

OAKLAND DEPARTMENT OF TRANSPORTATION

[Proposed] Use Policy for Unmanned Aerial Vehicles (UAV)/Drones

1. Purpose

The unmanned aerial vehicles (UAV)/drones shall be used by City staff for two purposes: 1) for project photography purposes to capture before and after impacts of transportation improvement projects in the public right of way, and 2) to rapidly assess roadway and infrastructure conditions without endangering city staff on public and private properties following a natural disaster (mudslide, flood, earthquake, fire, sinkhole, etc.).

2. Authorized Use

- Project photography (before and after images of street improvement projects)
- Assessment of conditions following a natural disaster
- All other uses not referenced above shall be prohibited.

3. Data Collection

The following data may be obtained through UAVs/Drones:

Camera

- Regular still images
- Regular video images
- Thermal still and video images
- 3D video images

The system's camera will be activated only when the UAV is operating in the project area to be photographed, or in an area where there is a reasonable suspicion that a natural disaster may have caused unsafe conditions.

Any data obtained through the UAVs/drones must be used and handled pursuant to this policy.

4. Data Access

- Access to live mapping information and video image is limited to the pilots in command (PIC) and visual observers.
- Video footage/still images may be downloaded and viewed by relevant city staff.
- Video footage/still images may be released publicly in accordance with the Department's existing image sharing practices.

5. Data Protection

The City of Oakland will operate UAVs/drones with specific project locations/emergency response locations identified. Where personally identifiable information (PII), such as faces, license plates, and house numbers, is captured in camera or video footage retained by DOT or vendors will be obfuscated through technical means.

Access to live data is limited to the following :

- Pilots in command (PIC)
- Visual observers

Copies of video or still images shall be released to the project manager for project photography of street improvement projects, City staff, assigned to respond to emergencies in the event of a natural disaster.

6. Data Retention

Similar to existing project photographs and video footage/still images related to natural disasters, data may be retained by the Department of Transportation in perpetuity and shared publicly to increase awareness and understanding of the purpose and impacts of street design improvements and/or to notify the public of the severity of natural disasters. In cases where personally identifiable information (PII) is captured, data will be retained for no longer than 730 days unless retention of the information is determined to be necessary to an authorized mission, in maintained in a system of records covered by the Privacy Act or is required to be retained for longer period by any other applicable law or regulation.

7. Public Access

The public may access photographs and videos that are not publicly shared by request.

8. Third-Party Data-Sharing

Video footage or photographs may potentially be shared with the following:

- The public to increase awareness and understanding of transportation improvement projects and natural disasters
- Data on natural disasters may be shared with relevant utility companies (e.g. PG&E) and partner agencies (e.g. EBMUD, Caltrans)
- Investigating Officer
- In response to a court order

9. Training

Training for operating the UAVs/drones will be provided and will be limited to staff assigned as PIC and Visual Observers. City staff shall be trained in UAV safety and privacy procedures.

10. Auditing and Oversight

The PIC shall complete and submit a preflight checklist and risk assessment each time the UAV/drone flies. City staff shall ensure that these operations are met.

11. Maintenance

City staff will be required to maintain the integrity of the data captured and the safety of the UAV.