



Surveillance Impact Report

Department of Elections

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 Department's use of surveillance cameras.

DESCRIPTION OF THE TECHNOLOGY

The mission of the San Francisco Department of Elections is to provide access to election-related services and voting and to conduct elections that are free, fair, and functional.

In line with its mission, the Department 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.

Department technology may be deployed in the following locations, based on use case:

1. Department of Elections in City Hall
2. Department's Warehouse at Pier 31

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following is product description:

The Nest Cam Security Camera lets you keep an eye on what matters most to you, even when you're far from home. Take advantage of 24/7 live video streaming to your mobile device or tablet. Get alerts if something happens and watch footage live in 1080p HD.

A. How It Works

To function, streaming cameras capture video at Department of Elections office in City Hall and Warehouse locations. Stream from the City Hall Voting Center is private and is monitored only from inside the Elections office. Streams of ballot processing are streamed publicly on the internet and can be found on the Department's website. Video from streams is stored for 10 days prior to automatic deletion.

Data collected or processed by security cameras 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:

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 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 security cameras has the following benefits for the residents of the City and County of San Francisco:

- | | | |
|-------------------------------------|-----------------------|---|
| <input checked="" type="checkbox"/> | Education | Allows the public to watch and learn about the election process in San Francisco. |
| <input type="checkbox"/> | Community Development | |
| <input checked="" type="checkbox"/> | Health | Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment. |
| <input type="checkbox"/> | Environment | |

X	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.
<input type="checkbox"/>	Jobs	
<input type="checkbox"/>	Housing	
X	Other	Transparency is a key component of free, fair, and functional elections. To that end, the Department of Elections welcomes members of the public to observe its operations and offer feedback.

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:

Administrative Safeguards: Recordings can only be accessed by 1092-1095 IS Administrator Series, 1840-1844 Management Assistant series, 1115 Director, 0951-0955 Deputy Director series. Internal streams of voting line are not posted publicly.

Technical Safeguards: Access to recordings is password protected. Recordings are automatically deleted from Google servers after 10 days.

Physical Safeguards: Cameras are located only at secured Department of Elections offices at City Hall and Pier 31.

The Department of Elections strives to mitigate all potential civil rights impacts through responsible technology and associated data use policies and procedures, and intends to use Streaming Cameras and their associated data exclusively for aforementioned authorized use cases. All other uses, including surveillance of San Francisco residents or groups, are expressly prohibited.

Streaming Cameras are used to monitor line of voters to determine if additional personnel are needed at the City Hall Voting Center to ensure efficient service. Live streams of ballot processing activities provide the public with transparent and accessible opportunities to observe election processes.

C. Fiscal Analysis of Costs and Benefits

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

Benefit	Description
X	Financial Savings Streaming cameras allow us to provide election observation activities while minimizing deployment of personnel to staff each observation area.
X	Time Savings Streaming cameras enable monitoring of election processes happening in different areas of the city at the same time from a central location.

X Staff Safety Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.

X Data Quality Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution.

The total fiscal cost, including initial purchase, personnel and other ongoing costs is Number of FTE (new & existing)	2 existing employees, Total expected staff hours (all): 10 hrs/election <i>8 hrs x 1 election x \$61/hr: \$488/election</i> <i>2 hrs x 1 election x \$51/hr: \$102/election</i> Total: \$590/election	
Classification	IS Admin (1092) & Elections Clerk (1403)	
	Annual Cost	One-Time Cost
Software		
Hardware/Equipment		21 cameras x \$200: \$4,200 /one-time cost
Professional Services		
Training		
Other	Subscription plan for 10 day recording retention: \$2,100	
Total Cost	\$2,690/yr (1 election), \$3,280/yr (2 elections).	\$4,200
2.1 Please disclose any current or potential sources of funding (e.g. potential sources = prospective grant recipients, etc.). ^{SIR, ASR}		

The Department funds its use and maintenance of the surveillance technology through Annual Operating Budget.

COMPARISON TO OTHER JURISDICTIONS

The Nest Cam Security Cameras are currently utilized by other governmental entities for similar purposes.

APPENDIX A: Mapped Crime Statistics

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

[Toolkit 3.5]