



Attachment O

ATHERTON POLICE DEPARTMENT

Inter-Department Correspondence

To: Chief McCulley

From: Commander Larsen

Date: January 26th, 2023

Subject: 2022 Public Safety Video Surveillance System Audit

Audit Purpose: The purpose of this audit was to evaluate the Public Safety Video Surveillance System (PSVSS) for the Town Center and Holbrook Palmer Park.

Audit Scope: The audit included a review and function test of the PSVSS at the Town Center and Holbrook Palmer Park.

Audit Methodology: The methodology for this audit was to review the PSVSS for the Town Center and Holbrook Palmer Park, function test each surveillance camera, and document the location of the surveillance cameras.

Audit Results: In November of 2021, APD moved to a new Town Center with a new PSVSS. The system is operated by Genetec software and controlled by APD. The Town has a maintenance/warranty contract for the PSVSS with Commercial Controls. There is a surveillance camera monitor located inside APD's Communications Center and monitored 24 hours a day, seven days a week. All the surveillance cameras were purchased/installed during construction of the Town Center. There are 35 surveillance cameras at the Town Center and all are functioning properly. 16 surveillance cameras are PTZ style cameras and 19

cameras are stationary. The surveillance cameras are located at the following locations:

1. Ancillary West Side
2. City Hall West Side
3. Council Chambers South Entrance
4. Courtyard Ashfield View 1
5. Courtyard Ashfield View 2
6. Courtyard Council Chambers
7. East Side Ancillary
8. IT Shack and Tower
9. Library Main Entrance
10. Historic Council Chambers
11. PD 2nd Floor Entry Door & Elevator
12. PD Armory 1
13. PD Armory 2
14. PD Ammunition Armory
15. PD Backlot
16. PD Backlot Fence South
17. PD Counter
18. PD Evidence Lockers
19. PD Evidence Room
20. PD Hallway Lobby to PD
21. PD Interview Room 1
22. PD Interview Room 2
23. PD Lobby
24. PD Main Entry Gate
25. PD Medical Supply Storage 1
26. PD Medical Supply Storage 2
27. PD Property Packaging
28. PD Rear Gate
29. PD Records Storage
30. Town Hall Entry & Sidewalk
31. Town Hall Front Parking Lot
32. Town Hall Bldg. Dept. Entry
33. Town Hall 1st Floor Lobby
34. Town Hall 1st Floor Lobby Reception

35. Town Hall 2nd Floor Lobby

There are 10 surveillance cameras at Holbrook Palmer Park that were installed prior to 2016. The Holbrook Palmer Park PSVSS is operated by Milestone Systems XProject Smart Client, 2016 RS Version. When APD moved to the new Town Center, it lost the ability to view the surveillance cameras at Holbrook Palmer Park. The IT Department maintains these surveillance cameras and can review surveillance video at APD's request. Due to the point-to-points (used to send data from the cameras to the server) failing, only one surveillance camera located at the Pavilion Parking lot is functioning. The other surveillance cameras are not functioning. The surveillance cameras are located at the following locations:

1. Holbrook Palmer Park Entrance
2. Holbrook Palmer Park Exit
3. Felton Gables Gate
4. Main House Parking Lot
5. Outside the Little League Field Restrooms
6. Pavilion Parking Lot
7. East Parking Lot 1
8. East Parking Lot 2
9. East Parking Lot 3
10. East Parking Lot 4

There is an ongoing project to upgrade the PSVSS system at Holbrook Palmer Park. This project was budgeted for during the 2022/2023 fiscal year with \$40,000.00 allocated to the project. Verkada was selected as the vendor and the project is in the planning stage. This project should be completed prior to the end of the 2022/2023 fiscal year.

Audit Action Items: Continue with replacing the PSVSS at Holbrook Palmer Park. Once the Verkada PSVSS is online at Holbrook Palmer Park, add the surveillance video feed to a monitor in APD's Communications Center.

02-08-2023 Reviewed + approved
J AI