

## MEMORANDUM

February 8, 2018

**TO:** MEMBERS, PORT COMMISSION  
Hon. Willie Adams, President  
Hon. Kimberly Brandon, Vice President  
Hon. Doreen Woo Ho  
Hon. Leslie Katz

**FROM:** Elaine Forbes  
Executive Director

**SUBJECT:** Approval of the Port of San Francisco Employee Drone Policy relating to the Port's use of drones on Port property pursuant to the City and County of San Francisco Citywide Employee Drone Policy adopted by the City's Committee on Information Technology.

**DIRECTOR'S RECOMMENDATION:** Approve the Attached Resolution

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### **Executive Summary**

In May 2017, after a two-year process, the City's Committee on Information Technology (COIT) adopted the City and County of San Francisco Citywide Employee Drone Policy. In collaboration with COIT, five City departments including the Controller's Office, Rec and Park, PUC, Fire, and the Port, participated in a pilot program to draft policies for use of drones to support department operation. This policy, which closely adheres to the COIT policy, covers Port employee use of drones only and does not apply to public use of drones on Port property. Public use of drones is regulated by the Federal Aviation Administration (FAA).

### **Policy Summary**

The Port is committed to embracing technologies that improve its services while protecting the privacy and safety of its tenants and visitors. In accordance with that goal, the Drone Policy governs the operation of drones within the Port of San Francisco jurisdiction by Port employees and Port contractors.

The policy permits the Port to employ drones for only the following uses:

- Disaster Response & Recovery: inspections during and after a disaster;
- Inspections: Surveys and assessments of Port properties;
- Marketing: Capture video and still photographs.

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In compliance with the COIT policy, the Port's proposed policy includes specific requirements including:

- Drone technical specifications, including GPS;
- Safe-use rules;
- Operator training, including certification by the FAA;
- Notification of the public 24 hours in advance of planned use;
- Prohibited zones for use;
- Rules to ensure privacy, data security and compliance. To protect privacy and enforce data security, the policy requires that the Port scrub all raw data of personal information and store the data for no longer than a year in a secure location, and
- Contractor provisions.

### **Strategic Objectives**

The objective of the Drone Policy is to provide information to build resiliency by allowing for a faster response and recovery process through inspections both pre and post disaster.

The Drone Policy will also contribute to the economic vitality of the Port by enhancing our marketing capabilities, especially for new projects including the Seawall and Pier 70.

### **Policy Updates**

Based on feedback from the Port Commission at the informational presentation regarding this item at the January 9<sup>th</sup> meeting, staff has made the following edits to the proposed policy:

- Provided clarification limiting allowable areas of use to Port property;
- Included specifications regarding GPS;
- Added a reference to the City's Noise Ordinance to limit impact to Port staff and visitors;
- Required that a minimum of two Port employees or contractors operate a drone at any given time to ensure public safety and that operators clearly mark a take-off and landing area;
- Added several provisions to govern Port contracts with a third party to operate drones including:
  - Clarification that the City owns the data collected
  - Prohibition of unauthorized use
  - Requirement for signatures acknowledging the Port's Drone Policy
  - Insurance requirements

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Emergency Services Coordinator

For: Katharine Petrucione  
Deputy Director, Finance and Administration

Attachment: Port of San Francisco Employee Drone Policy

**PORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 18-13**

WHEREAS, In May 2017, the City's Committee on Information Technology (COIT) adopted the City and County of San Francisco (CCSF) Citywide Employee Drone Policy and five CCSF departments are authorized to participate in the one year pilot program: Controller's Office, Recreation and Parks Department, San Francisco Public Utilities Commission, San Francisco Fire Department, and the Port of San Francisco (Port); and

WHEREAS, The Port has prepared the Port of San Francisco Employee Drone Policy (Policy), which covers the use of drones by Port employees, not the public, on Port property; and

WHEREAS, The Policy will help the Port embrace technologies to improve its operational efficiency while protecting the privacy and safety of its employees, tenants and visitors; and

WHEREAS, The Policy authorizes the use of drones for disaster response and recovery, inspections and marketing purposes; and

WHEREAS, The Policy includes specific requirements including: use restrictions, specifications, safety, noise, training, notification, operations, prohibited zones, privacy, data security and contractor provisions; now, therefore be it

RESOLVED, That the Port Commission hereby approves the Port of San Francisco Employee Drone Policy; and be it further

RESOLVED, That Port Commission hereby authorizes the Executive Director or her designee to require existing contracts to incorporate the Policy as needed and authorizes the Executive Director or her designee to include the Policy in future contracts.

***I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of February 13, 2018***

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Secretary