernandez  
Luke O'Neill

#### **Department Representatives**

Asja Steeves  
Dina Quesada  
Daniel Wu  
Colleen Burke-Hill  
Omar Castillo

#### **Public Members**

Jade Wang

### **3. Approval of Minutes from October 23, 2020 (Action Item)**

The minutes from October 23, 2020 were approved unanimously.

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

#### *Airport (AIR)*

Ms. Dina Quesada and Mr. Daniel Wu presented the Airport's ALPR policy for Ground Transportation Management System (GTMS). AIR's ALPR – GTMS is used to track ground transportation at the airport and to support law enforcement agencies in the identification of vehicles associated with targets of investigations. The technology itself is a camera that captures license plate information with time and geolocation.

AIR may aggregate and share low risk data (e.g., permit type) with the public, other airports, or other transportation industries.

PSAB approved AIR's ALPR – GTMS Policy unanimously for review at COIT with the following administrative changes and the recommendation that AIR update the Public Notice section of the Policy:

- In the Data Storage section of the Policy, change 'could' storage to 'cloud storage.'
- Remove performance measure line on the front page of the Policy.
- In the Compliance section of the Policy, remove the names of individuals and leave only titles.

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

#### *San Francisco Police Department (SFPD)*

Ms. Asja Steeves presented a revised ShotSpotter Policy. SFPD's ShotSpotter Policy now includes the job classifications of those who can access the data. Further, the Policy now includes language describing how SFPD may download historical data from ShotSpotter to retain this information should their contract be terminated.

PSAB approved SFPD's ShotSpotter Policy unanimously for review at COIT.

### **6. Review and Approval of Surveillance Technology Policy: Security Camera (Action Item)**

Mr. Luke O'Neill began the presentation by reviewing a proposed Surveillance Technology Policy template for surveillance cameras. Given the high level of overlap of use cases and data governance practices, the template is intended to standardize the use of security cameras for any department subject to it. Discussion continued with a specific example of how the War Memorial uses security cameras in operations to vet template language.

#### *War Memorial (WAR)*

Ms. Colleen Burke-Hill presented WAR's Security Camera Policy. WAR uses security cameras to conduct live monitoring of public spaces, and to review and provide video footage to law

enforcement agencies after an incident. WAR's Security Cameras collect video footage of public spaces and the date and time of capture.

WAR restricts access to the data to trained security personnel. WAR has a standard data retention period of 30 days, though data may be downloaded and retained for longer if it is associated with an investigation.

PSAB deferred action on WAR's Security Camera Policy.

## **7. Public Comment**

There was no public comment.

## **8. Adjournment**

The meeting adjourned at 10:28am.