



# Committee on Information Technology

## Office of the City Administrator

San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Suite 352

### **Draft Minutes**

#### **Privacy and Surveillance Advisory Board Meeting City and County of San Francisco**

Friday, March 12, 2021

9:00 am – 11:00 am

WebEx Event

---

#### **Members**

Taraneh Moayed – Chair, Assistant Director, Office of Contract Administration

Blake Valenta – Analytics Strategist, DataSF, City Administrator's Office

Brian Roberts – Policy Analyst, Department of Technology

Mark de la Rosa – Acting Chief Auditor Executive, City Service Auditor, Controller's Office

Maria McKee - Director of Research & Planning, Juvenile Probation Department

Matthias Jaime – Director, Committee on Information Technology

Todd Rydstrom – Deputy Controller, Controller's Office

Guy Clarke – IT Governance Director, San Francisco International Airport

Nnena Ukuku – Public Member, Private Attorney

#### **1. Call to Order by Chair**

Ms. Taraneh Moayed called the meeting to order at 9:01 am.

#### **2. Roll call**

Taraneh Moayed

Blake Valenta

Brian Roberts

Mark de la Rosa

Maria McKee

Matthias Jaime

Todd Rydstrom

Guy Clarke

Nnena Ukuku

#### **COIT Staff**

Emma Fernandez

Julia Chrusciel

#### **Department Representatives**

Brad Taylor

Christine Nath

Marc Upchurch

Jeff Harp  
Jaime Lopez  
Naomi Pettway

### **3. Approval of Minutes from February 26, 2021 (Action Item)**

The minutes of February 26, 2021 were approved unanimously and without changes.

### **4. Chair Update**

Taraneh Moayed gave a summary of the changes regarding the new ordinance amendment which was introduced by Supervisor Peskin.

### **5. Review and Approval of Surveillance Technology Policy: Security Camera (Action Item)**

Discussion began with departments using the citywide policy standard.

#### *Department of Public Health*

Marc Upchurch presented the Department of Public Health's Security Camera Policy. The department adopted the standard security camera template and provided department-specific answers.

- Location of the cameras
  - Cameras are located at the hospital centers and in areas where the cameras are intended on protecting the medical professionals and to secure the location, but generally are located in private areas of the hospitals where there is a checkpoint or security.
  - 381 cameras are subject to this policy.
- Public noticing
  - Signs are posted, but there are no other active communications about surveillance cameras.
- Crime statistics
  - An internal incident log is maintained.
  - They share any data related to a criminal act with law enforcement.
  - They have the ability to "diffuse" images so images are relevant to specific event.
- Process for sharing information with law enforcement
  - They verify who the requester is, the person is required to be a pre-approved person in sheriff's department.
  - Once material is requested, someone in department reviews footage with law enforcement
  - There have been times where other civil agencies have been involved.

#### *Recreation and Parks*

Christine Nath presented the Department Security Camera Policy previously using the standard security camera template.

The committee approved the Security Camera policies for the Department of Public Health and Recreation and Parks for review at COIT, with the exception of Todd Rydstrom, who abstained.

Discussion then continued to evaluate Surveillance Technology Policies that did not use the citywide template.

*Public Utilities Commission*

Brad Taylor presented additional information about the Public Utilities Commission's Security Camera Policy, specifically about the costs of any technology used and its management.

The committee voted to approve the policy of the Public Utilities Commission unanimously.

**6. Public Comment**

There was no public comment.

**7. Adjournment**

The meeting adjourned at 9:45 am.