

Department of Parks and Recreation
Aerial Cameras and Global Positioning System Technologies

Annual Surveillance Report for July 1, 2022 – June 30, 2023

1. DESCRIPTION OF HOW THE TECHNOLOGY WAS USED

During the period covered in this report, the Department used an aerial camera (drone) on May 17, 2023, to film habitat along sections of the Coyote Creek Parkway Watershed for interpretive educational programing and promotions.

The Department does not own drone cameras, but, if required, the Department contracts this service with an outside vendor. The equipment usage and data handling would be tracked by the division that hires the vendor through a written process which would include equipment sign out and data handling logs. For this project a Park Ranger (Unmanned Aerial System Remote Pilot Licensed) used his personal drone to record footage for the Parks Interpretation Program.

Data access is limited in writing to Park Department Executive Managers and their designees and to Department staff in Real Estate, Park Ranger Operations, Natural Resource Management, Interpretation and Outdoor Recreation, Environmental Specialists, Marketing staff and consultants. These individuals may use the data produced for business purposes only, not for identifying members of the public suspected of engaging in unlawful conduct. Only data related to habitat along sections of the Coyote Creek Parkway Watershed was collected, and no members of the public were filmed.

A sample audit was not done. Any potential misuse would be identified when the footage is reviewed by the Department Director or their designee or by the specific Division Manager managing the drone contract.

The Chief Park Ranger is notified if any drone use occurred to complete the Annual Report.

2. DATA SHARING WITH OUTSIDE ENTITIES

No data was shared with outside entities.

The Department has a written process for tracking data sharing with outside entities. However, no data has been shared with any outside agency to date.

3. COMMUNITY COMPLAINTS OR CONCERNS

There have been no reported community complaints or concerns regarding the Department's use of aerial cameras during the period covered by this annual report.

Any community complaints or concerns regarding the Department's use of aerial cameras would be routed to the Chief Park Ranger for tracking and response.

4. NON- PRIVILEGED AUDITS/POLICY VIOLATIONS

There were no non-privileged internal audits during the period covered by this annual report.

Personnel has been identified to ensure compliance with the SUP.

The Department does have written designees documented.

The Department has created a Parks Training module related to the SUP to ensure all relevant staff have read and understand the policy.

Departmental recordkeeping of the use or access has been improved by compiling the information on SharePoint and limiting access to the appropriate identified designees.

The Department confirms that is in compliance with data retention time periods in the SUP.

No sanctions or violations occurred.

5. EFFECTIVENESS IN ACHIEVING IDENTIFIED PURPOSE

The Department's use of an aerial camera on May 17, 2023, was effective for the filming of habitat along sections of the Coyote Creek Parkway Watershed and the data collected will be incorporated into the follow educational projects:

- A component of the virtual school program, and
- Promotional video about Coyote Creek Habitat Day and the importance of protecting the Coyote Creek watershed.

6. PUBLIC RECORDS ACT REQUESTS

The Department has not received any Public Records Requests for drone videography productions.

All public records act requests are reported to and tracked by the Department's Public Information Officer and County Counsel.

7. ANNUAL COSTS

None this year. Any future costs have been budgeted in the approved department budget.