



Surveillance Impact Report

Arts Commission
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

Established by charter in 1932, the San Francisco Arts Commission is the City agency that champions the arts as essential to daily life by investing in a vibrant arts community, enlivening the urban environment and shaping innovative cultural policy.

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:

Main Gallery: 401 Van Ness Avenue, Suite 126

African American Art & Culture Complex: 762 Fulton Street

Bayview Opera House: 4705 3rd Street

Mission Cultural Center for Latino Arts: 2868 Mission Street

SOMArts: 934 Brannan Street

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

Technology Details

The following lists product description:

Main Gallery: 6 cameras.

African American Art & Culture Complex: 9 cameras.

Bayview Opera House: 12 cameras (Exacqvision).

Mission Cultural Center for Latino Arts: 28 cameras.

SOMArts: 15 cameras (Exacqvision)

A. How It Works

To function, the technology's primary functions are to provide live views and record video footage to dedicated, secure servers. The system is comprised of multiple cameras connected by data cables and infrastructure to the server. The footage is recorded on the server and stored for a limited amount of time.

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:

- Education
- Community Development

Health

Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

Environment

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

Other

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:

Surveillance Camera systems pose potential risks to civil liberties in respect to dignity loss and loss of liberty.

An individual could be embarrassed or experience emotional distress if cameras capture behaviors, appearances, or circumstances by which they might feel humiliated. Examples include views of someone exhibiting an emotional outburst, a person's clothing or hair being disheveled, or someone having their physique ridiculed or leered at. Risks for loss of dignity are reduced by restricting access to live views, as well as recorded footage, to a limited number of authorized staff. In addition, the cameras do not pan, tilt or zoom, thus removing possible temptation for system operators to use those features to follow or enhance views of individuals. Audio is also not recorded or enabled.

Loss of liberty could potentially occur if a person were to be misidentified as the perpetrator of a crime or other incident, making them subject to wrongful arrest. An innocent person might be similar in appearance to someone who committed an offense. Surveillance images could reinforce other circumstantial evidence tying the wrong person to a criminal incident. As an example, someone might be wearing clothing like clothing worn by someone seen leaving an office where a theft had just occurred. Loss of liberty risks due to misidentification of a subject in surveillance video is mitigated by restricting access to live views and recorded footage to authorized personnel.

C. Fiscal Analysis of Costs and Benefits

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

Benefit	Description
<input checked="" type="checkbox"/> Financial Savings	Department Security Camera Systems will save on building or patrol officers.
<input checked="" type="checkbox"/> Time Savings	Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision

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)	\$40,288. Cost for Hardware/Equipment and installation at our 4 Cultural Centers.	
Classification	N/A	
	Annual Cost	One-Time Cost
Software		868
Hardware/Equipment		30,006
Professional Services		0
Training		0
Other		9,002
Total Cost		40,288
2.1 Please disclose any current or potential sources of funding (e.g. potential sources = prospective grant recipients, etc.). ^{SIR, ASR}		
N/A		

The Department funds its use and maintenance of the surveillance technology through Annual Facilities Maintenance budget.

COMPARISON TO OTHER JURISDICTIONS

Surveillance Camera Technologies 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]