

Specification Technology Specifications Report – City of Detroit Media Services Department.

Section 17-5-453 Surveillance Technology Specifications Reports.

- (a) The Media Services Department certifies that the information contained in this document reflects the complete and accurate proposed use of the technology.
- (b) This report has been approved by the Director of the Media Services Department.

**(1) Description: Information describing the surveillance technology and its capabilities.**

Department Response:

The Media Services Department’s certified drone pilot will use the following drone equipment:

- 2 EVO II Pro 6K Enterprise Bundles (each containing):
  - o 1 EVO II Pro Enterprise (includes battery, propellers, and gimbal holder)
  - o 1 Autel Robotics Smart Controller V3
  - o 1 Spare EVO II Lite Series Propellers
  - o 1 EVO II Power Adapter
  - o 2 EVO II Intelligent Batteries
  - o 1 Controller Charger
  - o 1 Controller Power Cable
  - o 1 Chest Strap
  - o 1 Controller Protective Case
  - o 1 Spare EVO II V3 Smart Controller Sticks
  - o 1 EVO II Loudspeaker
  - o 1 EVO II Spotlight
  - o 1 EVO II Strobe
  - o 1 EVO II Carry Case
- Additional EVO II Intelligent Batteries

The above drone equipment will be used for the following reasons:

1. Video & Photo Capture. To be used for internal department video timelapse requests, State of the City photos and recaps, press conference photography, videography, and social media. Also, web content and cable broadcast.

- (2) **Purpose:** Any specific Purposes the surveillance technology is intended to advance.

Department Response:

The goal of the Media Services Department is to provide the City and its residents informative and engaging content through television, social media, web, and print. Additional drone technology will enhance the department's ability to provide visual context to the content they provide.

- (3) **Deployment:** Deployment. If the surveillance technology will not be uniformly deployed or targeted throughout the City, the factors that will be used to determine where the technology is deployed or targeted

Department Response:

This purchase is for two drones, which will support Media Services and other City Departments by capturing video and photos to be utilized for press conferences, videography, social media content, cable broadcast and to fulfill departmental requests (e.g. time lapse video).

- (4) **Fiscal Impact:** The fiscal impact of the surveillance technology

Department Response:

The drone purchase is a small fraction of the Media Services budget however, it is an important part of our overall communications strategy, combined with the importance of protecting worker safety, and the health, safety and well-being of our citizens.

- (5) **Civil rights and liberties impacts: An assessment identifying with specificity:**
- a. **Any potential adverse impacts the surveillance technology, if deployed, might have on civil rights and civil liberties; and**

Department Response:

The drone footage could inadvertently capture views of individuals that potentially impact their civil rights and/or civil liberties. However, we are intentional with the drone footage that is captured as the majority of the footage is of COD sponsored events, programs, press conferences, revitalization and improvements throughout the COD. It is possible that while capturing content, that an individual may appear in the footage, but we will blur the identity of individuals that have not given verbal or written permission to be captured.

**b. What specific, affirmative measures will be implemented to safeguard the public from potential adverse impacts identified in this section?**

Department Response:

The drone requests are made through a Smartsheet, and are very specific for the requester; therefore, if our pilot inadvertently captures an individual in the footage that did not give their verbal or written consent that footage will be deleted from the final footage that is presented to the requesting department.

**(6) Authorized Use: A complete description of the purpose and intended uses of the surveillance technology, including any uses that will be expressly prohibited.**

Department Response:

The drone program is not being used for surveillance of individuals. The drone will be used for media-related requests and services, with the specific purpose of photography or videography, to enhance content provided by the Media Services Department through television, social media, web, and print.

**(7) Data Collection:**

**a. What types of surveillance data will be collected, captured, recorded, intercepted, or retained by the surveillance technology.**

Department Response.

No surveillance data will be collected. The drone is only used upon request from other departments and specifically related to the Media Services Department.

**b. What surveillance data may be inadvertently collected during the authorized uses of the surveillance technology and the measures that will be taken to minimize the inadvertent collection of the data; and**

Department Response:

It is possible an individual is inadvertently captured in the drone footage; however, we are intentional with the drone footage based on the requester. If an individual is

accidentally/inadvertently captured; our certified drone pilot will immediately delete the data from the system and take all necessary actions and use of technology to remove an individual's image from the footage.

**c. How inadvertently collected surveillance will be expeditiously identified and deleted.**

Department Response:

Our certified drone pilot will immediately delete the data from the system.

**(8) Data protection. The safeguards will be used to protect surveillance data, from unauthorized access, including encryption and access to control mechanisms**

Department Response: Footage will be secured within department and only shared to or by authorized individuals.

**(9) Data retention. Insofar as the privacy of the public can be severely compromised by the long-term storage of mass surveillance data, the regulations and procedures that govern the retention of surveillance data, including those governing:**

- a. **The limited time period, if any, surveillance data will be retained. Such information shall include a statement explaining why the designated retention period is no greater than that which is absolutely necessary to achieve the specified purpose or purposes enumerated in the Surveillance Technology Specification Report:**

Department Response:

The data retention policy for all data captured is: All data will be retained within a Media Services secure server database.

- b. **The specific conditions that must be met to retain surveillance data beyond the retention period identified pursuant to Subsection (b)(9)(a) of this section; and**

Department Response:

Data will be retained permanently. Videography and photography data captured is not surveillance footage but rather COD events, press conferences, programs, revitalization and improvements throughout the COD.

- c. **The process utilized to regularly delete surveillance data after the retention period state in Subsection (9)(a) of this section has elapsed and the auditing procedures that will be implemented to ensure data is not improperly retained.**

Department Response:

Data captured is not surveillance footage but rather COD events, press conferences, programs, revitalization and improvements throughout the COD.

- (10) **Surveillance Data Sharing: If a City department is seeking authorization to share access to surveillance technology or surveillance data with any other governmental agencies, departments, bureaus, divisions or units, or non-governmental persons or entities in the absence of a judicial warrant or other legal mandate, the City department shall detail:**
  - a. **Which governmental agencies, departments, bureaus, divisions or units, or non-governmental persons or entities will be approved:**
    - i. **For surveillance technology sharing to the governmental agency, department, bureau, division, or unit, or non-governmental person or entity; and**
    - ii. **For surveillance technology sharing from the governmental agency, department, bureau, division, or unit, or non-governmental person or entity, and**
    - iii. **For surveillance data sharing to the governmental agency, department, bureau, division, or unit, or non-governmental person or entity;**
  - b. **Where applicable, the type of information of surveillance data that may be disclosed to the governmental agency, department, bureau, division or unit, or non-governmental person or entity; and**
  - c. **Where applicable, any safeguards or restrictions that will be imposed on the surveillance technology or data receiving governmental agency, department, bureau, division or unit, or non-governmental person or entity regarding the use of dissemination of the provided surveillance technology data.**
  
- (11) **Demands for Access to Surveillance Data: What legal standard must be met by government entities or third parties seeking or demanding access to surveillance data.**

Department Response:

All requests for data and drone footage will be reviewed and approved by the City of Detroit's Law Department, prior to releasing information to a third party.

**(12) Auditing and Oversight:**

Department Response:

Since the drone that is being deployed is not being used for surveillance, there will be no need for oversight. However, the drone pilot, and Manager with oversight of the drone will be responsible for semi-annual review of all drone requests and their completion.

**(13) Training: Would specialized training be required in connection with the use of the surveillance technology.**

Department Response:

Every drone pilot must have the following certification: **MSD** Pilots must obtain and maintain FAA (Federal Aviation Administration) Part 107 Licensing and comply with ongoing certification requirements.

**(14) Complaints: What procedures will allow member of the public to register complaints or concerns or submit questions about the deployment or use of a specific surveillance technology, and how the City department will ensure each question and complaint is responded to in a timely manner.**

Department Response:

Members of public may submit in writing requests, complaints and/or questions to the Media Services Department Administration. Requests for footage or sensitive information must go through City of Detroit FOIA (Freedom of Information Act) request process. Questions regarding the drone program may be directed to the office of the Director of the Media Services Department and/or his/her designee.

