Surveillance Technology Policy Checklist (for Departments)

After Surveillance Technology Added to Inventory & Before Public Meeting

- ❑ Department communicates with COIT staff to schedule their Surveillance Technology Policy to be heard at a future Privacy and Surveillance Advisory Board meeting.
- ❑ Department staff completes a Surveillance Technology Toolkit in LogicGate.
  - o This is a form which asks questions which are answered by department staff, all of which correspond with ordinance requirements for the Surveillance Technology Policy ("STP") and the supplemental Surveillance Impact Report ("SIR"). Once the department completes the Toolkit, these two documents can be generated using the LogicGate platform.
- ❑ Department makes edits to its STP and SIR based on COIT staff and PSAB working group feedback.
  - o The STP and SIR documents are reviewed by COIT staff and a PSAB working group, who give comments to the department with the aim of ensuring these documents are thorough, complete and addressing all required categories in the Ordinance prior to public review.

Presenting at PSAB and COIT Meetings

- ❑ The STP and SIR are presented by department staff at the Privacy and Surveillance Advisory Board meeting (otherwise known as the "PSAB" meeting)
  - o PSAB is the first public meeting in the process. PSAB is a subcommittee of the COIT meeting group, comprised of seven city and county employees with an expertise in technology as well as one public member with technology and law expertise. The members of the PSAB board can ask questions after the department presentation. Members of the public can also comment on the policy, for up to two minutes per person. After public comment is taken, the board members vote on whether to recommend, recommend with changes or to ask the department to return.
- ❑ The STP and SIR are presented by department staff at Committee on Information Technology Meeting (otherwise known as the "COIT" meeting).
  - o If the PSAB board votes to recommend or recommend with changes – the STP and SIR moves to the COIT meeting, which is the second public meeting in the process. The COIT Board is comprised of 16 city and county employees with a leadership role in technology for their departments as well as two public members with technology and law expertise. The members of the COIT board can ask questions after the department presentation. Members of the public can also comment on the policy, for up to two minutes per person. After public comment is taken, the board members vote on whether to recommend, recommend with changes or to ask the department to return.

Preparing to Present at the Board of Supervisors

- ❑ Department staff works with their own legislative teams and/or City Attorney to introduce their policies directly to the Board for approval, by preparing the following materials:
  - o Legislation for the policy (to be prepared and signed as to form by the Department's City Attorney)
  - o a Legislative Digest (to be prepared by the Department's City Attorney)
  - o a Recommendation Letter from COIT on behalf of your department
  - o the Surveillance Technology Policy
  - o the Surveillance Impact Report
- ❑ Department submits (or "introduces") their legislative materials as outlined above to the Board of Supervisors ("BOS"), with assistance from their City Attorney.
- ❑ Department Legislative Director work with the Clerk for the Board of Supervisors to schedule the STP and SIR to be heard at a future Rules Committee hearing.
  - o There needs to be a minimum of 30 days in between when the materials are submitted to the BOS and when the item can be heard at the BOS Rules Committee meeting.

Presenting at the Board of Supervisors

- ❑ Department staff attends the Board of Supervisors Rules Committee Meeting and presents their STP and SIR to the Rules Committee.
  - o COIT staff will not manage the introduction and hearing process or present on your policy outside of COIT's recommendation memo.
  - o COIT staff offers to be in attendance for this to provide any answers on process, while department staff should be ready to answer questions on the content of their policy.
  - o The Rules Committee members (comprised of three BOS Supervisors) votes whether to bring the STP and SIR to a full BOS vote.
- ❑ Department staff attends the full BOS meeting for the first time and is ready to answer any questions from the full board.
  - o The full BOS votes on whether or not to approve the STP and SIR for the first time.
- ❑ Department staff attends the full BOS meeting for the second time and is ready to answer any questions from the full board.
  - o Department staff should bring the slides on a usb drive.
  - o The full BOS votes on whether or not to approve the STP and SIR for the second time – at this second vote, the STP is now law which governs the department's use of the technology.

- After the BOS votes for the second time on the STP, the Mayor signs off on the BOS approval. The process is now final.