



# Surveillance Impact Report

Asian Art Museum  
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

Our Mission is to inspire new ways of thinking by connecting diverse communities to historical and contemporary Asian art and culture through our world-class collection, exhibitions and programs.

In line with its mission, the Asian Art Museum utilizes the surveillance camera system to increase security officer capacity directly related to public safety. The technology enhances the department's ability to provide a safe and welcoming environment to patrons, visitors, and staff. The system is also used to help protect the priceless collection of art owned by the City of San Francisco.

The Asian Art Museum 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:

Security camera systems will be placed in public facing areas to cover artwork, entrances and exits, as well as exterior locations to protect the museum and staff.

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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 of the surveillance system at the Asian Art Museum:

The museum uses several different models of IP based cameras. The footage is stored on internally located servers, and the software is ExacqVision.

### A. How It Works

The technology's primary functions are to provide live views and record motion video footage to a dedicated secure server. The system is comprised of multiple cameras connected to the server. The footage is recorded on the server and stored for various amounts of time based on server size and motion recording.

Data collected or processed by the Asian Art Museum surveillance camera system 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 the Asian Art Museum surveillance cameras system has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

Health      Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

- Environment

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.

- Jobs
- Housing

Public Safety

- Other

- Assists security department investigating Asian Art Museum code of conduct violations and/or criminal acts.
- Provides a mechanism to augment foot patrols, prevent criminal acts, and assist anyone requiring emergency help.

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:

The Asian Art Museum believes that the surveillance camera system poses potential risks to civil liberties in respect to dignity loss and loss of liberty.

And individual could be embarrassed or experience emotional distress if cameras capture certain behaviors, appearances, or circumstances by which they might feel humiliated. Examples include views of someone exhibiting an emotional outburst, a person’s clothing or hair being disheveled, or having their physique ridiculed or leered at. Risks for loss of dignity are reduced by restricting access to live views, as well as recorded footage, to a limited number of trained security staff. Audio is not recorded or enabled.

Loss of liberty could potentially occur if a person were to be misidentified as the perpetrator of a crime or other incident, making them subject to wrongful arrest. An innocent person might be similar in appearance to someone who committed an offense. Surveillance images could reinforce other circumstantial evidence tying the wrong person to a criminal incident. As an example, someone might be wearing clothing similar to someone seen leaving an office where a theft had just occurred. Loss of liberty risks due to misidentification of a subject in surveillance video is mitigated by restricting access to live views and recorded footage to a limited number of trained personnel.

Release of camera footage to outside agencies or internal use is through the approval of the security management team. The technology is password protected to eliminate unauthorized use.

C. Fiscal Analysis of Costs and Benefits

The Department’s use of surveillance cameras yields the following business and operations benefits:

Benefit	Description
X Financial Savings	Help mitigate potential incidents that have a financial impact. These include but are not limited to medical response, theft, and vandalism.
X Time Savings	Department Security Camera Systems will run 24/7, and are monitored from a security control room reducing response time to incidents or need for service.

X Staff Safety Security cameras help identify violations of department code of conduct or other applicable rules and laws. Enhances security staff's ability to observe patrons, visitors and staff members requiring assistance. Can help mitigate or prevent dangerous incidents.

X Data Quality Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Recording is set to motion allowing for higher quality recording without compromising data storage.

Number of FTE (new & existing)	Control room is staffed 24 hours per day monitoring cameras, security and life safety systems. 4.2 FTE.	
Classification	8226 and 8202 for monitoring. 8228 and 0922 for review	
	<b>Annual Cost</b>	<b>One-Time Cost</b>
Software		
Hardware/Equipment	20-30k	500k
Professional Services		
Training		
Other		
Total Cost	<b>20-30k</b>	<b>500k</b>

The Department funds its use and maintenance of the surveillance technology through:

- Non-City funding on an annual maintenance. Upgrades through capital requests.
- The Asian Art Museum started upgrading the camera system in 2014. This project took several years to complete. The funding was primarily through COIT funding, with some funds received from City capital. Additional funding was through the museum Foundation (non-City funds).

### COMPARISON TO OTHER JURISDICTIONS

Surveillance technologies like the Asian Art Museum surveillance camera system are currently utilized by other governmental entities for similar purposes.

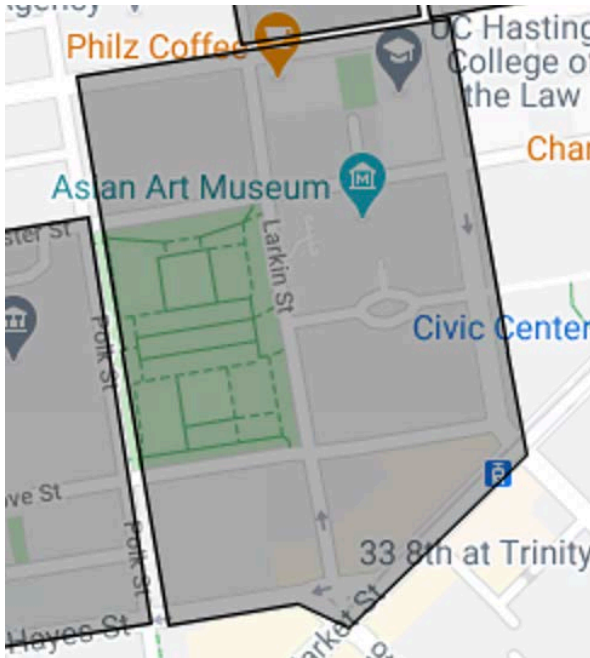
## Appendix A: Crime Statistics

Department: Asian Art Museum

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 Asian Art Museum operates a total of 242 Security Cameras at the following location:

- 200 Larkin Street, San Francisco, CA 94102



[Image description: The image shows a screenshot of a mapped area around the Asian Art Museum building.]

Incident Category	Number of SFPD Incidents	Percent
	5	0.002798
Arson	1	0.00056
Assault	123	0.06883
Burglary	23	0.012871
Courtesy Report	5	0.002798
Disorderly Conduct	16	0.008954
Drug Offense	640	0.358142
Drug Violation	1	0.00056
Fire Report	1	0.00056
Forgery And Counterfeiting	7	0.003917
Fraud	25	0.01399

Larceny Theft	159	0.088976
Lost Property	26	0.01455
Malicious Mischief	63	0.035255
Miscellaneous Investigation	9	0.005036
Missing Person	19	0.010632
Motor Vehicle Theft	33	0.018467
Non-Criminal	137	0.076665
Offences Against The Family And Children	29	0.016228
Other	31	0.017348
Other Miscellaneous	148	0.08282
Other Offenses	15	0.008394
Prostitution	1	0.00056
Recovered Vehicle	13	0.007275
Robbery	43	0.024063
Sex Offense	3	0.001679
Stolen Property	2	0.001119
Suspicious Occ	37	0.020705
Traffic Collision	4	0.002238
Traffic Violation Arrest	34	0.019026
Vandalism	3	0.001679
Vehicle Impounded	1	0.00056
Warrant	104	0.058198
Weapons Carrying Etc	13	0.007275
Weapons Offense	13	0.007275

Information on crime statistics in 2020 in this area is provided by the San Francisco Police Department. Statistics are taken from a 1-block radius around the location of cameras. All information is obtained through the San Francisco Open Data Portal: <https://datasf.org/opendata/>

In addition, the department maintained an internal incident log in 2020:

<b>Asian Art Museum Statistics</b>	<b>CY2020</b>
Assault/Battery	4
Burglary	0
Fire	4
Homicide	0
Medical	25
Robbery	0
Shooting	0
Stabbing	3

Drug activity	3500
Theft	0
Vandalism	29
Vehicle accident	5
<b>Total</b>	<b>3570</b>