

## COIT Drone Policy - Evaluation Rubric

Criteria	Meets Little to No Criteria- 1	Meets Some Criteria- 2	Meets Most Criteria - 3	Exceeds Expectations- 4
<b>Operational Value</b>	<ul style="list-style-type: none"> <li>-No reference to Authorized Use case</li> <li>-No clear connection between drone use and department goals and/or does not improve a process</li> <li>-Alternative methods to drone use not documented</li> </ul>	<ul style="list-style-type: none"> <li>-Use case is vaguely referenced</li> <li>-Hypothesis that drone use is connected to goals and/or will improve a process</li> <li>-Some alternatives mentioned with no evaluation</li> </ul>	<ul style="list-style-type: none"> <li>-Use case defined</li> <li>-Drone use has some connection to department goals and/or to how use improves a process</li> <li>-Alternatives are presented with some analysis</li> </ul>	<ul style="list-style-type: none"> <li>-Use case defined</li> <li>-Drone use contributes explicitly towards departmental goals and/or improves a process</li> <li>-Alternative methods to drone use are documented, as well as costs and benefits of alternatives</li> </ul>
<b>Data Practices</b>	<ul style="list-style-type: none"> <li>-No description of data collected</li> <li>-No information available on data use and storage</li> <li>-Data retention period not listed or listed as “infinite” or “indefinite”</li> </ul>	<ul style="list-style-type: none"> <li>-Vague description of data collected</li> <li>-Little information on use, and storage</li> <li>-Data retention period long with little justification</li> </ul>	<ul style="list-style-type: none"> <li>-Specific description of data collected</li> <li>-Some information on use and storage</li> <li>-Data retention period justified</li> </ul>	<ul style="list-style-type: none"> <li>- Specific description of data collected</li> <li>- Specific information on use and storage</li> <li>-Description of how data retention period is the shortest possible to achieve goals</li> </ul>
<b>Privacy</b>	<ul style="list-style-type: none"> <li>-Privacy risk listed as “none” or “NA”</li> <li>-Unclear whether PII is collected</li> <li>-No description of data anonymization practices and unclear whether data shared with other departments</li> </ul>	<ul style="list-style-type: none"> <li>-Vague description of privacy risks or documentation of why no such risk exists</li> <li>-Unclear whether PII is collected</li> <li>-Vague description of risk mitigation</li> <li>-No description of data anonymization practices and unclear whether data shared with other departments</li> </ul>	<ul style="list-style-type: none"> <li>-Description of some privacy risks or explanation of why no such risk exists</li> <li>-Description of whether PII collected</li> <li>-Description of risk mitigation</li> <li>-Description of data anonymization practices</li> <li>-Unclear whether data shared with other departments</li> </ul>	<ul style="list-style-type: none"> <li>-Detailed description of all privacy risks or documentation of why no such risk exists</li> <li>-Description of whether PII collected and if so, what kind of PII</li> <li>-Description of safeguard methods</li> <li>-Documented department protocol for only sharing anonymized data</li> </ul>
<b>Public Notice and Safety</b>	<ul style="list-style-type: none"> <li>-No description of whether/how public informed of flight</li> <li>-Relevant areas not blocked off to public during flight</li> <li>-No documentation of drone assessment or software updates</li> <li>-No information on pilot training/certification.</li> </ul>	<ul style="list-style-type: none"> <li>-Public notified of drone flight day of flight</li> <li>-Relevant areas not blocked off to public during flight</li> <li>-Vague or no description of drone assessment and software updates</li> <li>-Some information on pilot training/certification</li> </ul>	<ul style="list-style-type: none"> <li>-Public notified of drone flight prior to flight day</li> <li>-Relevant areas are blocked off to public during flight or public access restricted</li> <li>-Description of drone assessments and software updates</li> <li>-Information on pilot training/certification</li> </ul>	<ul style="list-style-type: none"> <li>-Public notified of drone flight prior to flight day</li> <li>-Relevant areas are blocked off to public with notice of flight or public access restricted</li> <li>-Description of drone assessments and software updates</li> <li>-Information on pilot training/certification</li> <li>-Pilots accompanied by a spotter to ensure safety</li> </ul>
<b>Drone Policy Compliance</b>	<ul style="list-style-type: none"> <li>-Summary Reports are not submitted</li> <li>-Summary Report covers a long period of time/several flights</li> <li>-Unsure of compliance with the No Fly Zones</li> </ul>	<ul style="list-style-type: none"> <li>-Summary Reports submitted within a month of flight</li> <li>-Information in report is incomplete</li> <li>-Summary Report covers a long period of time/several flights</li> <li>-Unsure of compliance with No Fly Zones</li> </ul>	<ul style="list-style-type: none"> <li>-Summary Reports submitted within one week of flight</li> <li>-Summary Report covers one flight</li> <li>-Information in report is complete but vague in areas</li> <li>-Summary</li> <li>-Comply with No Fly Zones</li> </ul>	<ul style="list-style-type: none"> <li>-Summary Reports submitted 48 hours in advance of flight</li> <li>-Summary Report covers one flight</li> <li>-Information in report is detailed and complete</li> <li>-Proof of compliance with no surveillance policy by providing drone flight times, frequency, and locations</li> <li>-Comply with No Fly Zones</li> </ul>