



**Privacy Advisory Commission**  
**December 6, 2018 5:00 PM**  
**Oakland City Hall**  
**Hearing Room 1**  
**1 Frank H. Ogawa Plaza, 3rd Floor**  
***Meeting Minutes***

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**Commission Members:** *District 1 Representative: Reem Suleiman, District 2 Representative: Chloe Brown, District 3 Representative: Brian M. Hofer, District 4 Representative: Lou Katz, District 5 Representative: Raymundo Jacquez III, District 6 Representative: Vacant, District 7 Representative: Robert Oliver, Council At-Large Representative: Saied R. Karamooz, Mayoral Representative: Heather Patterson*

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*Each person wishing to speak on items must fill out a speaker's card. Persons addressing the Privacy Advisory Commission shall state their names and the organization they are representing, if any.*

1. 5:00pm: Call to Order, determination of quorum

*Members present: Jaquez, Hofer, Katz, Suleiman, Oliver.*

2. 5:05pm: Review and approval of November 26 special meeting minutes

*The minutes were approved unanimously.*

3. 5:10pm: Open Forum

*There were no Open Forum Speakers.*

4. 5:15pm: Surveillance Equipment Ordinance – DOT – Unmanned Aerial Vehicle Anticipated Impact Report and draft Use Policy – review and take possible action

*Staff from the Department of Transportation presented the Anticipated Impact Statement and Proposed Use Policy and the PAC made some minor edits and then recommended approval and forwarding to the City Council unanimously.*

5. 5:35pm: Surveillance Equipment Ordinance – OFD – Discuss with staff existing equipment capabilities, report and policy drafting sequence

*This item was tables until January.*

6. 5:50pm: Federal Task Force Transparency Ordinance – Discuss with OPD annual reporting metrics

*The attached JTTF Annual Compliance Report Template was reviewed and discussed. Bruce Stoffmacher with OPD noted that he was using the template to gather the requested information internally and was already about one third of the way done. There were no concerns with the data being requested and the template was adopted unanimously for use moving forward.*

7. 6:20pm: Surveillance Equipment Ordinance – OPD – Body Worn Camera Anticipated Impact Report and draft Use Policy – review and take possible action

*Sgt. Taylor gave a brief presentation on how the Body Worn Cameras are used and was available to answer questions. No action was taken and the item will come back to the PAC in January.*

8. 7:00pm: Adjournment

### **JTTF Annual Compliance Report Template (adopted by PAC 12/06/18)**

#### **Staffing**

1. Number of full and part time OPD officers assigned to JTTF
2. Number of hours worked as JTTF officer
3. Funding source for OPD JTTF officer salary

#### **Other Resources Provided**

1. Communication equipment
2. Surveillance equipment
3. Clerical/administrative staff hours
4. Funding sources for all the above

#### **Cases**

1. Number of cases OPD JTTF officer was assigned to
2. Number of “duty to warn” cases
3. General types of cases
4. Number of times FBI asked OPD to perform/OPD declined to perform
  - a. Reason for OPD declination (e.g. insufficient resources, local/state law)

#### **Operations**

1. Number of Assessments opened
2. Number of Voluntary Interviews opened
3. Number of Assessments closed without becoming preliminary or full investigations
4. Number of Voluntary Interviews closed without becoming preliminary or full investigations
5. Number of times use of undercover officers were approved
6. Number of instances where OPD JTTF officer managed informants
7. Number of cases involving informants that OPD JTTF officer worked on
8. Number of requests from outside agencies (e.g. ICE) for records or data of OPD JTTF activities
  - a. Number of such requests that were denied
  - b. Reason for denial
9. Whether OPD JTTF officer was involved in any cases where USPER (U.S. person status) information was collected
  - a. Number of cases

### **Training and Compliance**

1. Description of training given to OPD JTTF officer by OPD to ensure compliance with Oakland and California law
2. Date of last training update, and last training audit
3. Frequency with which OPD JTTF officer briefs OPD supervisor on cases

### **Actual and Potential Violations of Local/State Law**

1. Number of actual violations
2. Number of potential violations
3. Actions taken to address actual or potential violations
4. Recommendations by OPD to address prevention of future violations

### **SARs and NCRIC**

1. Whether OPD JTTF officer submits SARs to NCRIC; number submitted
2. Whether OPD officer receives SAR information; number received

### **Command Structure for OPD JTTF Officer**

1. Reports to whom at FBI?
2. Reports to whom at OPD?