

## MEMORANDUM

January 5, 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:** Informational presentation 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:** Information Only – No Action Required

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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, Recreation 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.

### **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.

### **Schedule**

Port staff will return to the Port Commission on February 13<sup>th</sup> for approval and adoption of the Drone Policy.

Prepared by:	Diana Bartram Emergency Services Coordinator
For:	Katie Petrucione Chief Financial Officer

Attachment: Port of San Francisco Employee Drone Policy