



# Surveillance Impact Report

Department of Human Resources  
Security Cameras

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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

DHR's Mission is to use fair and equitable practices to hire, develop, support, and retain a highly-qualified workforce.

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:

Certain areas of the 4th floor of 1 South Van Ness that constitute path-of-travel for DHR employees and guests but, due to nature of building design, may be considered public (i.e., pre-security space near elevators and escalators).

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## Surveillance Oversight Review Dates

COIT Review: March 18, 2021

Board of Supervisors Review: August 4, 2021

## Technology Details

The following is a product description:

The cameras and OpenEye software are more than 10 years old. Product descriptions are not currently available.

### A. How It Works

To function, Non-zoom, fixed surveillance camera and OpenEye video recording system. The security camera provides a feed that, at request and in the case of a suspected wrongdoing, may be reviewed by the Department's Chief Engineer. The system records on a continuous loop.

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

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

DHR addresses potential civil rights/liberties impacts by using extreme discretion with regard to the cameras. DHR does not actively monitor the camera feed. The cameras are in the limited portion of the fourth floor that may be considered public space. Only one employee has access to the cameras, the data is local and not saved into perpetuity, and the camera feeds are only pulled in the event of suspected wrongdoing, and only at the request of only one of three senior managers (Human Resources Director, Managing Deputy Director, or Department Personnel Officer). DHR has never provided recordings to other City departments or outside entities, and would never do so without first consulting with the City Attorney.

C. Fiscal Analysis of Costs and Benefits

The Department’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 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.

Number of FTE (new & existing)	Cameras and system are more than 10 years old. DHR could not locate cost records. The system is accessed and maintained by our IS Engineer, but is accessed with little frequency – approximately one to five hours per year.	
Classification	1042 IS Engineer-Journey	
	<b>Annual Cost</b>	<b>One-Time Cost</b>
Software	0	0

Hardware/Equipment	0	0
Professional Services	0	0
Training	0	0
Other	0	0
Total Cost	0	0

The Department funds its use and maintenance of the surveillance technology through its General Fund allocation.

**COMPARISON TO OTHER JURISDICTIONS**

Non-zoom, fixed surveillance cameras and the OpenEye video recording system are currently utilized by other governmental entities for similar purposes.

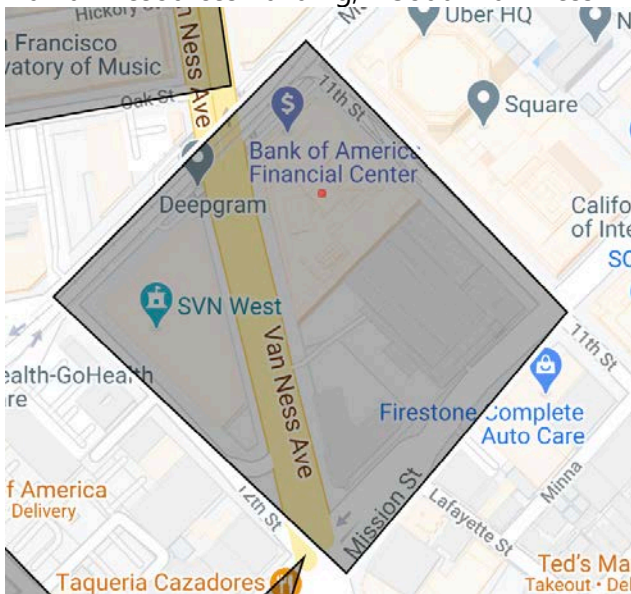
## Appendix A: Crime Statistics

Department: Human Resources

Section 19B requires each department in their Surveillance Impact Report to respond to the following question if applicable, "the general location(s) [of the surveillance technology] may be deployed and crime statistics for any location(s)."

The Department of Human Resources operates a total of 3 Security Cameras at the following locations:

- Human Resources Building, 1 South Van Ness Avenue, 4th Floor, San Francisco, CA, 94103



[Image description: The image shows a screenshot of a mapped area around 1 South Van Ness building.]

Incident Category	Number of SFPD Incidents	Percent
Arson	2	0.011561
Assault	23	0.132948
Burglary	15	0.086705
Disorderly Conduct	7	0.040462
Drug Offense	2	0.011561
Family Offense	1	0.00578
Fire Report	2	0.011561
Forgery And Counterfeiting	1	0.00578
Fraud	4	0.023121
Larceny Theft	22	0.127168
Lost Property	4	0.023121
Malicious Mischief	11	0.063584

Missing Person	1	0.00578
Motor Vehicle Theft	3	0.017341
Non-Criminal	31	0.179191
Offences Against The Family And Children	4	0.023121
Other	2	0.011561
Other Miscellaneous	13	0.075145
Other Offenses	2	0.011561
Rape	1	0.00578
Robbery	2	0.011561
Stolen Property	1	0.00578
Suspicious Occ	7	0.040462
Traffic Violation Arrest	4	0.023121
Warrant	7	0.040462
Weapons Offense	1	0.00578

Information on crime statistics in this are is provided by the San Francisco Police Department. All information obtained through the San Francisco Open Data Portal: <https://datasf.org/opendata/>

In addition, the department maintains an internal incident log. No incidents were recorded in 2020.