

**Department of Planning and Development
Audio Recorders
Annual Surveillance Report**

July 1, 2022 – June 30, 2023

1. Description of how the Technology was Used

During the time period of this Annual Surveillance Report, the Department of Planning and Development (Department) used audio recorders in compliance with the Board-approved Surveillance Use Policy. This is the first reporting period that an audio recorder was used by the Department since the March 2020 Shelter-in-Place Order was lifted. The Department recorded two public meetings using one audio recorder during the reporting period. The audio recordings entailed the placement of a recorder in the room where the public meeting occurred in order to record the discussion of the meeting. The audio recorder was placed in an open area to clearly record public speakers and staff. The recorders were not placed in areas to record any other conversations that were not pertinent to the subject of the meeting.

The meeting mentioned above includes the Stanford Community Resource Group meeting led by Department staff.

All handheld audio recorders have been collected and are stored with the Surveillance Use Policy Coordinator when not in use.

2. Data Shared with Outside Entities

Although use has been limited, the audio recordings for this reporting period are publicly available and are posted on the Department's webpage. From this webpage, any member of the public may download a copy of the audio recording.

3. Community Complaints or Concerns about the Technology

The Department did not receive any community complaints during the reporting period about audio recordings. The Department has a designated Surveillance Use Policy Coordinator to whom community complaints are routed for tracking, investigation, and response.

4. Audits / Policy Violations

As of June 30, 2023, there have not been any non-privileged internal audits conducted, allegations of policy violations, or findings of policy violations.

The Department disseminates its Surveillance Use Policy to each employee via DocuSign and includes an Acknowledgment Statement that states the employee has read and understood the policy and will forward any complaints relating to use or access to the Surveillance Use Policy Coordinator.

5. Effectiveness at Achieving Identified Purpose

The audio recordings have been effective at achieving the purpose of recording and memorializing the deliberations and actions by the resource group during the meeting.

6. Public Record Act Requests

The Department has an established California Public Records Act (CPRA) process that includes a log that provides a description of the requested information; there were no requests for audio recordings during the reporting period.

7. Costs Incurred from July 1, 2022 – June 30, 2023

The audio recorders were purchased prior to this reporting period. No maintenance costs were incurred for the audio recorders during the reporting period.