

Department of Parks and Recreation Closed-Circuit Cameras

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

1. DESCRIPTION OF HOW THE TECHNOLOGY WAS USED

Under the Surveillance Use Policy, closed-circuit cameras are used for law enforcement and security-related purposes, to monitor building entrances, publicly accessible workspaces near and around County facilities including park land, Department safes, or areas where employees and volunteers work and/or handle money.

During the period covered in this report the Santa Clara County Parks and Recreation Department (Department) used closed-circuit camera systems at the following facilities:

- Hellyer County Park, Central Yard Facility
- Martial Cottle Park, Office and Visitor Center

The surveillance cameras at the Hellyer Park, Central Yard Facility were all located outside to prevent theft and vandalism of equipment, tools, and supplies. These cameras, which have been in place for approximately eight years, captured footage of staff, contractors, service providers, or criminals as they drove or walked around outside the facility throughout the day and after hours.

The surveillance cameras at Martial Cottle Park, Office and Visitor Center were located inside and outside both buildings to prevent theft and vandalism. They have been in place for approximately eleven years.

Both surveillance systems at Martial Cottle Park and Hellyer Park record constantly. The Department has a process, defined positions, and password protections in place to view the footage being recorded.

Any misuse would be potentially identified by the onsite managers at the Hellyer and Martial Cottle Park facilities.

Access to data is limited to Department Executive Managers and their designees identified in writing, Chief Park Ranger, and to Department staff designated in writing by the Parks Department Director as having a County business need to access the data on a case-by-case basis in compliance with the policy. The Department has developed a secure SharePoint site to track data capture and access to the data.

A sample audit was not performed during this period.

The Chief Park Ranger is notified if data access is required for investigative purposes to complete the Annual Report.

2. DATA SHARING WITH OUTSIDE ENTITIES

As of June 30, 2023, there was one occasion where recorded footage was viewed by a City of San Jose Community Service Officer at the direction of the Manager of Specialty Parks who has direct authorization to access the data. The City of San Jose Community Service Officer downloaded recorded footage of a suspect, and the original Parks data was recorded over in loop as per SUP.

The department has a written process addressing tracking and sharing data with outside entities.

3. COMMUNITY COMPLAINTS OR CONCERNS

The Department did not receive any complaints regarding the use of closed-circuit cameras during the period covered by this annual report.

The department has never received any community complaints regarding the closed-circuit cameras located at the Hellyer and Martial Cottle Park facilities.

4. NON- PRIVILEGED AUDITS/POLICY VIOLATIONS

Personnel has been identified by position to ensure compliance with the SUP.

The Department has written designees documented by position title; due to vacancies and staff movement, they are not documented by name.

The Department has created a Parks Training Module to ensure applicable staff are trained on the SUP. Existing designees at Hellyer Park and Martial Cottle Park have been trained on the SUP. The Department has created a formal process to ensure all relevant staff have read and understand the policy.

Departmental recordkeeping regarding use or access has been improved by compiling the information on SharePoint and limiting access to the recordkeeping to appropriate identified designees.

The Department confirms compliance with SUP data retention periods was followed.

No sanctions or violations occurred.

5. EFFECTIVENESS IN ACHIEVING IDENTIFIED PURPOSE

During the period of this report, the Department had one incident at the Hellyer Park, Central Yard Facility. An exterior gate was vandalized. Video footage was downloaded and viewed by designated Parks Staff. They were unable to identify the suspect. The Department believes that the cameras have been effective for public safety and security-related purposes.

During the period of this report, the Department had three incidents of attempted theft and vandalism at Martial Cottle Park. In these cases, the kiosk door was vandalized, the visitor center lock box was vandalized, and the visitor center was graffitied. The designated Park Staff reviewed the data for all three incidents, and they were unable to identify the suspect. A City of San Jose Community Service Officer reviewed and downloaded footage from the visitor center lock box vandalism incident, but they were not able to determine the identity of the suspect. The data was recorded over in accordance with the SUP on data retention. The Department had the same number of incidents during this reporting period as the previous reporting period. This system is under review for an upgrade and any Department changes will comply with the approval process.

6. PUBLIC RECORDS ACT REQUESTS

The Department has not received any Public Record Requests for any of the data from the closed-circuit cameras used.

All public records act requests are reported to and tracked by the Department Public Information Officer (PIO) and County Counsel.

7. ANNUAL COSTS

Surveillance costs for Hellyer Park, Central Yard Facility: \$1,600.

No cost was incurred for the Martial Cottle Facility.

Funding is provided by the Parks Charter Fund.