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## Report Summary Information

**Name** Real Estate Department

**Respondent** Rohan Lane

**Date Completed**

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## Report Question Responses

### 1 Change in Authorized Use Cases

- 1.1 In the last year, did your department have use cases which differed from your “approved use cases” in your BOS-approved policy?

**Response**

No

### 2 Change in Authorized Job Titles

- 2.1 Does the list of “authorized job titles” in your BOS-approved policy need to change? (i.e. Do you need additional job titles to be authorized to access the data, or do you need to remove any current job titles?)

**Response**

Yes

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#### Comments

**Rohan Lane**

Media Security Systems Manager. Real Estate Department (RED) internally re-assigned a manager position to the RED Media Security Systems Division.

10/26/2022 11:05 PM

- 2.2 Please provide an updated list of authorized job titles.

**Response**

1777 Media Security Systems Specialist  
1781 Media Security Systems Supervisor  
0922 Media Security Systems Manager (NEW\*)  
Real Estate Division (RED) internally re-assigned a manager position to the RED Media Security Systems Division .

- 2.3 Why have the job titles changed?

**Response**

Real Estate Division (RED) internally re-assigned an 0922 manager position to the RED Media Security Systems Division .

### 3 Change in Number and/or Type of Technology

- 3.1 Sections 4-6 cover changes in the number or type of technology addressed by the Surveillance Technology Policy.

Please review and respond according to your department's current situation.

### 4 Replacement of Old Technology

- 4.1 Has any technology listed in the policy been replaced?

**Response**

Yes



## 5 Addition of New Technology

### 5.2 Why has the technology been added?

**Response**

Broken or aging cameras have been replaced

### 5.3 Please list technology which was added (include manufacturer and model information).

**Response**

Avigilon 8.0-H4A-D01-IR Camera  
Avigilon 6.0 H4F D01-IR  
Arecont 12176-DN-08

### 5.4 Please list how many units have been added.

**Response**

20 broken or aging/degraded cameras have been replaced. 3 new cameras have been added at Animal Care and Control Facility.

## 6 Ceased Operation of Technology

### 6.1 Is any technology listed in the policy no longer in use?

**Response**

No

## 7 Services or Equipment Sources

### 7.1 List any and all entities, companies or individuals which provide services or equipment to the department which are essential to the functioning or effectiveness of the Surveillance Technology (list "N/A" if not applicable):

**Response**

DTIS - Replace older coax cable, pull new camera cables.  
Paganini Corp - Replace old coax cable, pull new camera cables.  
Micro Biz Corp - Replace old coax cable, pull new camera cables, mount replacement cameras.

## 8 Surveillance Technology Goals

### 8.1 Has the surveillance technology been effective at achieving its identified purpose?

**Response**

Yes

### 8.2 In 3-5 sentences, please explain how the technology has or has not been effective

*Provide quantitative data to support your response. This should include crime statistics for the radius where the technology operates if that was a motivating factor in acquiring the surveillance technology.*

**Response**

Technology has protected City facilities against vandalism and crime, and has aided Law Enforcement in the prevention and prosecution of criminal acts against, or in, City facilities.

## 9 Data Sharing

### 9.1 Has data acquired through the surveillance technology been shared with entities outside of the department?

**Response**

Yes



9.2 **Was the data shared with city and county departments or other entities associated with city and county government?**

**Response**

Yes

9.3 **List which departments received surveillance technology data from your department, what type of data was disclosed, under what legal standard the information was disclosed, and a justification for the disclosure.**

**Response**

San Francisco Police Department (SFPD) Video data, ongoing criminal investigation.  
San Francisco Sheriff's Department (SFSD) Video data, ongoing criminal investigation or exigent operational circumstances.  
SF Department of Human Resources, video data, workplace conduct.  
SF Office of the Controller, video data, workplace conduct.  
Real Estate Division, video data, property damage  
Animal Care and Control, video data, property damage, exigent operational circumstances.  
City Administrator's Office/City Attny, video data, workplace conduct.

9.4 **Was the data shared with entities outside of city and county government?**

**Response**

Yes

9.5 **List which non-city entities received surveillance technology data from your department, what type of data was disclosed, under what legal standard the information was disclosed, and a justification for the disclosure.**

**Response**

(1) Incident. (City Administrator's Office/City Attny authorization.) Video data was retrieved and shared with press/media/public in response to a public records/Sunshine request for a workplace incident. City Attny Office approved release of video.

## **10** Accidental Receipt of Face Recognition Data

10.1 **Did your department inadvertently or unintentionally receive, retain, access or use any information obtained from Face Recognition Technology?**

**Response**

No

## **11** Complaints

11.1 **Has your department received any complaints and/or concerns from community members about this surveillance technology?**

**Response**

No

## **12** Violations

12.1 **Were there any violations of the Surveillance Technology Policy or Surveillance Impact Report, reported through community members, non-privileged internal audits, or through other means in the last year?**

**Response**

No



12.4 **Has your department conducted any internal audits of the technology?**

**Response**

No

**13 Statistics and Information about Public Records Act Requests**

13.1 **Has your department received any public records act requests for this surveillance technology?**

**Response**

Yes

13.2 **How many public records requests have been made regarding this surveillance technology?**

**Response**

(1) public records request/sunshine request has been received.

13.3 **Please summarize what has been requested via public records requests, including the general type of information requested and disclosed, as well as the number or requests for each general type of information.**

**Response**

(1) incident seeking disclosure of video footage related to an incident in a City facility regarding City employees. Multiple (10+) public records requests from public and Media Outlets for same incident. Release of footage approved by City Attny Office, faces of any individuals -other than those involved in the incident- were redacted/blurred.

**14 Total Annual Costs for the Surveillance Technology**

14.1 **List the number of FTE (new & existing).**

**Response**

(2) 1777 Media Security Systems Specialist  
(1) 1781 Media Security Systems Supervisor  
(1) 0922 Media Security Systems Manager

\* NOTE: all FTE, but have multiple daily responsibilities not related to security systems.

\*\* NOTE (2 additional) 1777 as needed positions with multiple daily responsibilities not related to security system/security tasks.

14.2 **Are there one-time costs for Fiscal Year 2022-23?**

**Response**

No

14.15 **Are there annual costs for Fiscal Year 2022-2023:**

**Response**

Yes

14.16 **Are there annual Salary and Fringe costs?**

**Response**

Yes



14.17 **List total annual Salary and Fringe costs for FY 2022-2023:**

**Response**

1777 \$390,327 Fringe \$159,357  
1781 \$258,623 Fringe \$102,622  
1781 Standby pay -off hours 24/7 response to critical systems \$12,000  
0922 \$142,000 Fringe \$ 59,000  
TOTAL \$1,123,929

14.18 **Are there annual Software costs?**

**Response**

Yes

14.19 **List total annual Software costs for FY 2022-2023:**

**Response**

Individual camera software license cost (\$23,000 ) for 2-4 year term.  
Video management Software Support Agreement (2 year term) \$24,000 for 2 year term

14.20 **Are there annual Hardware/ Equipment costs?**

**Response**

Yes

14.21 **List total annual Hardware/ Equipment costs for FY 2022-2023:**

**Response**

Replacement of broken or aging cameras. \$80,000

14.22 **Are there annual Professional Services costs?**

**Response**

Yes

14.23 **List total annual Professional Services costs for FY 2022-2023:**

**Response**

\$90,000 replacement of cameras in challenging/inaccessible locations and re-pulling/replacement of outdated wiring

14.24 **Are there annual Training costs?**

**Response**

No

14.26 **Are there annual "Other" costs?**

**Response**

No

14.28 **What source of funding will fund the Surveillance Technology for FY 2022-2023?**

**Response**

Real Estate Division, allocation of departmental funds received from City Administrators office General Fund Budget.



14.29 **Have there been any changes to the one-time costs from your department's approved Surveillance Impact Report?**

**Response**

No

14.31 **Have there been any changes to the annual costs from your department's approved Surveillance Impact Report?**

**Response**

No

14.32 **Why have the annual costs changed?**

**Response**

N/A

## **15 Annual Inventory Check**

15.1 **Note:**

*In 2019, all departments were asked to compile a list of surveillance technologies which their department uses. Since then, departments have been asked to contact COIT about new technologies for a surveillance technology review via the Surveillance Technology Ordinance Form in ServiceNow. Please feel free to reference the current Surveillance Technology Inventory for your department to help you answer the following questions.*

15.2 **Is the Surveillance Technology Inventory for your department current and accurate?**

**Response**

Yes

15.9 **You have completed the Annual Surveillance Report:**

*Congratulations and see you next year!*