

Office of the District Attorney Crime Laboratory Security Cameras

Annual Surveillance Report for July 1, 2022 – June 30, 2023

Description of How the Technology Was Used

Security cameras were used to collect video footage of the Crime Lab building's perimeter, lobby, and rooms where evidence and firearms are stored. In the reporting period, cameras were used daily by Administrative Office staff and Property Evidence Technicians to identify visitors waiting to enter the building.

Some of the perimeter cameras do capture members of the public who are not suspected of engaging in unlawful conduct. Signs are posted on-site to indicate the presence of video monitoring.

The cameras are in operation and record footage 24/7. Access to live footage is detailed in the Surveillance Use Policy. In the reporting period, staff with authorized access to pre-recorded footage were the Facility Manager, Crime Lab Director, and Assistant Crime Lab Director (though please see section 4, below). The Facility Manager keeps a log of how many times pre-recorded footage was accessed. On thirty-seven occasions the Facility Manager reviewed footage for multiple reasons, including attempting to obtain information related to the following: an attempted assault on a County employee on West Hedding Street by a person brandishing a shoe; a person attempting to talk their way into the building; a graffiti incident; a vandalized traffic control arm and vandalized badge readers; and the intrusion event described below. Footage was reviewed to assess other security and safety events also, such as: suspicious activity/loitering of persons immediately outside the building; critical alarms and equipment failures; a suspicious package left outside the building; and to investigate a possible package theft. On three occasions, footage was reviewed to troubleshoot recording issues. Once when images were choppy, once for troubleshooting with IT staff, and once to determine if the system was functioning during a power outage.

On November 9, 2022, an employee left an external door ajar, and an intruder entered the building, gaining access to areas on the fourth and first floors of the Crime Lab. The Assistant Crime Lab Director and Facility Manager reviewed pre-recorded footage in an attempt to identify the intruder and to understand their movements in the building.

Data Sharing with Outside Entities

In the reporting period, snapshots were shared with the Crime Lab Director and Assistant Crime Lab Director by the Facility Manager over several security or safety concerns mentioned above. In addition, snapshots and footage were shared with outside entities by the Facility Manager on several occasions: (i) a snapshot of the person attempting to assault a County employee on West Hedding Street while brandishing a shoe was shared with the County Facility Securities team; (ii) snapshots of a person attempting to talk their way into the building were shared with the

DA's Bureau of Investigation (BOI) duty officer and the County Facility Securities team; (iii) snapshots of a person graffitiing the building were shared with the County Facility Securities team; (iv) snapshots of a person vandalizing the traffic control arm outside the building, and one key card reader were shared with the County Facility Securities team; (v) two short video clips of the person vandalizing the traffic control arm and key card reader were shared with the SJPD for their investigation; (vi) four short video clips of the intruder incident described above were shared with the SJPD for their investigation.

Complaints or Concerns

The Crime Lab has a procedure for receiving and dispositioning complaints from any source. No complaints or concerns about the Crime Lab's security cameras were received in the reporting period.

Audits and Policy Violations

The Facility Manager and Crime Lab Director are responsible for compliance with the Surveillance Use Policy, and the Policy is shared with all users of the cameras, specifically, the Facility Manager, Crime Lab Director, Assistant Crime Lab Director, Administrative Office staff, Property Evidence Technicians, and members of the Digital and Multimedia Evidence unit. The Crime Lab Director re-shares the Policy annually. There was one policy violation in the reporting period. On November 10, 2022, following the intrusion event described above, the Assistant Crime Lab Director attempted to review pre-recorded footage in the Facility Manager's office using the assistance of the Crime Lab's Senior IT Field Support Specialist. When the Assistant Crime Lab Director stepped away from the monitors temporarily to assist a customer, the Senior IT Field Support Specialist and two interested Criminalists briefly reviewing some of the footage. Upon her return, the Assistant Crime Lab Director made it clear that this was not permitted.

Effectiveness of Achieving Identified Purpose

The use of the Crime Lab's security cameras has been effective, especially for identifying visitors waiting to enter the building, and in investigating issues like critical alarms and equipment failures. In addition, in the reporting period, cameras were effective at capturing individuals graffitiing the building or vandalizing a traffic control arm and key card reader, and in capturing an intruder's movements in the building.

Public Records Act Requests

All Public Record Act Requests received by the District Attorney's Office, including the Crime Lab, are handled by members of the District Attorney's Office. No Public Record Act Requests pertaining to the Crime Lab's security cameras were submitted in the reporting period.

Annual Costs

There is an estimated on-going cost for maintenance of \$1,000/year.