Committee on Information Technology
Office of the City Administrator
San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Suite 352

Draft Minutes

COIT Privacy and Surveillance Advisory Board Meeting
City and County of San Francisco

Thursday, August 24, 2023
1:30 PM – 3:30 PM
City Hall Room 305 and Webex Online Event

Members
Mike Makstman – Chair, Chief Information Security Officer, Department of Technology
Guy Clarke – IT Governance Director, San Francisco International Airport
Mikela Clemmons – Technical Director, Digital Services
Jillian Johnson – Chair, Director, Committee on Information Technology
Michelle Littlefield – Chief Data Officer, Data SF and Digital Services
Molly Peterson – Contract Reform Manager, Office of the City Administrator
Georg Wolfl – IT Audit Manager, Controller's Office

1. Call to Order by Chair

Mike Makstman called the meeting to order at 1:33 PM, provided instruction on how to give public comment, and conducted the roll call.

2. Roll call

Mike Makstman – Chair, Chief Information Security Officer, Department of Technology
Guy Clarke – IT Governance Director, San Francisco International Airport
Mikela Clemmons – Technical Director, Digital Services
Jillian Johnson – Chair, Director, Committee on Information Technology
Michelle Littlefield – Chief Data Officer, Data SF and Digital Services
Molly Peterson – Contract Reform Manager, Office of the City Administrator
Georg Wolfl – IT Audit Manager, Controller's Office

COIT Staff
Julia Chrusciel
Danny Thomas Vang

3. General Public Comment

There was no public comment.

4. **Approval of Meeting Minutes from June 29, 2023 (Action Item)**

   There was no public comment.

   Molly Peterson made a motion to approve, Guy Clarke seconded.
   The minutes were approved by Mike Makstman, Guy Clarke, Mikela Clemmons, Jillian Johnson, Michelle Littlefield, Molly Peterson, and Georg Wolfl.

5. Department Updates & Announcements

Jillian Johnson introduced Georg Wolfl as a new member of the subcommittee, and gave an update on moving the policy making process from One Trust to LogicGate.

There was no public comment.

6. Surveillance Technology Policy Review: Social Media Monitoring Technology (Action Item)

Mark Corso, Jesus Mora, and Jonathan Baxter presented on behalf of the Fire Department on their social media monitoring software.

Questions posed by members of the subcommittee include:

- What is the process of disposing data, do you get independent verification of proper disposal?
- Can you describe the use case that caused this policy to be separated from the rest?
- What does “response to social media post” mean?

There was no public comment.

Jillian Johnson made a motion to move this item forward, Mikela Clemmons seconded.
The motion was approved by Mike Makstman, Guy Clarke, Mikela Clemmons, Jillian Johnson, Michelle Littlefield, Molly Peterson, and Georg Wolfl.

7. Surveillance Technology Policy Amendment Review: Automated License Plate Readers (“ALPR”) (Action Item)

Asja Steves presented on behalf of the Police Department on their ALPR Amendments.

Questions posed by members of the subcommittee include:

- Is there an ability to include different data types and formats, or does the subcommittee need to have a specific level of scrutiny surrounding them?
- How does the civil code mentioned on the second page handle for people getting medical care that might be illegal in other states?
- How will “no data shall be shared with law enforcement” interface with “verify through other law enforcement sources”, will there be a conflict between the two?
- Do you have a specific vendor in mind?

There was no public comment.

Molly Peterson made a motion to move this item forward with the proposed updates and formatting edits, Guy Clarke seconded.
The motion was approved by Mike Makstman, Guy Clarke, Mikela Clemmons, Jillian Johnson, Michelle Littlefield, Molly Peterson, and Georg Wolfl.

8. Surveillance Technology Policy Review: Drones (Action Item)

Asja Steves and Raj Vaswani presented on behalf of the Police Department on their Drone/ Unmanned Aerial Vehicles.

Questions posed by members of the subcommittee include:

- How are “spaces where there is reasonable expectation of privacy” defined?
- How would thermal vision operate with “spaces where there is reasonable expectation of privacy”?
- In a city where physical space is tight, a drone would be able to capture info in the surrounding area even if its focus is on a specific target, how do you account for that?
- Since a drone can capture more footage than a body camera, how do you protect people not in an investigation?
- In which use cases would you record versus live stream?
- What protections and controls are present? Is this automated, or conducted by people?
- Can you track non-compliance, are there accountability checks and balances?
- Will the drones have the ability to carry weapons, or be used as a form of force?
- How many calls per hour or per day would initiate use of a drone?

The following was recommended by members:

- Remove names of companies, keep the policy broad
- Change “may be erased in 60 days” to “will be” or “shall be”
- Be more specific with the definition of preplanned deployment mapping
- Describe who is conducting approvals of access, and their evaluation parameters
- Describe instances of sharing with media outlets, not just law enforcement

There was no public comment.

This item will be continued at a future PSAB Meeting.

9. Adjournment

The meeting adjourned at 3:28 PM.