Camera Network Usage Policy & Procedures

I. Purpose of Network

The purpose of the SafeCity Connect Camera Network is to help make neighborhoods safer for residents, employees, and visitors by providing camera video recording of key public spaces in an attempt to reduce criminal activity. This document (the **"Policy"**) outlines the general policies and procedures for usage of the Yerba Buena/SafeCity Connect Camera Network. It does not constitute legal advice or create any enforceable rights against Yerba Buena or SafeCity Connect.

II. Change of Policy Terms

Yerba Buena Partnership Board of Directors reserves the right to modify or change this Policy at any time, consistent with applicable law and procedures subject to written confirmation that the change can be administered by SafeCity Connect. SafeCity Connect will provide notice of changes to this Policy to all participating property owners, as legally required.

III. Definitions

Archived Video and **Recorded Video** mean video footage that has been archived/recorded and stored.

Live Video means video footage that is available to view in real time. SafeCity Connect is not responsible for real-time monitoring or responses.

Video Copy and **Video Export** mean footage that has been copied in accordance with a Video Request related to a security or safety incident.

Video Request means a written or electronic request to SafeCity Connect for video footage to be reviewed and/or retrieved/released to criminal justice organizations including, but not limited to, the police department, sheriff's department, District Attorney's Office, City Attorney's Office, Public Defender's Office, all in the City and County of San Francisco as well as any Federal law enforcement offices. Private parties may also request video via subpoena for use in civil litigation. Requests for video review and/or copies shall be documented using the Video Retrieval Request form attached as Appendix B or its electronic equivalent or via court subpoena.

IV. Basic Camera Network Information

A. SafeCity Connect installs cameras with the written permission of property owners at selected properties located in the applicable neighborhood to maximize footage of public spaces, including sidewalks, alleys, public plazas, and parks. In the future, additional cameras may be installed (also with the written permission of property owners) in other public spaces in the applicable neighborhood. The property owner or authorized tenant may display signage in or near areas where SafeCity Connect cameras are located to inform the public that activities in certain areas are subject to camera video recording. Compliance with signage requirements shall be the responsibility of the property owner unless otherwise required by law.

B. Cameras in the network are not intended to protect private properties, and cameras will not be directed at areas where the public might have an expectation of privacy (e.g., public restrooms, backyards, inside residences or neighboring businesses). SafeCity Connect is not a security company and does not provide security services. Cameras shall be positioned to avoid incidental capture of private interior spaces to the extent practicable. SafeCity Connect will not use covert, "dummy," or fake cameras. The cameras will not record any sounds or voices, and cannot be used to capture any audio conversations. Facial recognition technology will not be used in this system.

C. The Video Retrieval Center shall be located remotely and operated by SafeCity Connect. SafeCity Connect shall not be required to maintain regular business hours or maintain staff to actively monitor Live Video footage.

D. SafeCity Connect may provide camera viewing access in pre-approved circumstances and in accordance with this Policy and applicable laws. SafeCity Connect shall have the exclusive ability and discretion to control and adjust the cameras. SafeCity Connect cannot and does not monitor all Live Video or Recorded Video footage, and assumes no responsibility for reporting or otherwise taking immediate action when suspicious or criminal activity occurs.

E. SafeCity Connect only collects footage of designated public areas within the scope of the network. The video footage may not capture the entire public space surrounding the property, nor will it capture every detail of any suspicious activities and/or behaviors, and SafeCity Connect assumes no responsibility for doing so.

F. The SafeCity Connect Camera Network is managed by SafeCity Connect and cameras shall be installed and maintained by various service providers and contractors. SafeCity Connect requires its service providers to follow applicable privacy and security requirements. All network cameras shall use a digital network video recording system.

V. General Principles and Policies

A. The purpose of the SafeCity Connect Camera Network is to record video and provide video footage that may assist property owners, law enforcement, and other authorized parties to deter crime, assist in protecting the safety and property of persons and

businesses within the district, assist in apprehending persons suspected of committing criminal activities, and help exonerate the innocent. The use of the SafeCity Connect Camera Network for purposes inconsistent with those identified in this policy is prohibited.

B. SafeCity Connect Camera Network usage for the purposes identified in this policy shall be conducted in a professional, ethical, and legal manner. In addition, the SafeCity Connect Camera Network usage shall comply with all applicable local, state, and federal laws and regulations, and shall not violate reasonable expectations of privacy as defined by applicable law.

C. To further this Policy's goals of reducing crime and criminal activity in the district, and exonerating the innocent, SafeCity Connect - upon written request or appropriate legal process - will release video footage to designated criminal justice agencies and subject to valid court order or subpoena, to parties in civil disputes. The criminal justice organizations include, but are not limited to, the police department, sheriff's department, District Attorney's Office, City Attorney's Office, and Public Defender's Office . SafeCity Connect does not provide routine or continuous access to any law enforcement agency.

D. Notwithstanding anything to the contrary, SafeCity Connect will only provide video footage to United States Immigration and Customs Enforcement ("ICE") and/or United States Citizenship and Immigration Services (USCIS) pursuant to a court warrant or order issued with a valid judicial signature and in compliance with California state laws and City and County of San Francisco Sanctuary City requirements. In no event will any footage be subject to viewing, review by, or supplied to ICE or other federal or state agency for the purpose of verifying immigration status without a validly issued and signed court order or warrant.

E. Property owners and authorized tenants participating in the Camera Network may access video footage only from cameras installed on their own properties and only for valid business purposes and in accordance with the SafeCity Connect License Agreement and applicable laws and regulations. Valid business purposes include post-incident investigations into criminal or security incidents and the need for data associated with owner's business operations. Personal purposes are not permitted.

F. Recorded video shall not be provided to the media or the general public except as required by law. In the event of a crime or security incident in the area where camera recordings may be available, individuals should report the crime to the local police/sheriff's department or other appropriate law enforcement agency. The law enforcement agency can then request the recorded video ("**data**") from SafeCity Connect, and parties to a civil suit may obtain the date through a subpoena . If relevant data exists , SafeCity Connect shall determine whether to release or withhold the relevant data to comply with legal requirements, including but not limited to recorded video clips, images, time and date data, and location data, in accordance with the policies set forth herein, and subject to any applicable laws. If data is released, it shall be produced and made available by SafeCity Connect to the law enforcement agency or civil attorney that submitted the request.

VI. SafeCity Connect Camera Network Recordings

A. Except for requests mandated by law and pursuant to valid, compulsory legal process, access to video footage shall only be provided for the purposes set forth in Section V above and upon completion of all questions in the Video Retrieval Request form (the "**Form**") attached as Appendix B. SafeCity Connect retains sole discretion to approve requests to view Live Video or Recorded Video, subject to any applicable laws. SafeCity Connect reserves the right to verify the identity of a requester and may request additional information to confirm the request is consistent with this Policy. For any Live Video, SafeCity Connect:

1. does not have a duty to and does not monitor live feeds;
2. does not have a duty to act or respond to real-time footage;
3. does not provide live feeds for use in emergency response situations;
4. does not create a record or log of any live feed unless the footage is separately recorded, though system access logs may exist;
5. does not contact or dispatch law enforcement or other emergency services;
6. permits access of Live Video only upon lawful court order or for valid business purposes by authorized users in accordance with this Policy.

B. All Video Requests shall be coordinated by and processed through SafeCity Connect. SafeCity Connect and its designees shall cooperate as required by law with all valid court orders or subpoenas for video recordings.

C. SafeCity Connect is not a criminal investigator or security service and is under no obligation to provide video footage or conduct searches for general non-specific inquiries, unless required to do so by compulsory legal process. SafeCity Connect does not use any biometric analysis or character recognition capabilities. SafeCity Connect does not analyze video footage to identify individuals or interpret events.

D. Recorded video shall be stored for a period of 30 days. On the 31st day from the date of the recording, recorded video footage shall be automatically deleted, unless a copy has been made in accordance with a Video Request or SafeCity Connect receives a valid evidence preservation notice before the 31st day from the date of the recording. If a Video Request is approved, video associated with the Video Request shall be converted into a permanent video clip and stored for not more than one year from the date of its creation. Video clips subject to a preservation notice or that become evidence in a civil or criminal proceeding may be retained until the conclusion of those proceedings, or as otherwise required by law.

E. SafeCity Connect maintains reasonable administrative, technical, and physical safeguards to protect video data, consistent with applicable law. However, the SafeCity Connect Camera Network is not an emergency response system.

F. SafeCity Connect endeavors to maintain reliable system performance and consistent camera operation. Actual uptime may vary due to weather conditions, network interruptions, maintenance needs, or other factors outside SafeCity Connect control. These

performance expectations are provided for general guidance and do not constitute a warranty or guarantee.

VII. Process for Requests for Video Footage Review, and Copies of Records

A. This Policy does not guarantee access to records, except where access to footage is required by law.

B. All Video Requests shall be made using the Form or its electronic equivalent. Video Requests shall reasonably describe a specific alleged criminal or safety incident, as well as the approximate date, time, and location of the incident. Copies of all Forms shall be retained by SafeCity Connect in accordance with SafeCity Connect's document retention policy.

C. The Form may be submitted in person to SafeCity Connect at their business office. The Form may also be submitted by e-mail to video.request@safecityconnect.com. SafeCity Connect shall use its best efforts to respond to requests within 10 days or as required by law.

D. SafeCity Connect reserves the right to assess fees for Video Requests, including, but not limited to, personnel costs for conducting a search for recorded video footage and/or images, and the actual costs of flash drives, CDs, DVDs, or other media devices. To help defray the cost associated with processing the request and copying the footage, requestors are encouraged to provide a flash drive or other device for transmission of the requested information.

VIII. Procedures and Processes

A. Camera Network Users

Camera Network Users are those individuals and groups of individuals who have been authorized to have direct or remote access to Live Video and/or Recorded Video footage captured by SafeCity Connect's cameras. Attached as Appendix C is a User Group Rights chart, identifying three main user groups and each group's access rights within the network. All Camera Network Users shall have their own unique login name and password.

B. Camera Network Administrators

Camera Network Administrators shall possess full administrative rights in the network permitting performance of any network functions including all authorized Camera Network User functions. Camera Network administrators shall have access to network settings and are able to add, modify, and delete Camera Network Users.

C. Video Viewing and Monitoring by Camera Network Users

All Camera Network Users shall use only their designated username/password to access the SafeCity Connect Camera Network, and only for the purposes described in the

Video Request Approval, or in the case of SafeCity Connect employees, the purposes described in their employment agreement or internal SafeCity Connect policies.

SafeCity Connect and its affiliates are responsible for maintaining the security of the system. SafeCity Connect maintains reasonable administrative, technical, and physical safeguards to protect video data, consistent with applicable law. Camera Network Users are responsible for securing their usernames, passwords, and personal information. Camera Network Users shall not disclose, or otherwise disseminate their username or password to others without the expressed written authorization of SafeCity Connect.

SafeCity Connect employees shall log in at the beginning of their monitoring session and log out at the end of the session.

IX. Transparency Reports

SafeCity Connect will release a transparency report on a quarterly/annual basis, which will include the number of requests for video footage, requesting agency, brief description of the purpose (i.e. street assault, theft, immigration enforcement etc.) and how often footage was provided.

APPENDIX B

VI. SafeCity Connect Camera Program Video Footage Request Form

This form is to be completed by the requesting party or investigating officer involved with the ongoing documented criminal investigation or civil incident underlying the request or the property owner. Please note that the footage you receive is encrypted (unable to copy or share). You will be notified via email when your request is ready for viewing/pick up.

Please email video.request@safecityconnect.com if we can answer any questions or assist any further.

Contact Information

Requesting Agency, Business Property Owner, Authorized Tenant *

First Name *

Last Name *

Email *

Cell Phone *

Please enter your phone number including area code, numbers only.

Incident Information

Date Incident Occurred * Time Frame *

Address (where incident took place) *

The location of the incident
(specific address, intersection, etc.)

Case Number *

Detailed Description *

APPENDIX C

VII. Rights to Access SafeCity Connect Camera Network Video Footage

Rights to access SafeCity Connect Camera Network Video footage are subject to the terms and conditions outlined above and, for convenience, as briefly summarized as follows:

User Group	Access Rights	Access Procedure
City and County of San Francisco Criminal Justice Agencies	1. Viewing of Live Video Access 2. Viewing of Recorded/Archived Video (up to 30-days' access) 3. Receiving copy of Recorded/Archived Video	1. Viewing subject to authorized use of password / access code 2. Viewing subject to authorized use of password / access code 3. Completion of Video Retrieval Access form and approval of Video Request
Property Owners and/or Designees	1. Viewing of Live Video Access for their property 2. Viewing of Recorded/Archived Video for their property (up to 30-days' access) 3. Receiving copy of Recorded/Archived Video for their property	1. Viewing subject to authorized use of password / access code 2. Viewing subject to authorized use of password / access code 3. Completion of Video Retrieval Access form and approval of Video Request
Yerba Buena Community Benefit District or its designated service provider	1. View only access by Yerba Buena Community Benefit District	1. Viewing subject to authorized use of password / access code 2. No recording or retention of data, only real time data.

SafeCity Connect staff or authorized vendors	1. Live Video Access 2. Recorded/Archived Video (up to 30-days' access) 3. Copy/Exported Access with valid subpoena or warrant as defined in section VI	1. Viewing subject to authorized use of password / access code 2. Viewing subject to authorized use of password / access code 3. Copy and/or export Recorded/Archived Video, subject to authorized and approved Video Request Form or subject to validly issued and signed court order, subpena, or warrant