



# Surveillance Impact Report

## Real Estate Division of the City Administrator's Office

### Security Cameras

---

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 Real Estate Division's use of surveillance cameras.

#### **I. DESCRIPTION OF THE TECHNOLOGY**

The Real Estate Division acquires and manages the City Administrator's real estate portfolio ensuring optimal use of City owned vacant, improved and leased properties for the highest public use and benefit, generating maximum revenue and overall financial return, and providing real estate services and assistance to the Mayor, Board of Supervisors, City departments and City residents with expertise, efficient and commitment.

In line with its mission, the Division utilizes Surveillance Camera Systems to increase deputy sheriff/security officer capacity directly related to public safety and well-being and to protect the City's property. The technology enhances the Division's ability to provide a safe, secure and welcoming environment to staff and visitors to its facilities.

The Division shall use security cameras only for the following authorized purposes:

*Authorized Use(s):*

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

#### **A. Facilities**

The Division currently has technology deployed in the following locations:

Office of Chief Medical Examiner      1 Newhall      Public Interior, Exterior, All Exterior Doors, Lobby,  
Within halls

---

#### **Surveillance Oversight Review Dates**

COIT Review: TBD

Board of Supervisors Review: TBD

1 South Van Ness		Public Interior, Exterior, Garage
Permit Center/Office Building	49 South Van Ness	Public Interior, Exterior
1650 Mission		Public Interior, Exterior, Garage
25 Van Ness		Public Interior (Lobby), Exterior
Central Shops	450 Toland	Public Interior, Exterior
Central Shops	555 Selby	Public Interior, Exterior
City Hall Mayor's Office, Exterior	1 Dr. Carlton B. Goodlett Place	Public Interior, Interior
Animal Care and Control	1419 Bryant	Under construction Interior/Exterior
Hall of Justice	850 Bryant	Freight Back Door and Hallway, Exterior

**B. Technology Details**

The following is product description:

- Cameras: Arecont, Axis, Bosch, Avigilon, Pelco, Samsung, Sony, Panasonic, and Vivotek
- Server: Avigilon Control Center (ACC) Video management system, ExacqVision
- Software: Avigilon, ExacqVision, ACC Video Management Software,
- Access Control Systems: Honeywell-Pro Watch (Monitor and operate RFID readers, door sensors, requests to exit triggers (REX) (push to exit buttons), horns and locks 24 hours a day

**i. How It Works**

To technology's primary functions are to provide live views and record video footage to a dedicated, secure server (stored in security closets or IDFs). The systems are comprised of multiple cameras connected by data cables and infrastructure to the server. The footage is recorded on the server and stored for a specific amount of time.

Most cameras are programmed to record only when motion is detected; when the motion ends the recording stops. Old archives are continuously erased automatically as new archives are recorded.

Data collected or processed by RED's security cameras and systems is self-contained and discrete. They do not share information with other City or private databases. It will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Division will remain the sole Custodian of Record.

**II. 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:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.

- 3. 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 Division’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 Division’s use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

<input checked="" type="checkbox"/> Health	Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.
--	---

- Environment

<input checked="" type="checkbox"/> Criminal Justice	Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.
--	---

- Jobs
- Housing

<input checked="" type="checkbox"/> Other	City Code of Conduct Violations/Criminal Acts – assists security and DHR investigations; Augments security foot patrols, deters criminal behavior, assists with emergency response
---	---

**B. Civil Rights Impacts and Safeguards**

The Division has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

The Real Estate Division understands and has considered the potential impacts on civil liberties and civil rights as set forth in the draft National Institute of Standards and Technology (NIST) Privacy Framework. To mitigate same and prevent potential breach, misuse or abuse, RED’s maintains robust administrative, technical, physical, and operational security practices.

- Data is maintained on secure, Division-owned servers.
- No outside vendor uses, processes, or stores data captured and archived by the Avigilon or Exacqvision systems.
- Vendors have no direct administrative or maintenance access to databases or services. If access is needed (for testing, maintenance, repair), they are accompanied by an

approved and authorized RED staff member who logs into the device and remains onsite.

- Archived video records are available in proprietary formats. Avigilon files can only be viewed with an accompanying PC compatible video player. Exacqvision files are self-contained within a PC executable viewer.
- Date and time information are available by using these viewers.
- All video from Avigilon archives is watermarked to guard against post-export manipulation.
- Most cameras are programmed to record only when motion is detected; when the motion begins, recording begins, and when the motion ends, the recording stops. No other video analytics such as facial recognition or other biometrics are employed by RED.
- These systems are self-contained, discrete, and do not share information with other databases.
- RED has a request form and procedure for requests for recorded video, with both Director and City Attorney, District Attorney, Subpoena, or Sheriff’s Counsel approval.
- RED has logs of all requests to review video which include date, time, and requestor along with approval for same.
- Only authorized and trained staff may view live feeds, review footage and obtain footage for approved requests.
- Buildings, cameras, servers and related equipment are physically secured by various measures including building security systems, door locks, alarm systems, log in requirements and cameras.

**C. Fiscal Analysis of Costs and Benefits**

The Division’s use of surveillance cameras yields the following business and operations benefits:

<b>Benefit</b>	<b>Description</b>
X Financial Savings	Department Security Camera Systems reduce the staff needed for building security and/or deputy sheriffs – usually overnight patrol officers.
X Staff Safety	Security cameras help identify violations of the City’s Staffs’ Code of Conduct, Building Rules and Regulations, and provide assurance that staff safety is emphasized and will be protected at their place of employment. Provides alerts of emergency situations, persons requiring help and/or injured, mitigate dangerous incidents as they occur.

--	--

	<b>Annual Cost</b>	<b>One-Time Cost</b>
Software	\$25,000	\$37,000
Hardware/Equipment	\$50,000	\$871,000 (to allow for 1 year of storage)
Professional Services	\$20,000	\$25,000
Training	\$5,000	
Other/Personnel		
Sheriffs (City Hall, OCME)	\$1,225,000	
Security Guards (Vendors)	\$2,215,840	
8211 - 1	\$ 70,000	
8207 –	\$437,500	
Card Readers/Vendors	\$130,000	
<b>Total Cost</b>	<b>\$4,178,340</b>	<b>\$933,000</b>
2.1 Please disclose any current or potential sources of funding (e.g. potential sources = prospective grant recipients, etc.). <sup>SIR, ASR</sup>		
General Fund, COIT, Capital Planning		

The Department funds its use and maintenance of the surveillance technology through its annual budget and requests for capital improvements (COIT).

**III. COMPARISON TO OTHER JURISDICTIONS**

RED’s Surveillance Camera Technologies are currently utilized by other city departments and governmental entities for similar purposes.

**APPENDIX A:**  
**Mapped Crime Statistics**

**SEE ATTACHED**



# SAN FRANCISCO POLICE DEPARTMENT

## Crime Data

Comparing a Date Range within One Year to Its Prior Year

Please select:

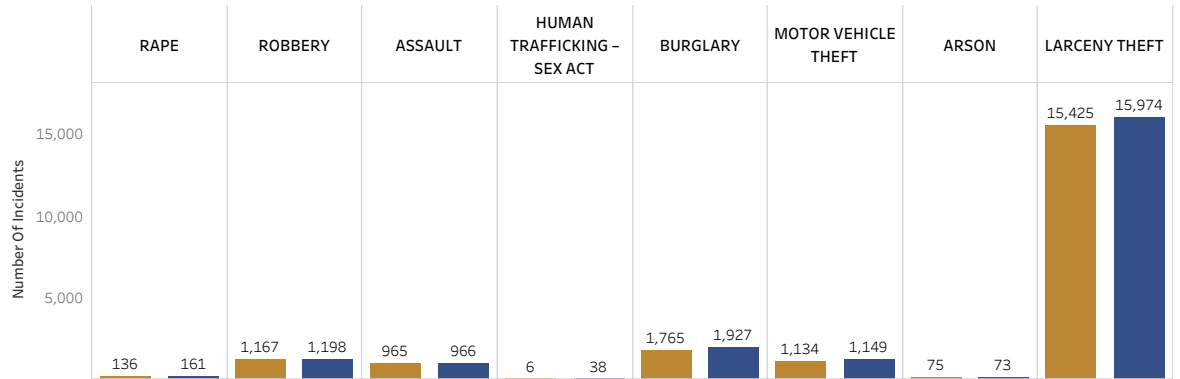
District

- Null
- Bayview
- Central
- Ingleside
- Mission
- Northern
- Park
- Richmond
- Southern
- Taraval
- Tenderloin
- Courtesy Reports

Type Of Crime

- Null
- PART 1 PROPERTY CRIMES
- PART 1 VIOLENT CRIMES

Northern, Southern, Tenderloin  
1/1/2019 - 12/31/2019



Start Date (1/1/2017 onward)

1/1/2019

End Date

12/31/2019

■ Selected Date Range

■ Selected Date Range, Prior Year

Crime data updated weekly and valid through January 17, 2021

Crime	Selected Date Range	Selected Date Range, Prior Year	Year-to-Year % Decrease or Increase
RAPE	136	161	-15.5%
ROBBERY	1,167	1,198	-2.6%
ASSAULT	965	966	-0.1%
HUMAN TRAFFICKING - SEX ACT	6	38	-84.2%
BURGLARY	1,765	1,927	-8.4%
MOTOR VEHICLE THEFT	1,134	1,149	-1.3%
ARSON	75	73	2.7%
LARCENY THEFT	15,425	15,974	-3.4%
<b>TOTAL</b>	<b>20,673</b>	<b>21,486</b>	<b>-3.8%</b>



# SAN FRANCISCO POLICE DEPARTMENT

## Crime Data

Comparing a Date Range within One Year to Its Prior Year

Please select:

District

- Null
- Bayview
- Central
- Ingleside
- Mission
- Northern
- Park
- Richmond
- Southern
- Taraval
- Tenderloin
- Courtesy Reports

Type Of Crime

- Null
- PART 1 PROPERTY CRIMES
- PART 1 VIOLENT CRIMES

Start Date (1/1/2017 onward)

1/1/2018

End Date

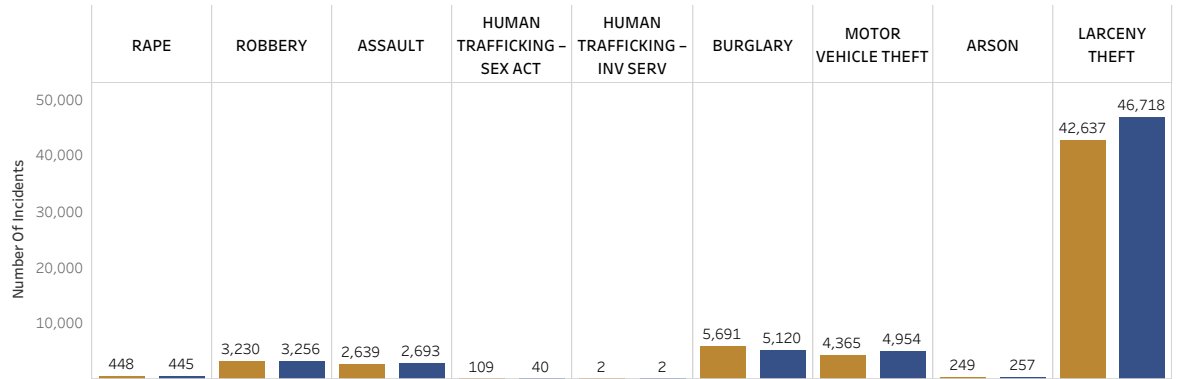
12/31/2018

■ Selected Date Range

■ Selected Date Range, Prior Year

Crime data updated weekly and valid through January 17, 2021

All  
1/1/2018 - 12/31/2018



Crime	Selected Date Range	Selected Date Range, Prior Year	Year-to-Year % Decrease or Increase
RAPE	448	445	0.7%
ROBBERY	3,230	3,256	-0.8%
ASSAULT	2,639	2,693	-2.0%
HUMAN TRAFFICKING - SEX ACT	109	40	172.5%
HUMAN TRAFFICKING - INV SERV	2	2	0.0%
BURGLARY	5,691	5,120	11.2%
MOTOR VEHICLE THEFT	4,365	4,954	-11.9%
ARSON	249	257	-3.1%
LARCENY THEFT	42,637	46,718	-8.7%
<b>TOTAL</b>	<b>59,370</b>	<b>63,485</b>	<b>-6.5%</b>





# SAN FRANCISCO POLICE DEPARTMENT

## Crime Data

Comparing a Date Range within One Year to Its Prior Year

Please select:

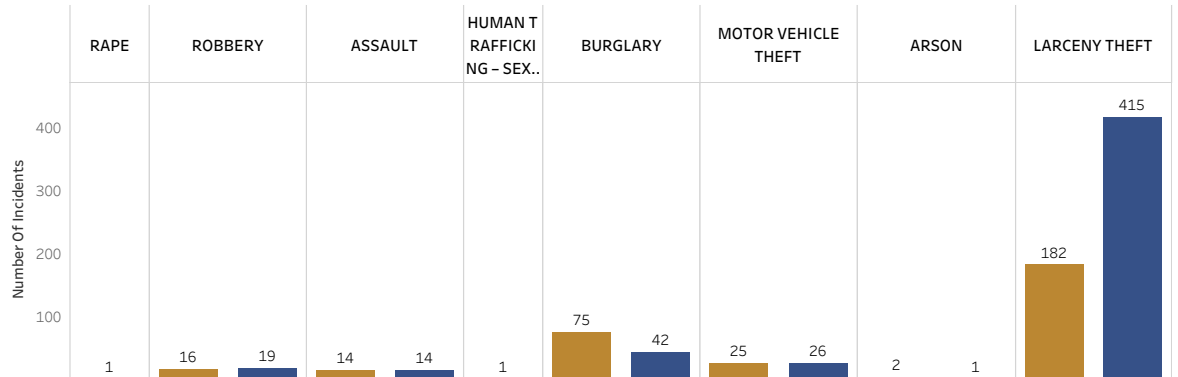
District

- Null
- Bayview
- Central
- Ingleside
- Mission
- Northern
- Park
- Richmond
- Southern
- Taraval
- Tenderloin
- Courtesy Reports

Type Of Crime

- Null
- PART 1 PROPERTY CRIMES
- PART 1 VIOLENT CRIMES

Northern  
1/1/2021 - 1/17/2021



Start Date (1/1/2017 onward)

1/1/2021

End Date

1/17/2021

■ Selected Date Range

■ Selected Date Range, Prior Year

Crime data updated weekly and valid through January 17, 2021

Crime	Selected Date Range	Selected Date Range, Prior Year	Year-to-Year % Decrease or Increase
RAPE	1	1	
ROBBERY	16	19	-15.8%
ASSAULT	14	14	0.0%
HUMAN TRAFFICKING - SEX ACT	1	1	-100.0%
BURGLARY	75	42	78.6%
MOTOR VEHICLE THEFT	25	26	-3.8%
ARSON	2	1	100.0%
LARCENY THEFT	182	415	-56.1%
<b>TOTAL</b>	<b>315</b>	<b>518</b>	<b>-39.2%</b>



# SAN FRANCISCO POLICE DEPARTMENT

## Crime Data

Comparing a Date Range within One Year to Its Prior Year

Please select:

District

- Null
- Bayview
- Central
- Ingleside
- Mission
- Northern
- Park
- Richmond
- Southern
- Taraval
- Tenderloin
- Courtesy Reports

Type Of Crime

- Null
- PART 1 PROPERTY CRIMES
- PART 1 VIOLENT CRIMES

Start Date (1/1/2017 onward)

1/1/2021

End Date

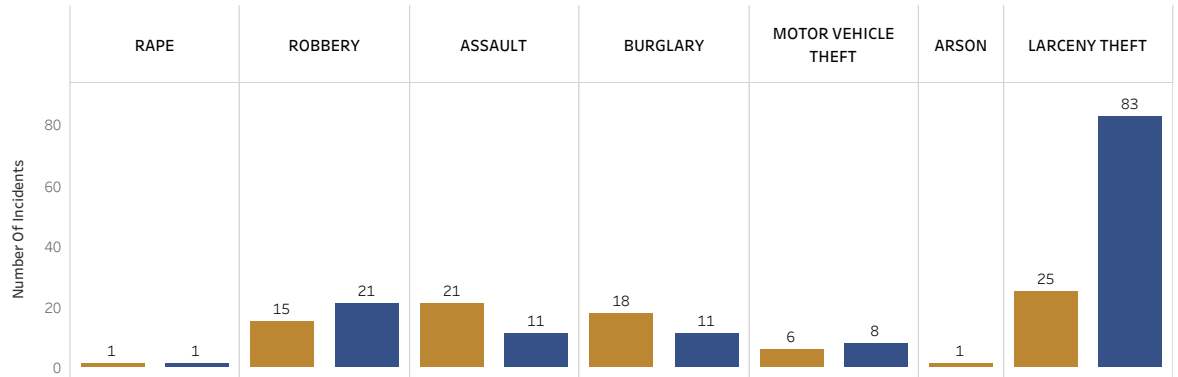
1/17/2021

■ Selected Date Range

■ Selected Date Range, Prior Year

Crime data updated weekly and valid through January 17, 2021

Tenderloin  
1/1/2021 - 1/17/2021



Crime	Selected Date Range	Selected Date Range, Prior Year	Year-to-Year % Decrease or Increase
RAPE	1	1	0.0%
ROBBERY	15	21	-28.6%
ASSAULT	21	11	90.9%
BURGLARY	18	11	63.6%
MOTOR VEHICLE THEFT	6	8	-25.0%
ARSON	1	1	0.0%
LARCENY THEFT	25	83	-69.9%
<b>TOTAL</b>	<b>87</b>	<b>135</b>	<b>-35.6%</b>



# SAN FRANCISCO POLICE DEPARTMENT

## Crime Data

Comparing a Date Range within One Year to Its Prior Year

Please select:

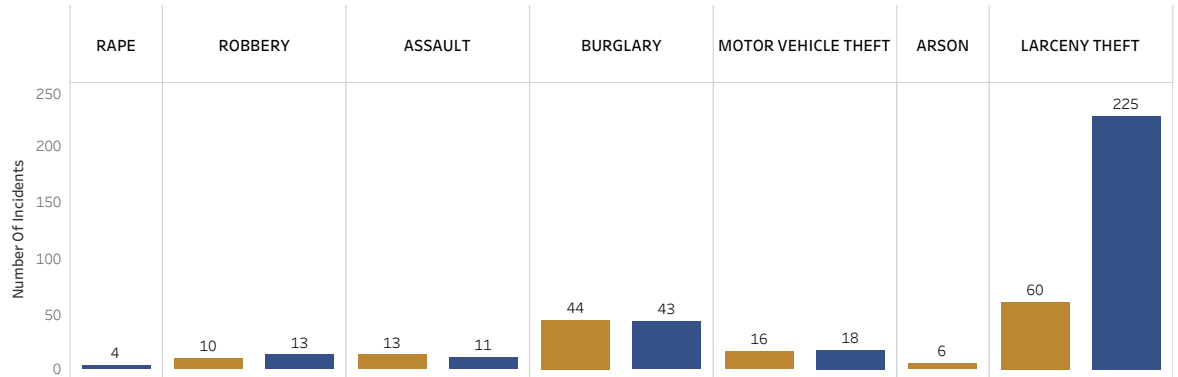
District

- Null
- Bayview
- Central
- Ingleside
- Mission
- Northern
- Park
- Richmond
- Southern
- Taraval
- Tenderloin
- Courtesy Reports

Type Of Crime

- Null
- PART 1 PROPERTY CRIMES
- PART 1 VIOLENT CRIMES

Southern  
1/1/2021 - 1/17/2021



Start Date (1/1/2017 onward)

1/1/2021

End Date

1/17/2021

■ Selected Date Range

■ Selected Date Range, Prior Year

Crime	Selected Date Range	Selected Date Range, Prior Year	Year-to-Year % Decrease or Increase
RAPE		4	-100.0%
ROBBERY	10	13	-23.1%
ASSAULT	13	11	18.2%
BURGLARY	44	43	2.3%
MOTOR VEHICLE THEFT	16	18	-11.1%
ARSON	6		
LARCENY THEFT	60	225	-73.3%
<b>TOTAL</b>	<b>149</b>	<b>314</b>	<b>-52.5%</b>

Crime data updated weekly and valid through January 17, 2021