



# Surveillance Technology Policy

## Security Cameras

### Appendix A

#### Department Specific Responses

1. A description of the product, including vendor and general location of technology.

All RED systems are self-contained and do not share information or data with any other departments or agencies.

Building	Video Surveillance System	Number of Cameras	Access Control System	Number of Devices/Panels	Switch	Number of Workstations
1 Newhall (Medical Examiner)	Avigilon	51	Honeywell/ProWatch	432/03	2/PoE	4
1 South Van Ness	Avigilon	34	Honeywell/ProWatch	309/07	1/PoE	4
1650 Mission	Avigilon	31	Honeywell/ProWatch	45/01	1/PoE	2
25 Van Ness	Avigilon	20	Honeywell/ProWatch	77/02	1/PoE	2
450 Toland (Central Shop)	Avigilon	6	Honeywell/ProWatch	38/01	1/PoE	1
555 Selby (Central Shop)	Avigilon	15	Honeywell/ProWatch	112/01	1/PoE	1
City Hall	Avigilon	163	Honeywell/ProWatch	33/21	18/PoE	25
49 South Van Ness	Avigilon	128	Honeywell/ProWatch	215/8	NA	3
ACC (Under construction)	Avigilon	57	Honeywell/ProWatch	75/2	TBD	TBD
850 Bryant	Avigilon	6	Honeywell/ProWatch	6/1	1/PoE	1

2. The specific categories and titles of individuals who are authorized by the Department to access or use the collected information.

- Monitoring (Viewing Live Feed) –

- HOJ – Limited to Basement Door, Freight Hallway, Outside Basement Area – Campus Superintendent, Boiler Watch Engineering, Engineering staff (24/7)
  - ACC – Security Guard
  - City Hall: Deputy Sheriff
  - Other RED Facilities: Deputy Sheriff, Security Guard, Building Manager
  
- Review of Recorded Video –
  - City Hall: Sheriff, Media Services staff upon approval by Sheriff’s legal counsel for City Hall
  - OCME: Ken Bukowski, Deputy City Administrator
  - ACC – RED Media Services upon approval by Department head
  - Other RED Facilities: Security, District General Manager, Campus Superintendent, Building Manager, RED Department head upon approval by Department head
  
- Export recorded video—
  - City Hall: Media Services staff upon approval by Sheriff’s legal counsel for City Hall
  - OCME: Ken Bukowski, Deputy City Administrator
  - Other RED Facilities: Media Services staff, District General Manager, Campus Superintendent, Building Manager - - Upon approval of Director, or designee, after consultation with City Attorney’s Office
  
- 3. What procedures will be put in place by which members of the public can register complaints or concerns, or submit questions about the deployment or use of a specific Surveillance Technology, and how the Department will ensure each question and complaint is responded to in a timely manner.

Any complaints, questions, and concerns by members of the public regarding or relating RED's surveillance equipment, deployment and use of Surveillance Technology will be forwarded to the applicable Building Manager and copied to the applicable District General Manager. Responses to same will be drafted by the Building Manager with review by the District General Manager, and by the Director, or their designee, if warranted.

4. Specific details on where data will be stored (local, DT, SaaS, Cloud Storage) including name of vendor and retention period.
  - City Hall – Avigilon local server/recorder in AV server room, 90-day retention
  - Medical Examiner – Avigilon local server/recorder in MPOE at 1 New Hall, 30-day retention
  - One South Van Ness – Avigilon local server/recorder in server room at 1 South Van Ness, 30-day retention
  - 1650 Mission – Avigilon local Server/Recorder – MPOE at 1650 Mission, 30-day retention
  - Central Shop #1- Avigilon local server/recorder in server room at 555 Selby, 30-day retention
  - Central Shop #2 - Avigilon local server/recorder in server room at 450 Toland, 30-day retention
  - 25 Van Ness – Avigilon local server/recorder in room 400 at 25 Van Ness, 30-day retention
  - 49 South Van Ness – Avigilon local server/recorder in server room at 49 South Van Ness, 30-day retention
  - 850 Bryant (HOJ) – Microbiz local server/recorder in server room at HOJ, 30-day retention
  
5. Questions & Concerns  
None at this time.