



Surveillance Impact Report

Johnson Controls P2000 Security Management System - Video System
San Francisco Public Library

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 San Francisco Public Library (SFPL) system is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

In line with its mission, the Department shall use security cameras only for the following authorized purposes:

Authorized Use(s):

1. Live monitoring to protect safety of SFPL staff, patrons and facilities.
2. Recording of video and images.
3. Reviewing camera footage in the event of an incident.
4. Providing video footage/images to law enforcement or other authorized persons following an incident or upon request.

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:

- Bayview Branch Library
- CARS Building at 750 Brannan Street
- Chinatown Branch Library
- Eureka Valley Branch Library
- Main Library
- Marina Branch Library
- Mission Bay Branch Library
- Ortega Branch Library
- Park Branch Library
- Presidio Branch Library
- Richmond Branch Library
- Support Services building at 190 9th Street

Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

- Visitation Valley Branch Library
- Western Addition Branch Library
- Ocean View Branch Library

Technology Details

The following is a product description:

The P2000 security management system helps buildings achieve maximum security while increasing efficiencies and lowering costs. Built on open standards and compatible with virtually any third party program, the P2000 can integrate multiple businesses, buildings and security systems to achieve interactive, real-time security management. The P2000's built-in web browser allows users to access the platform from a central location — or remotely, through web-connected devices.

A. How It Works

To function, security cameras record and retain video footage of public and non-public spaces within and on the exterior of the facilities of the San Francisco Public Library. That video footage is stored on a server system that lives on the 6th Floor of the Main Library. Video footage is then accessible for review by authorized users.

Data collected or processed from the 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

<input checked="" type="checkbox"/>	Health	Protect safety of SFPL staff, patrons, and facilities while promoting an open and welcoming environment.
<input type="checkbox"/>	Environment	
<input checked="" type="checkbox"/>	Criminal Justice	Review video footage after a security incident; provide video evidence to law enforcement or other authorized persons following an incident or upon request.
<input type="checkbox"/>	Jobs	
<input type="checkbox"/>	Housing	
<input type="checkbox"/>	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:

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

The security cameras are used within library facilities and adjoining perimeter to protect SFPL staff, patrons and facilities. Without proper safeguards in place, the use of these security cameras could result in dignity loss, discrimination, loss of liberty and/or loss of trust. The quality of the video captured through the security cameras may vary in quality due to lighting, motion or other factors, which may lead to mis-identification and other subsequent impacts such as loss of liberty. Correspondingly, the video may not correctly convey intent and viewers may interpret actions captured as threatening or menacing which may have a more benign interpretation, leading to possible issues of discrimination and loss of dignity. Incidents such as these collectively could lead to a loss of trust in the institution of the San Francisco Public Library and municipal government in general.

To protect security camera data from potential breach, misuse or abuse that may result in civil rights impacts, data is maintained on secure servers located on the premises of the 6th Floor of the Main Library, staff are trained on proper usage of the technology and protocols for documenting requests and safeguarding information are followed. Only persons authorized to utilize the data may access this information.

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	Department Security Camera Systems will save on building or patrol officers.
X 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.
X Service Levels	Security cameras will enhance effectiveness of incident response and result in improved level of service.

The total annual fiscal cost, including initial purchase, personnel and other ongoing costs is:		
Number of FTE (new & existing)	0.10 FTE	
Classification	1822 Administrative Analyst; 9976 ILS Administrator.	
	Annual Cost	One-Time Cost
Software	\$16,128	
Hardware/Equipment	\$15,170	
Professional Services	\$23,611	
Training	\$0	
Other (Salary/Fringe)	\$33,557	
Total Cost	\$88,466	

2.1 Please disclose any current or potential sources of funding (e.g. potential sources = prospective grant recipients, etc.). ^{SIR, ASR}

Library Preservation Fund.

The Department funds its use and maintenance of the surveillance technology through the Library Preservation Fund.

COMPARISON TO OTHER JURISDICTIONS

Johnson Controls P2000 Security Management System - Video System is 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),

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

- Bayview Branch Library (33 FY20 security incidents)
- CARS Building at 750 Brannan Street (2)
- Chinatown Branch Library (7)
- Eureka Valley Branch Library (33)
- Main Library (296)
- Marina Branch Library (12)
- Mission Bay Branch Library (34)
- Ortega Branch Library (6)
- Park Branch Library (10)
- Presidio Branch Library (1)
- Richmond Branch Library (15)
- Support Services building at 190 9th Street (3)
- Visitation Valley Branch Library (7)
- Western Addition Branch Library (25)
- Ocean View Branch Library (1)