Report Summary Information

Name SFPL Annual Report - JCI Security Cameras

Respondent Randle McClure

Date Completed

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

8207 Grounds and Patrol Officers (26.5 FTE)
8211 Ground and Patrol Supervisors (3 FTE)
1822 Administrative Analyst
0923 Manager of Security Operations and Emergency Planning
0932 Director of Facilities
0953 Chief Operating Officer
0964 City Librarian.

2.3 **Why have the job titles changed?**

Response

Minimal changes related to staffing needs within SFPL security division and corresponding supervision.

(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
(No)

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
Johnson Controls, Inc.

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
FY22 Level 1 (high) and Level 2 (moderate) security incidents have reduced by 49.2% from the last full year of library service (FY19) in part because of security cameras posted around the system and commensureate improved patrols/staffing by security. Cameras are used in specific situations where identification of an individual is necessary to ensure patron and staff safety within SFPL facilities.

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

Sheriff's Office (partnership with SFPL at the Main Library for purposes of security) - camera footage, per request. Justification of SFPL Surveillance Technology Policy - Security Cameras.

SFPD - camera footage, per request. Justification of SFPL Surveillance Technology Policy - Security Cameras.

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

0.10

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

Response

(No)

14.15   **Are there annual costs for Fiscal Year 2022-2023:**

Response

(Yes)

14.16   **Are there annual Salary and Fringe costs?**

Response

(Yes)

14.17   **List total annual Salary and Fringe costs for FY 2022-2023:**

Response

$36,242

Comments

Randle McClure   *10/27/2022 04:13 PM*
Minimal SFPL staff support required. 8% cost escalator over 18 months since original
submission.

14.18   **Are there annual Software costs?**

Response

(Yes)

14.19   **List total annual Software costs for FY 2022-2023:**

Response

$36,913

14.20   **Are there annual Hardware/ Equipment costs?**

Response

(Yes)

14.21   **List total annual Hardware/ Equipment costs for FY 2022-2023:**

Response

$16,687

14.22   **Are there annual Professional Services costs?**

Response

(Yes)

14.23   **List total annual Professional Services costs for FY 2022-2023:**

Response

$25,972

14.24 **Are there annual Training costs?**

Response

(No)

14.26 **Are there annual "Other" costs?**

Response

(No)

14.28 **What source of funding will fund the Surveillance Technology for FY 2022-2023?**

Response

Library Preservation 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

(Yes)

Comments

Randle McClure

Standard contractual and employee cost escalations.

10/27/2022 04:15 PM

14.32 **Why have the annual costs changed?**

Response

Standard contractual and employee cost escalations

(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!