

- 1) Purpose
- 2) Definitions
- 3) Council approval required
 - a) Seeking funds
 - b) Acquiring new technology
 - c) Using surveillance technology
 - d) Entering into an agreement with other entities to share equipment or data
 - e) Approval process
 - i) Announce planned request
 - ii) Notify public
 - iii) Conduct public engagement
 - iv) Incorporate public comment into planned request
 - v) Submit request to Council
 - vi) Council reviews
 - (1) Conditions for approval
 - vii) Annual reporting process and Accountability Measures
 - (1) Surveillance Equipment Report
 - (2) Surveillance Use Policy
 - (3) Data Management Policy
 - (4) Audit
 - f) Surveillance Use Policy
 - i) Purpose and Proposed Use of surveillance technology
 - ii) Description of technology
 - iii) Who is the lead department responsible for technology
 - iv) Training protocols
 - v) Intended location / deployment of surveillance
 - (1) How and when the department will use surveillance
 - (2) Real time vs. historical data capture
 - vi) Privacy rights affected by the surveillance
 - (1) Mitigation plan for privacy impacts
 - (2) Impacts on people of color, low income people
 - (3) Public notification plan for each community impacted
 - vii) Fiscal impact
 - viii) Agreements with other entities
 - (1) How will equipment access and usage be shared/managed
 - (2) How will access to data be shared/managed

- g) Data Management Policy
 - i) How data will be collected and retained
 - ii) Who will have access to the data and information
 - iii) Compliance/audit protocols
 - iv) Data retention time frames, destruction protocols
 - v) Methods for storing data including metadata
 - vi) Individuals/positions that would have access to the data
 - vii) Individuals positions that would ensure compliance
- 4) Exemptions
 - a) Conditions for Exemption
 - b) Agencies exempted
 - i) Under certain conditions
 - ii) Temporary
 - iii) Exigent
 - c) Requirements law enforcement agencies must meet
 - i) Approval process
 - ii) Announce planned request
 - iii) Notify public
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 - vi) Submit request to Council
 - vii) Council reviews
 - (1) Conditions for approval
 - viii) Annual reporting process
 - (1) Surveillance Equipment Report
 - (2) Surveillance Use Policy
 - (3) Data Management Policy
 - (4) Audit
- 5) Sensitive Information and Data
 - a) Definitions
 - b) Oversight
 - c) Reporting
 - d) Accountability