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## Report Summary Information

**Name** Annual Surveillance Report

**Respondent** Lisa Zayas-Chien

**Date Completed** 10/27/2022 04:58 PM

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## 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**

Yes

- 2.2 Please provide an updated list of authorized job titles.

**Response**

Deputy Director of Finance and Administration (0951)  
Deputy Director of Programs (0923)  
Director of Community Investments (0922)  
Capital Program Manager (1823)  
Office/Operations Manager (1842)  
Director of Galleries and Public Programs (0922)

- 2.3 Why have the job titles changed?

**Response**

More accurate list of staff that would be involved in the case of a security incident. Commission Secretary no longer in an office administrative role.

### 3 Change in Number and/or Type of Technology

- 3.1 Sections 4-6 cover changes in the number or type of technology addressed by the Surveillance Technology Policy.

*Please review and respond according to your department's current situation.*

### 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**

Yes

6.2 **Why is the technology no longer used?**

**Response**

Camera not working properly in Arts Commission Main Gallery.

6.3 **Please list how many units have ceased operation.**

**Response**

1 camera has ceased operation (no longer working properly) in SF Arts Commission Main Gallery.

## 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**

Department of Technology (DT) - SF Arts Commission Main Gallery  
Microbiz Security Company - Cultural Centers (Tenant funded - not funded with City dollars)

## 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**

Yes, a break-in occurred in the SF Arts Commission gallery and review of the video was able to clarify where the break-in occurred.

## 9 Data Sharing

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

**Response**

Yes



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

**Response**

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.**

**Response**

SF War Memorial Security Team (SF Arts Commission is a tenant at WAR). Camera footage was reviewed after break-in. No data was shared. Allowed under authorized use policy.  
Mission Cultural Center reported sharing video footage with law enforcement. Allowed under authorized use policy.

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**

No

## **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**

N/A

14.2 Are there one-time costs for Fiscal Year 2022-23?

**Response**

Yes

14.3 Are there one-time Salary and Fringe costs?

**Response**

No

14.5 Are there one-time Software costs?

**Response**

Yes

14.6 List total one-time Software costs for FY 2022-2023.

**Response**

Waiting for Department of Technology (DT) recommendations and quote.

14.7 Are there one-time Hardware/ Equipment costs?

**Response**

Yes

14.8 List total one-time Hardware/ Equipment costs for FY 2022-2023.

**Response**

Waiting for Department of Technology (DT) recommendations and quote.

14.9 Are there one-time Professional Services costs?

**Response**

Yes

14.10 List total one-time Professional Services costs for FY 2022-2023:

**Response**

Waiting for Department of Technology (DT) recommendations and quote.

14.11 Are there one-time Training costs?

**Response**

Yes



14.12 **List total one-time Training costs for FY 2022-2023:**

**Response**

Waiting for Department of Technology (DT) recommendations and quote.

14.13 **Are there one-time "Other" costs?**

**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**

General Fund

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!*