



---

## Report Summary Information

**Name** Daniel Quach

**Respondent** Wei Li

**Date Completed** 10/26/2022 01:37 PM

---

## 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**

No

### 4 Replacement of Old Technology

4.1 Has any technology listed in the policy been replaced?

**Response**

No

### 5 Addition of New Technology

5.1 Has any technology been added which is not listed in the policy?

**Response**

No

### 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**

Microbiz Security Company  
444 Jessie Street  
San Francisco, CA 94103  
415-777-1151  
service@mbiz.com



## 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**

Our security camera has been effective in providing security for the safety of our shelter clients. As an extension to our shelter security staff, it has also been effective in helping us providing service while keeping cost manageable.

## 9 Data Sharing

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

**Response**

No

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

**Response**

No

## 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**

Yes



12.5 **Please provide general aggregate information about the result of your department's internal audits.**

**Response**

HSH Facilities team audited the sites and checked DVR login for abnormality.

12.6 **If the audits revealed violations, please list any actions taken in response to the violations.**

**Response**

No violation

**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**

No

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

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

**Response**

4 existing employees  
Total expected staff hours (all): 15 hrs/mo

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**

No

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

**Response**

Security camera and DVR rarely break down. When they do, HSH uses general fund to address small break-fix. Alternatively, if the camera and DVR were procured as part of the provider contract, then break fix cost will be part of said contract.

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**

Not Answered

## **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!*