

Office of the County Executive Digital Cameras Annual Surveillance Report July 1, 2022 – June 30, 2023

1. Description of How the Technology Was Used

During the time period covered under this Annual Report, from July 1, 2022 to June 30, 2023, the Office of the County Executive used digital cameras to take photos and record videos of staff persons and beneficiaries of County programs. The material was used for news dissemination purposes. All the digital cameras were used in compliance with the Board-approved Surveillance Use Policy and were not used to record images, video, or audio without the express consent of those captured in the recordings.

2. Data Sharing with Outside Entities

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

As of June 30, 2023, no data was shared with outside entities.

3. Community Complaints or Concerns

Any community complaints regarding the use of the digital cameras are routed to María Leticia Gómez, Director of Communications and Public Affairs, for tracking and response.

As of June 30, 2023, there have been no reported community complaints or concerns regarding the use of digital cameras.

4. Audits and Policy Violations

The Department is working on implementing an annual process to ensure all staff are aware of the Surveillance Use Policy.

The Department is also working on implementing a process to monitor digital camera usage to include a log of users and the purpose for utilization and will perform sample audits to ensure compliance with the Surveillance Use Policy and the departmental procedures.

5. Effectiveness at Achieving Identified Purpose

The digital cameras were effective in their identified purpose to record images, video, and audio, and were only used with the express consent of those captured in the recordings. The

Department uses a consent form, approved by the Office of the County Counsel, to document the express consent of photographed or recorded individuals, and archives the signed releases for each media item produced.

6. Public Records Act Requests

The Department has a process in place to track Public Records Act requests, with designated staff to receive and respond to each request.

There were no Public Records Act requests for the digital camera images or videos during the time period covered in this report.

7. Annual Costs

There were no additional costs related to digital cameras. Funding for this technology is included in department's Fiscal Year 2023-24 Adopted Budget.