

**Office of the County Executive, Reentry Resource Center**  
**Security Cameras**  
**Annual Surveillance Report**  
**July 1, 2022 – June 30, 2023**

**1. Description of How the Technology Was Used**

The Santa Clara County Office of Reentry Services collaborated with the Santa Clara County Office of the Sheriff to create the Surveillance Technology Use Policy for the On Guard Security Camera System at the San José Reentry Resource Center (RRC), located at 151 West Mission Street, San Jose, CA 95110. This policy was approved by the Santa Clara County Board of Supervisors on November 20, 2018.

For the reporting period of July 1, 2022 to June 30, 2023, the security camera system at the RRC was used as intended and approved by the Board:

- to deter potential crimes from being committed; and
- to allow Sheriff's Deputies to observe the area surrounding the building, monitor and investigate what is happening inside and outside the building in real time, record any crimes that may occur onsite, assist in catching criminals if a crime occurs, and determine the exact time a crime may have been committed.

The security camera system captures digital recorded video of daily activity around the RRC with 10 outside perimeter and 6 interior cameras. It captures video of members of the public, reentry clients, County and non-County employees who may not be suspected of engaging in unlawful conduct. The safeguards that exist to address concerns regarding privacy, civil liberties and rights impacted by the surveillance footage are easily observable signs posted throughout the RRC notifying visitors they are being monitored by surveillance cameras; and all recorded data was securely maintained, and password protected with only authorized Sheriff's Office personnel having direct access to it. There are annual reviews and trainings to monitor tracking and/or any misuse of the system. All reviews are facilitated by Sheriff's Sergeant and/or Lieutenant assigned to the RRC.

**2. Data Sharing with Outside Entities**

The Office of the Sheriff has a process in place to track requests submitted by outside entities, with designated staff to receive, research, and respond to each request.

The Office of the Sheriff has provided CCTV footage to the San Jose Police Department for one investigation during this time frame.

### **3. Community Complaints or Concerns**

Any community complaints regarding the use of the digital cameras are routed to Sergeants from the Office of the Sheriff for tracking and response.

There have been no reported community complaints or concerns regarding the existing security camera system.

### **4. Audits and Policy Violations**

The Office of the Sheriff will visibly post a copy of this Surveillance Use Policy at the main entrance to the RRC for staff, guests and clients to view. Any inquiries will be directed to badged staff for response. The Office of Reentry Services will then add any new procedural information to both the RRC Employee Staff Manual, and the Safety and Security Training held monthly.

The Office of the Sheriff is implementing a process in coordination with the Office of Reentry Services to periodically audit the system logs for access to the video. Video surveillance is retained for a period of 1 year and is then deleted.

### **5. Effectiveness at Achieving Identified Purpose**

The existing security cameras at the RRC have continued to monitor daily activity throughout the exterior and interior in real time. Although not all our equipment is functional and some cameras have presented technical difficulties with capturing video, it has been generally effective in monitoring the daily activities at the RRC. The Office of Reentry Services continues to work with Technology Services and Solutions (TSS) in coordination with Facilities and Fleet on these issues.

As approved by the Board of Supervisors and to further the effectiveness and security of the RRC, all the antiquated security cameras will be updated and new security cameras will be installed into the new Mobile Medical Unit lobby, hallway, and the new RRC main lobby. The updated estimated completion date for this upgrade and installation is December 2023.

### **6. Public Records Acts Requests**

The Office of the Sheriff and the Office of Reentry Services have a process in place to track Public Records Act requests, with designated staff to receive and respond to each request.

There have been no Public Records Act requests regarding the existing security camera system.

## **7. Annual Costs**

During the reporting period, there were no additional costs to update and install a new Network Video Recorder (NVR) system and security cameras. Any costs in the coming year are expected to be absorbed within the existing Board-approved budget.

During the reporting period covered in this Annual Report, besides the NVR system and security camera update, there were no additional direct maintenance expenses.