

**Office of the County Executive – Facilities and Security  
Countywide Facility Access Control Technology**

**Annual Surveillance Report for July 1, 2022 - June 30, 2023**

**1. DESCRIPTION OF HOW THE TECHNOLOGY WAS USED**

As stated in the Countywide Surveillance Use Policy, “the County’s employee-badge / access-controlled technology and its data shall be used for County business purposes only, to (1) provide access to certain County facilities to authorized County employees who need to use those facilities as part of their work duties; (2) limit access to only those authorized County employees; (3) assist with management decisions relating to access control, administrative or legal investigations, and disciplinary actions; and (4) share data with County employees and law enforcement when authorized.” Badge readers are only used to capture badge scan information for those with assigned badges.

**2. DATA SHARING WITH OUTSIDE ENTITIES**

No data was shared with outside entities during this reporting period.

**3. COMMUNITY COMPLAINTS OR CONCERNS**

No community complaints regarding Facility Access Control Technology were received.

**4. NON-PRIVILEGE INTERNAL AUDITS/POLICY VIOLATIONS**

We have conducted a review with all departments that have access to the Facility Access Control Technology. Over the course of the past year, there have been no violations of the Surveillance Use Policy.

**5. EFFECTIVENESS IN ACHIEVING IDENTIFIED PURPOSE**

The data captured has effectively shown that restricted spaces have not been entered by non-authorized employees or any other non-designated entry.

**6. PUBLIC RECORDS ACT REQUESTS**

There have been no Public Records Act requests that involved data gathered by the badge readers.

**7. ANNUAL COSTS**

The badge readers were purchased and installed several years ago. The maintenance costs, primarily for work performed on the physical readers themselves is minimal. Funding for this technology is included in FAF’s Fiscal year 2023-2024 Adopted Budget.