

CCSF DRONE USE POLICY (DRAFT)

The following Drone Policy is hereby adopted by the City and County of San Francisco's Committee on Information and Technology (COIT), and will apply to all City employees and City contractors.

PURPOSE AND SCOPE

The City is dedicated to embracing technologies that help improve its services. The use of drones in the public interest is expected to benefit residents and visitors to the City through the more efficient use of City resources. The term "**drone**" means an unmanned aircraft flown by a pilot via a ground control system, or autonomously through use of an on-board computer, communication links or other any additional equipment.

This Policy will be subject to a one-year evaluation period. After the evaluation period, COIT will review drone use and consider formal adoption of a City Drone Policy.

This Policy applies to all information resources operated by or for the City and its component departments, boards, and commissions. Elected officials, employees, consultants, and vendors while working on behalf of the City are required to comply with this Policy.

POLICY STATEMENT

The City's Drone Policy requires each department wishing to use drones to issue a department policy describing the authorized uses. Department policies must prioritize the privacy and safety of residents, businesses, and visitors of San Francisco.

Department policies must be consistent with this Policy and must comply with all City, State, and Federal laws and regulations, and with all Constitutional guarantees. To review Federal Aviation Authority (FAA) requirements for the registration and use of drones by the City, please refer to:

<https://www.faa.gov/uas/>

The following list provides a brief overview of the Departments authorized to use drones. A full description of each department's drone program is available on the Open Data Portal.

Department	Authorized Use
Controller's Office	– <i>Disaster Cost Recovery</i> : The City Services Auditor Division (CSA) will use drones to provide an aerial view of areas affected by disasters or emergencies.
	– <i>Audit Compliance</i> : CSA will use drones to determine whether participants in city programs comply with program requirements.
Fire Department	– <i>Search & Rescue</i> : Reconnaissance and assist during an emergency, both for water and land operations.
Public Utilities Commission	– <i>Inspections</i> : Surveys and assessments of SFPUC properties and assets including: power transmission infrastructure, communications infrastructure, water and waste containment, treatment and transport structures, property, landscape, and wildlife and related management infrastructures.
	– <i>Disaster Cost Recovery</i> : Inspect and assess SFPUC properties and assets post disaster.
	– <i>Security</i> : Overflights and boundary patrols of SFPUC properties and assets
	– <i>Emergency Response</i> : Reconnaissance for wildfire operations; damage assessments
	– <i>Environmental Monitoring and documentation</i> : Vegetation type and health, wildlife, streams/reservoirs
	– <i>Investigations</i> : Illegal and hazardous activities on protected watershed lands
Port	– <i>Inspections</i> : Surveys and assessments of Port properties and assets
	– <i>Modeling</i> : Overflights to assist with 3-D modeling and post-disaster change detection.
	– <i>Security</i> : Overflights and boundary patrols of Port properties and assets.
	– <i>Marketing</i> : Capture videos and still photographs.
Recreation & Parks	– <i>Inspections</i> : Survey property and landscapes.

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POLICY REQUIREMENTS

Each department's drone policy must also include the following elements:

- Specifications:** Each City drone must have a global positioning system. The software and/or firmware used to operate the drone must be up to date.
- Training:** Drone operators must obtain remote pilot certifications from the FAA and must comply with all other FAA requirements. In addition, drone operators must review and sign a copy of this drone policy and submit copies to the Open Data portal.
- Safety:** Drones must be operated in a safe manner. City drones should not be operated carelessly or recklessly or in a manner that could cause personal injury or property damage. Drones may not have features (e.g., lights, coloring) or be used in a way that distracts drivers or other aircraft.
- Drones that lose GPS signals should be set to hover in place. Additionally, drones that lose signals to their remote operator or when low power is detected should be set to return to home/origin.
- Privacy:** Departments shall collect information using a drone, or use drone-collected information, only to the extent that such collection or use is pursuant to an authorized purpose. Under no circumstances may drone data be used for personal purposes. The City is prohibited from using drone data to collect information on individuals or private property, except for purposes as strictly defined as an authorized purpose.
- Departments must notify the public of intended drone operations at least 48 hours in advance through the Open Data portal. Department notifications must include flight summary information and the type of data to be collected. However, pre-notification is not required when drones are used for emergency or security investigations. In those situations, flight summary information must be submitted within 48 hours after the operation.
- Data Security:** Departments are advised not to maintain archives of any images, video, or other drone data. To the extent departments do retain drone-collected data, such data may be accessed by the operating department only. The City may not exchange drone-collected data between departments or disclose such data to the public except for exigent public safety needs or as required by law.
- Prohibited Zones:** Drones may not be used within five miles of an airport or in any FAA no-fly zone unless approved by the FAA. City drone operations must comply with FAA rules.
- Drones may not hover over trolley, streetcar, or light rail line wires, above rail, bus and parking control facility yards, unless authorized by the SFMTA.
- Drones are not authorized within 500 feet of historical landmarks without authorization from building management or owners. San Francisco historical landmarks are defined by Article 10 of San Francisco's Planning Code. (e.g. City Hall, the Ferry Building. A full list is available here: http://sf-planning.org/sites/default/files/FileCenter/Documents/5081-PresBulletin09LANDMARKS_revMAR2015.pdf)
- Drones may not fly over Port properties subject to the Maritime Transportation Security Act of 2002 without the permission of the Port and/or terminal operator. Port officials will provide City agencies with a list of regulated maritime facilities.
- Compliance:** All City drone operators must submit flight information to the Open Data portal here: <https://sfgov.forms.fm/drone-flight-information>

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AUTHORIZATION

SEC. 22A.3 of the City's Administrative Code states, "COIT shall review and approve the recommendations of the City CIO for information communication technology (ICT) standards, policies and procedures to enable successful development, operation, maintenance, and support of the City's ICT."

REFERENCE

The FAA has developed regulations on the use of drones. For more information, please refer to their website at: <https://www.faa.gov/uas/>

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