



# Committee on Information Technology

## Office of the City Administrator

San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Suite 352

### **Minutes**

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

Friday January 22, 2021

9:00 – 11:00 am

WebEx event

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#### **Members**

Taraneh Moayed – Chair, Assistant Director, Office of Contract Administration

Blake Valenta – Analytics Strategist, DataSF, City Administrator's Office

Brian Roberts – Policy Analyst, Department of Technology

Mark de la Rosa – Acting Chief Auditor Executive, City Service Auditor, Controller's Office

Maria McKee - Director of Research & Planning, Juvenile Probation Department

Matthias Jaime – Director, Committee on Information Technology

Todd Rydstrom – Deputy Controller, Controller's Office

Nnena Ukuku – Public Member

#### **1. Call to Order by Chair**

Assistant Director of the Office of Contract Administration Taraneh Moayed called the meeting to order at 9:03am.

Ms. Moayed thanked Jason Lally for his service as Chief Data Officer and on the committee and welcomed new members Blake Valenta, Analytics Strategist for DataSF, and Maria McKee, Director of Research and Planning for the Juvenile Probation Department to the committee.

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

Taraneh Moayed

Blake Valenta

Brian Roberts

Mark de la Rosa

Maria McKee

Matthias Jaime

Todd Rydstrom

Nnena Ukuku

#### **COIT Staff**

Emma Fernandez

#### **Department Representatives**

Claudia Gorham

Valeri Shilov  
Mark Corso  
Ian Hart  
Michael Solomon  
Colleen Burke-Hill

**Public Members**

Calen McEldowney  
David Kim  
Dina Quesada  
Elaine Walters  
Elizabeth Coolbrith  
Guy Clarke  
Jade Wang-Angelastro  
Jeffrey Harp  
Marcus Santiago  
Michael Liang  
Micheal Sanders  
Michelle Geddes  
Rohan Lane  
Teresa Scism  
Wayne Li

**3. Approval of Minutes from November 13, 2020 (Action Item)**

The minutes from November 13, 2020 were approved unanimously.

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

COIT Director Matthias Jaime presented the Security Camera template policy and two changes made to it (reflected in track changes):

- The discrimination clause on the first page was edited to include language reviewed by the City Attorney.
- The data retention period was set at one year based on state legislation requirements.

Members decided to add an additional section explicitly prohibiting the City from selling security camera data to the policy.

*City Administrator's Office – Real Estate Division*

Ms. Claudia Gorham presented the Real Estate Division's Security Camera Policy. The department adopted the standard security camera template and provided department-specific answers.

- Location of the cameras
  - Cameras are located in several building sites that are managed by the Real Estate Division. Most spaces are office buildings and have cameras in the lobby and outside the building. Public safety buildings have more limited cameras controlled by RED. At City Hall, the Real Estate Division maintains the system, but the Sheriff's office

monitors the camera feed. City Hall cameras are in public areas inside and outside the building, and in the Mayor's office and other locations.

- Public noticing
  - The department plans to adapt the standard public noticing template from City Hall to use in all buildings.
- Crime statistics
  - The statistics presented in the Surveillance Impact Report show the types of crime in the areas where City buildings are located. Cameras are used to help address any incidents that occur.
- Process for sharing information with law enforcement
  - The process is based on the standard process for City Hall. Live monitoring is only done by specific groups who have training (building managers, deputy sheriffs, security guards. Review of recorded video will be done by a select group of staff trained in this responsibility. To share footage, the person managing the footage will consult with legal counsel.

After member discussion, the following amendments were agreed on.

Amendments to RED Policy Appendix:

- Remove individual's names and use only classifications when referring to types of positions with different roles.
- Add a general email or contact information for public questions or complaints.
- Revise the summary table to only include the name of the building and number of cameras.

### *Elections*

Mr. Valeri Shilov presented the Department of Elections' Security Camera Policy. The department adopted the standard security camera template and provided department-specific answers.

- Location of the cameras
  - Google Nest cameras are used in elections cameras to monitor staff and provide transparency in elections operations. Some members of the public may make it into the video, but mostly the camera captures staff.
  - The Department also has one or two cameras directed at the line in the voting center so staff can monitor and manage the line. This replaces a person live monitoring the line.
- Public noticing
  - The department posts a one-page notice everywhere cameras are deployed noting the area is being streamed.
- Process for sharing information with law enforcement
  - Cameras are not used to prevent crime, and footage is not shared with law enforcement. There was one instance in the last 6 years where a crime was captured at the Elections warehouse.

### *Fire*

Mr. Mark Corso presented the San Francisco Fire Department's Security Camera Policy. The department adopted the standard security camera template and provided department-specific answers.

- Location of the cameras
  - There are three cameras at the Station 49 Ambulance Facility. They are not actively monitored and the data is stored in case of an incident. The cameras capture people coming in and out of the building, and the public areas around the building.
- Public noticing
  - The department uses as standard video camera sign.
- Crime statistics
  - The department tracks incidents internally. They maintain incident reports, but this is not something they currently have summary statistics on.
- Process for sharing information with law enforcement
  - If they had an incident, they would contact SFPD and allow them to review the video if they have something recorded. They have never had a request to review footage from the SFPD that wasn't something reported by SFPD.

### *Human Resources*

Mr. Ian Hart presented the Department of Human Resources' Security Camera Policy. The department adopted the standard security camera template and provided department-specific answers.

- Location of the cameras
  - The cameras are located in three locations that could be considered public in the Department of Human Resources areas on the fourth floor of their building. Cameras are not monitored live.
- Public noticing
  - The department uses a standard "closed circuit monitoring" sign with a picture of a camera.
- Crime statistics
  - The statistics presented in the Surveillance Impact Report were SFPD crime and arrest data from the area. Mr. Hart noted that the Department has received direct threats of harm in the past that were relevant to the use of the cameras but not captured in crime statistics. The department could also present the incident log of 1 South Van Ness as a substitute for crime statistics if this is preferred.
- Process for sharing information with law enforcement
  - This has never happened in the past. Only three people can request information, and only one person can view the recorded information. If asked to provide footage to law enforcement, the department would work with the City Attorney's Office.

### *Mayor's Office of Housing and Community Development*

Mr. Michael Solomon presented the Mayor's Office of Housing and Community Development's Security Camera Policy. The department adopted the standard security camera template and provided department-specific answers.

- Location of the cameras
  - The cameras are located on the Mercy Housing property. The Mayor's Office of Housing and Community Development doesn't own the property, just provides grants

to the organization that manages the property. The cameras are located in the garage, laundry facility, and courtyard and capture residents of the building.

- Public noticing
  - Mercy Housing uses standard closed circuit monitoring signage.
- Crime statistics
  - Mercy Housing did not have any crime statistics to provide.
- Process for sharing information with law enforcement
  - Mercy Housing would share footage with law enforcement in the case of a crime. MOHCD is not involved in the process.

### *War Memorial*

Ms. Colleen Burke-Hill presented the War Memorial's Security Camera Policy. The department adopted the standard security camera template and provided department-specific answers.

- Location of the cameras
  - Cameras are located in the Veteran's Building in publicly accessible corridors and in the lobby. The department plans to increase the coverage in the lobby and of the exterior grounds (excluding public sidewalks).
- Public noticing
  - The department does not currently have any noticing in place but is working on developing notices for public areas of the Veteran's Building.
- Crime statistics
  - Incident reports are made within the security division but not currently logged. The department will investigate the possibility of logging these reports.
- Process for sharing information with law enforcement
  - In case of footage needing to be shared with law enforcement, it is likely a police report would have been filed. The department would also consider sharing with other departments including City Attorney.
  - The department is only aware of one time when images were shared with SFPD, which involved the theft of computer equipment from an office.

The committee unanimously approved the Security Camera policies for the City Administrator's Office, Fire Department, Human Resources, and War Memorial for review at COIT, subject to the following amendments to the template policy (previously discussed).

Amendments to Security Camera template policy:

- Add prohibition on the City selling security camera data.
- Add definitions of private and confidential information to the definition section.
- Change data retention from "Security Camera data will be stored for a minimum of one (1) year to be available to authorized staff for operational necessity and ready reference" to "Security Camera data will be stored for one (1) year to be available to authorized staff for operational necessity and ready reference".

The City Administrator's Office policy was also subject to the following amendments (previously discussed)

Amendments to RED Policy Appendix:

- Remove individual's names and use only classifications when referring to types of positions with different roles.
- Add a general email or contact information for public questions or complaints.
- Revise the summary table to only include the name of the building and number of cameras.

The committee did not vote on the Security Camera policy for the Department of Elections because it decided that the department's use of cameras does not fit the use case for the security camera template policy. The department's camera policy will be revised and considered at a future meeting.

The committee did not vote on the Security Camera policy for the Mayor's Office of Housing and Community Development because it decided that the department's use of cameras would better fit in a template policy for cameras that are not controlled by the City. The department's camera policy will be revised and considered at a future meeting.

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

This item was postponed to a future meeting.

## **6. Public Comment**

There was no public comment.

## **7. Adjournment**

The meeting adjourned at 10:28am.