



Surveillance Use Policy

Mission Bay and OB Pier UASI Camera System

San Diego Fire Rescue Department
Lifeguard Services Division

PURPOSE

The specific purpose of the Mission Bay and Ocean Beach (OB) Pier Urban Area Security Initiative (UASI) Camera System (Camera System) is to observe water-related emergencies and public safety concerns on both Mission Bay and in the Pacific Ocean, adjacent to the Ocean Beach Pier. The Camera System is intended to increase capabilities for public safety and emergency management.

USE

The use of this Camera System should ensure that no confidential or sensitive information be disclosed that would violate any applicable law or would undermine the legitimate security interests of the City of San Diego (City). The use of Camera System is authorized for the following uses:

1. Safeguard lives on Mission Bay.
2. Safeguard Lives in the Pacific Ocean adjacent to the OB Pier.
3. Provide situational awareness for The San Diego Fire-Rescue Department (SDFD)/ Lifeguard Services Division. (Secure Facility)
4. Provide Situational Awareness for the Joint Harbors Operational Center (JHOC). (Secure Facility)
5. In the event of a large-scale maritime emergency, provide situational awareness to the City of San Diego Emergency Operations Center (EOC). (Secure Facility)
6. Assist the SDFD/Lifeguard Services Division locate and recover submerged items in Mission Bay and the Pacific Ocean adjacent to the OB Pier.
7. Assist Federal Agencies associated with JHOC in water rescue, medical emergencies, and public safety emergencies.

DATA COLLECTION

The information that can be collected, captured, recorded, intercepted, or retained by the Camera System while engaging in its authorized uses the authorized uses will be stored in a secure location for no longer than 180 days unless explicitly authorized by the Lifeguard Chief. The stored data will automatically be deleted on the 181st day unless explicitly authorized to be saved for a legal reason. All data sources collected by Camera System will only be copied or released to an officer of the City, State or Federal Court upon a lawful request. All authorization of saved or copied data will be in writing and saved for no less than two (2) years. In the reporting of this information, no confidential or sensitive information should be disclosed that would violate any applicable law or would undermine the legitimate security interests of the City.

SDFD shall only collect data using Camera System, or use Camera System-collected data, to the extent that such collection or use is a benefit to the public and is collected consistent with applicable local, State, and Federal law.



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Camera System is capable of streaming and recording both still and video aerial imagery and other sensor data to identify areas of concern for Incident Command (IC) personnel. This data may include images of exterior residential and commercial spaces, and this data will include images of open spaces. The video feed is livestreamed to the three specified locations (viewing locations described in the “Data Protection” section of this policy) for safety and incident management. The number of images/videos that are captured, saved, and downloaded is limited. Camera System may inadvertently collect Personally Identifiable Information (PII). If imagery is collected containing PII, it shall be retained in accordance with SDFD policy, but for no longer than 180 days unless retention of the information is determined to be necessary to an authorized mission or investigation.

To retain PII more than 180 days, personnel or agency representatives must provide documentation stating the reason for retention, estimated length of time the PII will be needed, and there must be written Lifeguard Chief or Designee approval.

DATA ACCESS

The following classifications can access and use the data collected:

1. SDFD Classifications:
Lifeguard II, Lifeguard III, Lifeguard Sergeant, Marine Safety Lieutenant, Marine Safety Captain, Lifeguard Chief, Battalion Chief, Deputy Chief, Assistant Fire Chief, Fire Chief.
2. San Diego Police Department (SDPD) Classifications:
Police Officer II, Police Sergeant, Police Detective, Police Lieutenant, Police Captain.
3. JHOC Personnel: All have “Secret Clearance” through the Federal Government

Agency	Title	Position
USCG*	Ops. Specialist Chief	Command duty officers
USCG	Ops. Specialist 1st class	Sensor Operator
USCG	Ops. Specialist 2nd class	Situation watchstanders
USCG	Ops. Specialist 3rd class	Communications watchstanders
USCG	JHOC Technical Lead	Technical Support
USCBP*	Border Patrol Agent	Sensor Operator
NIWCP*	Contractor	Equipment support
Port of SD	Contractor	Port Camera Operator
USCG	Ensign	Command duty officers
USCG	LTJG	Command duty officers
USCG	LT	Command duty officers
USCG	Auxiliary CG Volunteer	Communications watchstander

*USCG: United States Coast Guard

*USCBP: United States Customs and Border Protection



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*NIWCP: Naval Information Warfare Center Pacific

4. If the data is regarded as Digital Media Evidence (DME), the data can be accessed and used by sworn SDFD personnel in accordance with applicable sections of the SDFD Operations Manual, Lifeguard Division Policies, and local, State, and Federal Law. DME is forensic information stored or transmitted in digital form that may be used in court proceedings. Authorized investigators and attorneys of the City, State, and Federal Court may also access DME in accordance with applicable law.

DATA PROTECTION

All information will be viewed in the following secured buildings: The Lifeguard Communication Center (LCC) at Lifeguard Headquarters, JHOC at USCG Sector San Diego, and the City's EOC at the City of San Diego Office of Emergency Services (EOS). The information will be safeguarded from unauthorized access. The system must be activated and logged on at the three secure buildings (LCC, JHOC, EOC) with unique passwords. No confidential or sensitive information should be disclosed that would violate any applicable law or would undermine the legitimate security interests of the City.

DATA RETENTION

Data will be stored in a secure location for no longer than 120 days unless explicitly authorized by the Lifeguard Chief. The stored data will automatically be deleted on the 121st day unless explicitly authorized to be saved for a legal reason. All data sources collected by the Camera System will only be copied or released to an officer of the City, State or Federal Court. All authorization of saved or copied data will be in writing and save for no less than 2 years. In the reporting of this information, no confidential or sensitive information should be disclosed that would violate any applicable law or would undermine the legitimate security interests of the City.

PUBLIC ACCESS

The Data will not be released to the public unless required by applicable local, State, or Federal law. Data will be released in a court proceeding in the process of discovery if the data is determined to be disclosable.

THIRD PARTY DATA SHARING

There will be no third-party sharing of this data.

TRAINING

Training is required for any individual authorized to use the Camera System or to access information collected by the Camera System. Security, authorized uses, and retention will be part of the training conducted.



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AUDITING AND OVERSIGHT

Annual review of procedures used to ensure that this Surveillance Use Policy is followed, including identification of internal personnel assigned to ensure compliance with the policy, internal recordkeeping of the use of the Camera System and access to information collected by the Camera System, technical measures to monitor for misuse, identification of any independent person or entity with oversight authority, and the legally enforceable sanctions for violations of the policy will be conducted by an agent of the City of San Diego.

MAINTENANCE

Maintenance will be conducted by authorized personnel listed in this policy. Third-party contractors who conduct hardware and software maintenance will not have access to data collected or stored by this Camera System.