

HOM Security Camera Annual Surveillance Report 2023

Fields marked with an asterisk (*) are required.

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?

No

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?)

No

Change in Number and/or Type of Technology



Replacement of Old Technology

4.1 Has any technology listed in the policy been replaced?

No



Addition of New Technology

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

No



Ceased Operation of Technology

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

No



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): *

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

Surveillance Technology Goals



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

Yes

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

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.

Data Sharing



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

Yes

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

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.

Data is shared with the Police Department. It is shared in an event of a crime for evidence purposes.

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

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.

Data is shared with the CBO's. This is shared for crime or violence purposes.

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?

No

Complaints ▾



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

No

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?

No

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

Yes

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

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.

No violation

Statistics and Information about Public Records Act Requests ▾



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

No

Total Annual Costs for the Surveillance Technology ▾



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

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

14.2 Are there one-time costs for Fiscal Year 2023-2024?

Yes

14.3 Are there one-time Salary and Fringe costs?

No

14.5 Are there one-time Software costs?

No

14.7 Are there one-time Hardware/ Equipment costs?

No

14.9 Are there one-time Professional Services costs?

Yes

14.10 List total one-time Professional Services costs for FY 2023-2024:

\$510.00

14.11 Are there one-time Training costs?

No

14.13 Are there one-time "Other" costs?

No

14.15 Are there annual costs for Fiscal Year 2023-2024:

No

14.28 What source of funding will fund the Surveillance Technology for FY 2023-2024?

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?

No

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

No