



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

## Cover Memo

---

**File #:** ACT 21-100, **Version:** 1

---

**DATE:** December 1, 2021

**TO:** Council Infrastructure Committee

**FROM:** City Manager/Chief of Police

### **SUBJECT**

Review and Recommend Council Approval of: (1) a Proposed Council Resolution and Policy Statement Regarding Citywide Use of Surveillance Technologies; and (2) an Operational Policy for the Hayward Police Department's Unmanned Aerial Systems Program

That the Council Infrastructure Committee (CIC) reviews and recommends Council approval of: (1) a proposed Council resolution and policy statement regarding Citywide use of surveillance technologies (Attachment II); and (2) an operational policy for an Unmanned Aerial Systems (UAS) Program for the Hayward Police Department (HPD) (Attachment III).

### **SUMMARY**

On July 13, 2021, the Council approved a resolution authorizing the purchase of UAS for HPD conditioned upon review by the Community Advisory Panel (CAP) and the CIC of an operational policy for the use of UAS by HPD, and ultimately, Council approval prior to HPD deployment of UAS. Additionally, it was requested that the CIC and Council review a policy for Citywide use of surveillance technologies.

The proposed Council resolution and policy statement for Citywide use of surveillance technologies (Citywide Policy) highlights the commitment to balance the use of surveillance technologies with the privacy and civil rights of community members (Attachment II). It also authorizes the City Manager to issue administrative regulations, including but not limited to, purchasing, data retention, storage, and access policies that would apply to all City surveillance and UAS operations. It also recommends annual reporting by departments on UAS operations.

This staff report is also intended to present information to the CIC regarding HPD's proposed Operations Manual for the UAS Program (Attachment III). The UAS Program Operations Manual is an internal document designed to provide guidance for the management and operation of HPD's UAS Program. It incorporates portions of HPD's Policy 610 (Unmanned Aerial System (UAS) Operations) (Attachment IV) and provides guidance on the UAS Program administration, safety, training, operating procedures, and pre- and post-flight actions. The UAS Program Operations Manual is a living document, which will be reviewed on a regular basis to ensure best practices are adhered to and to ensure alignment with the Citywide Policy, as well as other local, regional, state, and federal laws or policies.

HPD's UAS Program Operations Manual was reviewed by the CAP and discussed during a virtual meeting, which was held on October 11, 2021. While no specific changes were recommended for the UAS Program Operations Manual, there was discussion of previously identified issues regarding the use of surveillance

technologies, including UAS, which are presented later in this staff report.

## **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	HPD UAS Operations Manual
Attachment IV	Policy 610 - UAS Operations