

APPENDIX A: SURVEILLANCE TECHNOLOGY IMPACT REPORT

Department or Division:	Somerville Police Department (SPD)
Compliance Officer (name and position):	Lt. Jeff DiGregorio
Submitted by:	Lt. Jeff DiGregorio
Date:	
Surveillance Technology:	GLX Cameras

X	Please identify the purpose(s) of the proposed surveillance technology. Select ALL that apply by entering "X" in the left column.
	Identifying and preventing threats to persons and property and preventing injury to persons or significant damage to property
	Identifying, apprehending, and prosecuting criminal offenders
	Gathering evidence of violations of any law in criminal, civil, and administrative proceedings
x	Providing information to emergency personnel
	Documenting and improving performance of City employees
	Executing financial transactions between the City and any individual engaged in a financial transaction with the City
	Preventing waste, fraud, and abuse of City resources
	Maintaining the safety and security of City employees, students, customers, and City-owned or controlled buildings and property
	Enforcing obligations to the City
	Operating vehicles for City business
	Analyzing and managing service delivery
	Communicating among City employees, with citizens, or with third parties
	Surveying and gathering feedback from constituents
	Other (Describe): TO monitor roadways affected by the ongoing and ever changing impact on traffic patterns caused by GLX project If the surveillance technology is used for a purpose not listed above, does the purpose comply with the surveillance use policy? ___ Yes ___ No

Complete ALL of the following items related to the proposed surveillance technology. Be as specific as possible. If an item is not applicable, enter "N/A." Do NOT leave fields blank.

1. Information describing the surveillance technology and how it works:

Four stationary cameras were installed on city roads to monitor GLX work and the effect on traffic.

a. Authorized use – the uses that are authorized, the rules and processes required before that use, and the uses that are prohibited (10.64.b.2):

The cameras are running continuously and are accessible to those with a user account, which includes Detectives, Traffic, Station Officers, and Commanders. The purpose is to monitor traffic in the areas around GLX construction. Any request to use cameras would be made through the Detective Bureau or Homeland Security Sergeant

b. Training – the training, if any, required for any individual authorized to use the surveillance technology or to access information collected by the surveillance technology, including whether there are training materials (10.64.b.9):

The cameras are accessible by logging into the application. Once logged in, the camera images become available. There is no training necessary to view the camera.

2. Information on the proposed purpose(s) for the surveillance technology (10.64.b.1):

Purpose of this technology is to monitor traffic conditions affected by GLX construction. If certain routes are overly congested, a traffic mitigation plan can be made with the help of this data.

3. Information describing the kind of surveillance the surveillance technology is going to conduct and what surveillance data is going to be gathered (10.64.b.3):

Cameras are used to monitor traffic on roads affected by GLX construction.

a. Data access – the individuals who can access or use the collected surveillance data, and the rules and processes required before access or use of the information (10.64.b.4):

Those with access capabilities can view live feeds from the camera in real time. If footage is needed for an investigation it can be preserved. As of this report these cameras have not been used in the course of a criminal investigation.

<p>b. Data protection – the safeguards that protect information from unauthorized access, including, but not limited to, encryption, access-control, and access-oversight mechanisms; (10.64.b.5)</p>
<p>All users need to log into department computers to view the camera application. The access is tracked and user log would be available. Video is only viewable by department members with login access.</p>
<p>c. Data retention – the time period, if any, for which information collected by the surveillance technology will be routinely retained, the reason that retention period is appropriate to further the purpose(s), the process by which the information is regularly deleted after that period has elapsed, and the conditions that must be met to retain information beyond that period (10.64.b.6):</p>
<p>Data retention is 30 days unless recording is preserved.</p>
<p>d. Public access – if and how collected surveillance data can be accessed by members of the public, including criminal defendants (10.64.b.7):</p>
<p>If the video is preserved for a criminal investigation and becomes evidence and it is subject to discovery. Any public information requests for preserved video would be vetted through the City’s law office.</p>
<p>e. Third-party data-sharing – if and how other city or non-city entities can access or use the surveillance data, including any required justification and legal standard necessary to do so, and any obligation(s) imposed on the recipient of the surveillance data (10.64.b.8):</p>
<p>Video could be shared with other city or law enforcement agencies depending on the type of investigation. i.e. State police investigating an accident on McGrath Highway.</p>
<p>4. The location(s) it may be deployed and when:</p>
<p>Locations are based on areas affected by GLX work and could change. At the time of this report there are two cameras on Broadway (Broadway @ Boston Ave. and Broadway @ Cedar St). There is a camera at Cedar St. and Morrison Ave. and another camera at College Ave. @ Morrison Ave.</p>
<p>5. A description of the privacy and anonymity rights affected and a mitigation plan describing how the department’s use of the equipment will be regulated to protect privacy, anonymity, and limit the risk of potential abuse:</p>
<p>Cameras are in fixed positions and used for traffic monitoring.</p>

<p>6. The potential impact(s) on privacy in the city; the potential impact on the civil rights and liberties of any individuals, communities or groups, including, but not limited to, communities of color or other marginalized communities in the city, and a description of whether there is a plan to address the impact(s):</p>
<p>Camera positions are based on GLX construction and traffic impact. Cameras are on city roads and directed at traffic flow. They are not positioned on any other basis other than traffic observation and would be placed on roads affected by GLX construction on a temporary basis.</p>
<p>7. An estimate of the fiscal costs for the surveillance technology, including initial purchase, personnel and other ongoing costs, and any current or potential sources of funding:</p>
<p>\$23,417.65 for the cameras and installation</p>
<p>8. An explanation of how the surveillance use policy will apply to this surveillance technology and, if it is not applicable, a technology-specific surveillance use policy:</p>
<p>Since this technology involves city owned cameras on city roads, the city's Surveillance Policy would apply.</p>
<p>a. Oversight – the mechanisms to ensure that the surveillance use policy is followed, including, but not limited to, identifying personnel assigned to ensure compliance with the policy, internal record keeping of the use of the technology or access to information collected by the surveillance technology, technical measures to monitor for misuse, any independent person or entity with oversight authority, and the sanctions for violations of the policy (10.64.b.10):</p>
<p>The Homeland Security Sergeant and Special Operations Lieutenant would oversee cameras and their placement. Department policy would serve as a guideline for use and retention of data from these cameras. Any misuse and violation of department policy could lead to discipline up to and including termination.</p>