2018 Surveillance Impact Report

EMERGENCY SCENE CAMERAS

SEATTLE FIRE DEPARTMENT

October 8, 2018

Seattle
Information Technology

CONTENTS

SURVEILLANCE IMPACT REPORT OVERVIEW

The Seattle City Council passed Ordinance 125376, also referred to as the "Surveillance Ordinance", on September 1, 2017. This Ordinance has implications for the acquisition of new technologies by the City, and technologies that are already in use that may fall under the new, broader definition of surveillance.

SMC 14.18.020.B.1 charges the City's Executive with developing a process to identify surveillance technologies subject to the Ordinance. Seattle IT, on behalf of the Executive, developed and implemented a process through which a privacy and surveillance review is completed prior to the acquisition of new technologies. This requirement, and the criteria used in the review process, are documented in Seattle IT Policy PR-02, the "Surveillance Policy".

HOW THIS DOCUMENT IS COMPLETED

As Seattle IT and department staff complete the document, they should keep the following in mind.

- Responses to questions should be in the text or check boxes only; all other information (questions, descriptions, etc.) should **NOT** be edited by the department staff completing this document.
- All content in this report will be available externally to the public. With this in mind, avoid using acronyms, slang, or other terms which may not be well-known to external audiences. Additionally, responses should be written using principally non-technical language to ensure they are accessible to audiences unfamiliar with the topic.

PRIVACY IMPACT ASSESSMENT

PURPOSE

A Privacy Impact Assessment ("PIA") is a method for collecting and documenting detailed information collected in order to conduct an in-depth privacy review of a program or project. A PIA asks questions about the collection, use, sharing, security and access controls for data that is gathered using a technology or program. It also requests information about policies, training and documentation that govern use of the technology. The PIA responses are used to determine privacy risks associated with a project and mitigations that may reduce some or all of those risks. In the interests of transparency about data collection and management, the City of Seattle has committed to publishing all PIAs on an outward facing website for public access.

WHEN IS A PRIVACY IMPACT ASSESSMENT REQUIRED?

A PIA may be required in two circumstances.

1) When a project, technology, or other review has been flagged as having a high privacy risk.
2) When a technology is required to complete the Surveillance Impact Report process. This is one deliverable that comprises the report.

1.0 ABSTRACT

1.1 Please provide a brief description (one paragraph) of the purpose and proposed use of the project/technology.

Certain Seattle Fire Department (SFD) response vehicles maintain a digital camera for use during emergency operations. These cameras may be utilized by Department personnel for several reasons:

- Providing emergency medical doctors with pictures of the mechanism of injury for trauma patients.
- Pictures of fire scenes for Fire Investigation Unit (FIU) investigations.
- Safety investigations following collisions involving Department response vehicles.

First responders take the cameras from the vehicles, use the images for one of the purposes above and then delete the images in accordance with Seattle Fire Department's Policies and Operating Guidelines ("POG").

1.2 Explain the reason the project/technology is being created or updated and why the PIA is required.

According to the Surveillance Ordinance, a technology has surveillance capability if it can be used "to collect, capture, transmit, or record data that could be used to surveil, regardless of whether the data is obscured, de-identified, or anonymized before or after collection and regardless of whether technology might be used to obscure or prevent the capturing of certain views or types of information."

Digital cameras are a ubiquitous part of modern life, and their use by first responders are no exception. However, cameras used to capture images without the knowledge or consent of the subjects or property owners are also an example of a technology that meets the most basic definition of surveillance.

First responders are often required to enter incident scenes at private residences or businesses, gaining access to potentially sensitive locations or encountering victims requiring emergency medical services (EMS). In specific cases, SFD personnel use digital cameras to take pictures of patients and incident scenes, and could potentially capture images of identifiable individuals or their residences during emergency responses.

2.0 PROJECT / TECHNOLOGY OVERVIEW

Provide an overview of the project or technology. The overview gives the context and background necessary to understand the purpose, mission and justification for the project / technology proposed

2.1 Describe the benefits of the project/technology.

In emergency settings, time is of the essence. A camera is a useful tool for first responders for information sharing purposes because images convey a significant amount of information in a short amount of time.

Providing medical professionals with immediate access to information during emergency responses can reduce potential for further injury or loss of life for patients. Photos of incident scenes can also provide valuable information for fire investigators to examine and share their findings with other Fire Investigation Unit (FIU) staff and the Seattle Police Department's Arson and Bomb Squad (ABS).

Chiefs may use the cameras to take photos of incident scenes for research or for use in training. Pictures are also taken during safety investigations involving Fire Department personnel, such as vehicle collisions.

2.2 Provide any data or research demonstrating anticipated benefits.

The National Fire Protection Association provides guidelines on situational responses, including best practices and operating procedures. NFPA 904 the Incident Follow-up Report Guide recommends collecting photographs as a data point to reduce risk over long term when reviewing incidents.

2.3 Describe the technology involved.

> The make and model of emergency scene cameras differ slightly according to the unit or response vehicle. In all cases though, the cameras are used to take photographs via a basic "point and click" method.
>
> Chiefs and Medic Units use the Nikon Coolpix L24 or the Panasonic Lumex TS30. The Fire Investigation Unit's Nikon D7200 has more functionality, including the ability to take high quality videos. It is only used to take pictures for fire investigations.

2.4 Describe how the project or use of technology relates to the department's mission.

> The SFD's mission is to save lives and protect property through emergency medical service, fire and rescue response and fire prevention. Effective communication and information sharing are essential components required to achieve our mission.

2.5 Who will be involved with the deployment and use of the project / technology?

> The following are involved with the deployment and use of the emergency scene cameras:
>
> - SFD Operations Staff (SFD HQ)
> - Seattle Medic One (Battalion 3 at Harborview Medical Center)
> - Safety Office (SFD HQ)
> - Support Services (SFD HQ)
> - SFD Client Services Director

3.0 USE GOVERNANCE

Provide an outline of any rules that will govern the use of the project / technology. Please note: non-City entities are bound by restrictions specified in the Surveillance Ordinance and Privacy Principles and must provide written procedures for how the entity will comply with any restrictions identified.

3.1 Describe the processes that are required prior to each use, or access to/ of the project / technology, such as a notification, or check-in, check-out of equipment.

> For Medic One units, cameras are located in a locked safe with the controlled drugs on each response vehicle, which require a special PIN to access. The accountability system for the controlled drugs also allows for an audit trail of all personnel who access the safe. Daily inventories are conducted for every medic unit, and a quarterly inventory is done by the Medical Services Officer ("MSO").
>
> For FIU photo records, only investigators and one administrative specialist have access to the Nikon D7200 camera and photographs. The cameras are physically located in an office secured behind two locked doors, which can only be accessed by FIU staff.

3.2 List the legal standards or conditions, if any, that must be met before the project / technology is used.

The Uniform Health Care Information Act (RCW 70.02) governs the use, retention and disclosure of confidential medical information, which includes photos of traumatic injuries sustained by patients. For covered entities, the Health Information Portability and Accountability Act (HIPAA) also provides useful standards regarding data security and privacy. For FIU records, investigation photos are retained in a database that is compliant with current Criminal Justice Information Services (CJIS) standards.

3.3 Describe the policies and training required of all personnel operating the project / technology, and who has access to ensure compliance with use and management policies.

The Seattle Fire Department's internal Policies and Operating Guidelines ("POG") establishes rules around the use and retention of digital photographs during emergency medical responses:

- Section 5001-13: "All Medic Units and Medic 44 carry a digital camera in the controlled drug safe. These cameras may be utilized by Department personnel to record the mechanism of injury for trauma patients. These photographs will only be shown to appropriate hospital emergency department staff to clearly explain the severity of injury and then will be promptly deleted from the camera's internal memory."
- Section 5001-2.6: "Digital photographs of mechanism of injury for trauma patients taken with the digital camera carried in Medic Unit(s) and/or M44 shall be deleted after being shown to appropriate hospital emergency department staff."
- Section 3004-7: "in accordance with OG 5001.2 Aid and Medic Responses, Digital Cameras, on-duty firefighter/paramedics may use digital cameras provided by the Department to record the mechanism of injury to trauma patients. After showing the photographs to appropriate hospital emergency department staff the photos will be deleted."

All SFD uniformed personnel are trained extensively on all POG sections during recruit school and their one-year probationary period following the hire date. Battalion 3 (Medic One) paramedics receive additional training on the use of cameras for documenting traumatic injuries during paramedic training school.

For the Fire Investigation Unit (FIU), the Captain is responsible for ensuring investigation photos are maintained in a secure, CJIS compliant database. https://www.seattle.gov/police-manual/title-12---department-information-systems/12050---criminal-justice-information-systems

In general, commanding officers, such as the acting Lieutenant and/or Captain, are responsible for ensuring compliance of uniformed personnel in their unit. While the Department has strict policies around the use of personal devices, such as cameras and cell phones, at this time there are no sections of the POG specifically addressing the use of department-issued digital cameras and photo retention. The Department is working to develop a 2018 policy update regarding the use of department-issued digital cameras in general, as well as their use and retention in vehicle collision investigations by the Safety office and fire investigations by the FIU.

4.0 DATA COLLECTION AND USE

Provide information about the policies and practices around the collection and use of the data collected.

4.1 Provide details about what information is being collected from sources other than an individual, including other IT systems, systems of record, commercial data aggregators, publicly available data and/or other city departments.

> No information from other sources is collected by this technology.

4.2 What measures are in place to minimize inadvertent or improper collection of data?

> The Department is working to develop a policy for the all staff regarding the acceptable use of this technology during emergency responses, as well as the subsequent storage of photos and sharing with law enforcement agencies. However, there are strict policies regarding the use and deletion of photos if they include victims requiring emergency medical service (POG section 3004-7).

4.3 How and when will the project / technology be deployed or used? By whom? Who will determine when the project / technology is deployed and used?

> Digital cameras are currently in use by three divisions of the Seattle Fire Department:
> - Medic One (Battalion 3) paramedic units
> - Battalion Chiefs in Safety 1 and Safety 2 units
> - Fire Investigation Unit (FIU) investigators and the FIU Captain

4.4 How often will the technology be in operation?

> Digital cameras are currently used in three divisions of the Department. They are used as necessary by first responders.

4.5 What is the permanence of the installation? Is it installed permanently, or temporarily?

> The cameras are included in the apparatus inventory for the respective Department units, but can be removed for use as needed during an emergency response or investigation.

4.6 Is a physical object collecting data or images visible to the public? What are the markings to indicate that it is in use? What signage is used to determine department ownership and contact information?

All digital cameras used by Department personnel are visibly recognizable as such. No signs or other markings indicate that a digital camera is in use.

4.7 How will data that is collected be accessed and by whom?
Please do not include staff names; roles or functions only.

The Medic Unit cameras can only be accessed Battalion 3 paramedics. First responders take the pictures and display them to the Medic One doctor at Harborview Medical Center. Per Department policy, the data is not retained following transfer of patient care.

Fire Investigation Unit (FIU) photos are stored in a CJIS-compliant database physically located in a secured room of the Fire Prevention Division. The records are accessible only to fire investigators, the FIU Captain and one civilian administrative specialist.

Safety chiefs take pictures for collision investigations, which are stored on the Department's internally shared computer or "O" drive and accessible only to the safety office. A total of four battalion-level chiefs have access to the stored records.

4.8 If operated or used by another entity on behalf of the City, provide details about access, and applicable protocols. Please link memorandums of agreement, contracts, etc. that are applicable.

There are no applicable MoA's, contracts or protocols associated with the use of digital camera technology by SFD personnel, with the one exception of trauma patient photos taken during EMS responses (POG Section 3004-7).

4.9 What are acceptable reasons for access to the equipment and/or data collected?

For medic units, cameras are only to be used during emergency medical responses where showing the mechanism of injury to hospital staff is required to maintain high-level continuity of care. The FIU camera may only be used for fire investigations. The Safety Office cameras can only be used by chiefs during safety investigations, such as vehicle collisions.

The Department is working develop a 2018 policy update to document the access and other protocols for digital cameras, photo retention and data-sharing.

4.10 What safeguards are in place, for protecting data from unauthorized access (encryption, access control mechanisms, etc.) and to provide an audit trail (viewer logging, modification logging, etc.)?

CAD may be used to identify personnel associated with a specific unit or incident, as all on-shift SFD members are required to sign-in to CAD. Daily inventory and equipment use that can be traced to the personnel on duty.

5.0 DATA STORAGE, RETENTION AND DELETION

5.1 How will data be securely stored?

Strict policies regarding the use and deletion of photos for trauma patients are outlined in the Department's Policies and Operating Guidelines (POG) section 3004-7 following the completion of a patient's transfer of care to hospital staff.

Fire Investigation Unit photos are stored on a CJIS-client database. Safety office photos are stored on a secured city server within the Department's "O" drive.

5.2 How will the owner allow for departmental and other entities, to audit for compliance with legal deletion requirements?

Any oversight agency may schedule an appointment with the appropriate officer listed in 5.4.

5.3 What measures will be used to destroy improperly collected data?

Strict policies regarding the use and deletion of photos for trauma patients are outlined in the Department's Policies and Operating Guidelines (POG) section 3004-7 following the completion of a patient's transfer of care to hospital staff.

FIU photos are retained according to the same retention schedule as the Seattle Police Department's Arson and Bomb Squad and DEMS requirements.

5.4 Which specific departmental unit or individual is responsible for ensuring compliance with data retention requirements?

Medic One/Battalion 3 - Four Medical Safety Officers (MSO), one for each shift, and the Medic One Deputy Chief.

Fire Investigation Unit – FIU Captain

Safety Office – Four Battalion Chiefs, one for each shift.

6.0 DATA SHARING AND ACCURACY

6.1 Which entity or entities inside and external to the City will be data sharing partners?

Photos of trauma patients are only shared in person with emergency room staff for the purposes of providing patient care. The pictures themselves are never transferred from the camera in any format.

Photos taken by Safety Chiefs for vehicle collision investigations may be shared with the Risk Management Division of Finance and Administrative Services (FAS) for the purposes of processing claims for damages against the City.

FIU photos are shared with the Seattle Police Department using a shared CJIS-compliant database known as Digital Evidence Management Software (DEMS).

6.2 Why is data sharing necessary?

The mechanism of injury (MOI) for trauma patients can be shared much more quickly and accurately with emergency medical staff with a picture than by written or verbal communication. Time and accuracy are critical in these scenarios, so sharing photos is an invaluable tool for first responders during medical emergencies.

The Seattle Fire Department's Fire Investigation Unit works closely with the Seattle Police Department's Arson and Bomb Squad (ABS). The sharing of information and records is necessary for adequate law enforcement.

In addition, all Department records, including photos, are subject to the Public Records Act (RCW 42.56). FIU records are exempt from disclosure during an ongoing law enforcement investigation (RCW 42.56.240). Once an investigation is closed, all photos are then subject to disclosure, except for those showing a victim (RCW 70.02). The sharing of FIU photos with the SPD ABS only occurs within a CJIS-compliant framework, as the two offices share a secure database.

6.3 Are there any restrictions on non-City data use?

Yes ☒ No ☐

6.3.1 If you answered Yes, provide a copy of the department's procedures and policies for ensuring compliance with these restrictions.

Photos of victims are considered confidential medical records protected by the UHCIA (RCW 70.02). Department policies, outlined above in section 3.3, prohibit the retention of photos showing injuries sustained by trauma patients.
The Department is working to develop a 2018 policy update for incorporation into the POG specifically regarding the use of Department-issued cameras.

6.4 How does the project/technology review and approve information sharing agreements, memorandums of understanding, new uses of the information, new access to the system by organizations within City of Seattle and outside agencies?

> At this time, no such information sharing agreements exist regarding the use of SFD's digital cameras and sharing of pictures.

6.5 Explain how the project/technology checks the accuracy of the information collected. If accuracy is not checked, please explain why.

> In all cases, the technology simply produces an image. Any "corrections" to the photographs would actually reduce the accuracy of the information collected.

6.6 Describe any procedures that allow individuals to access their information and correct inaccurate or erroneous information.

> No corrections to pictures or photos are necessary for this technology, nor would it be appropriate.

7.0 LEGAL OBLIGATIONS, RISKS AND COMPLIANCE

7.1 What specific legal authorities and/or agreements permit and define the collection of information by the project/technology?

> Photos of trauma patients are considered confidential medical records according to RCW 70.02, otherwise known as the Uniform Health-Care Information Act (UHCIA).
>
> Fire Investigation photos are maintained in a CJIS-compliant database known as Digital Evidence Management Software (DEMS). Policies set forth by CJIS include:
>
> - A limit of 5 unsuccessful login attempts by a user accessing CJIS
> - Event logging various login activities, including password changes
> - Weekly audit reviews
> - Active account management moderation
> - Session lock after 30 minutes of inactivity
> - Access restriction based on physical location, job assignment, time of day, and network address

7.2 Describe what privacy training is provided to users either generally or specifically relevant to the project/technology.

> The only privacy training provided is the City-wide privacy and security training. For the Medic Units, all paramedics undergo training on the use of cameras for recording the mechanism of injury for trauma patients during EMS responses. POG section 3004-7 governs the use of cameras during such incidents.

7.3 Given the specific data elements collected, describe the privacy risks identified and for each risk, explain how it was mitigated. Specific risks may be inherent in the sources or methods of collection, or the quality or quantity of information included.

Please work with the Privacy Team to identify the specific risks and mitigations applicable to this project / technology.

> Private occupancies or sensitive areas may be accessed by SFD personnel during an emergency response. Other records of the response, such as Computer-Aided Dispatch reports, could be then used in conjunction with this technology to identify individuals at an incident scene.

7.4 Is there any aspect of the project/technology that might cause concern by giving the appearance to the public of privacy intrusion or misuse of personal information?

Examples might include a push of information out to individuals that is unexpected and appears to be intrusive, or an engagement with a third party to use information derived from the data collected, that is not explained in the initial notification.

> Sharing of incident records with law enforcement is likely the greatest cause for concern. Another would be protection of records associated with emergency medical services, which are protected by RCW 70.02.

8.0 MONITORING AND ENFORCEMENT

8.1 Describe how the project/technology maintains a record of any disclosures outside of the department.

> Disclosures are only authorized if processed by the Department's Public Disclosure Officer. The PDO ensures compliance with the POG, UHCIA and the City's Privacy Principles.
>
> All disclosures are tracked in a log, which is regularly updated and retained on a secure server accessible only to select employees.

8.2 What auditing measures are in place to safeguard the information, and policies that pertain to them, as well as who has access to the audit data? Explain whether the project/technology conducts self-audits, third party audits or reviews.

> Medic One cameras are stored in a secure safe on each medic rig, which provides an audit trail of all individuals who access the safe. The FDA conducts regular audits of the controlled drug safe to ensure compliance with federal regulations.
>
> There are no specific auditing measures in place at this time regarding the use of department-issued cameras used during safety investigations. The Department is working to develop a 2018 policy update on disclosure, tracking and retention of collision investigation records and incorporate it into the POG.

FINANCIAL INFORMATION

PURPOSE

This section provides a description of the fiscal impact of the surveillance technology, as required by the Surveillance Ordinance.

1.0 FISCAL IMPACT

Provide a description of the fiscal impact of the project/technology by answering the questions below.

1.1 Current or potential sources of funding: initial acquisition costs

Current ☒ Potential ☐

Date of Initial Acquisition	Date of Go Live	Direct Initial Acquisition Cost	Professional Services for Acquisition	Other Acquisition Costs	Initial Acquisition Funding Source
FIU Camera: 11/23/16 Medic One & Safety Office Cameras: 5/6/15	All currently live	FIU: $1,349.99 per camera Medic One & Safety Office: $211.11 per camera	N/A	None	Seattle Fire Department General Fund – Submitted as a Form 22

Notes:

[Respond with notes here.]

1.2 Current or potential sources of funding: on-going operating costs, including maintenance, licensing, personnel, legal/compliance use auditing, data retention and security costs.

Current ☒ Potential ☐

Annual Maintenance and Licensing	Legal/compliance, audit, data retention and other security costs	Department Overhead	IT Overhead	Annual Funding Source
$0.00	$0.00	$0.00	$0.00	Department general fund, if replacement is needed.

Notes:

[Respond with notes here.]

1.3 Cost savings potential through use of the technology

In an emergency setting, good communication is always critical. Pictures allow first responders to convey large amounts of information to hospital staff in a quick, efficient and accurate manner.

Early and accurate sharing of information with medical professionals can prevent further injury or loss of life of patients.

Safety chiefs take pictures of collision involving Department apparatus to preserve information that could be later used for risk management, including documentation used in processing claims for damage, as well as improvements to emergency vehicle incident prevention (EVIP) training

1.4 Current or potential sources of funding including subsidies or free products offered by vendors or governmental entities

None.

EXPERTISE AND REFERENCES

PURPOSE

The following information is provided to ensure that Council has a group of experts to reference while reviewing the completed Surveillance Impact Report ("SIR"). Any individuals or agencies referenced must be made aware ahead of publication that their information has been included. All materials must be available for Council to access or review, without requiring additional purchase or contract.

1.0 OTHER GOVERNMENT REFERENCES

Please list any other government bodies that have implemented this technology and can speak to the implementation of this technology.

Agency, Municipality, etc.	Primary Contact	Description of Current Use
Bellevue Fire Department	(425) 452-6892	Use during emergency responses.
South King Fire & Rescue	(253) 839-6234	Use during emergency responses.

2.0 ACADEMICS, CONSULTANTS, AND OTHER EXPERTS

Please list any experts in the technology under consideration, or in the technical completion of the service or function the technology is responsible for.

Agency, Municipality, etc.	Primary Contact	Description of Current Use
National Fire Protection Association (NFPA)	NFPA Secretary of Standards Council: Address – 1 Batterymarch Park P.O. Box 9101 Quincy, MA 02269-9101; Email - stds_admin@nfpa.org	Provides standards for usage and adoption of by local fire departments across the country.

3.0 WHITE PAPERS OR OTHER DOCUMENTS

Please list any authoritative publication, report or guide that is relevant to the use of this technology or this type of technology.

Title	Publication	Link
Mechanism of Injury in Prehospital Trauma Triage	EMS 1	https://www.ems1.com/ems-products/education/articles/597356-Mechanism-of-Injury-in-Prehospital-Trauma-Triage/ o
Photography in Arson Investigations	Journal of Criminal law and Criminology	https://scholarlycommons.law.northwestern.edu/cgi/viewcontent.cgi?referer=https://www.google.com/&httpsredir=1&article=4433&context=jclc
Arriving at the Fire and/or Arson Scene: Documenting the Scene	National Institute of Justice	https://www.nij.gov/topics/law-enforcement/investigations/crime-scene/guides/fire-arson/pages/document.aspx

RACIAL EQUITY TOOLKIT AND ENGAGEMENT FOR PUBLIC COMMENT WORKSHEET

PURPOSE

Departments submitting a SIR are required to complete an adapted version of the Racial Equity Toolkit ("RET").

1. To provide a framework for the mindful completion of the Surveillance Impact Reports in a way that is sensitive to the historic exclusion of vulnerable and historically underrepresented communities. Particularly, to inform the public engagement efforts Departments will complete as part of the Surveillance Impact Report.
2. To highlight and mitigate any impacts on racial equity from the adoption and the use of the technology.
3. To highlight and mitigate any disparate impacts on individuals or vulnerable communities.
4. To fulfill the public engagement requirements of the Surveillance Impact Report.

ADAPTION OF THE RET FOR SURVEILLANCE IMPACT REPORTS

The RET was adapted for the specific use by the Seattle Information Technology Departments' ("Seattle IT") Privacy Team, the Office of Civil Rights ("OCR"), and Change Team members from Seattle IT, Seattle City Light, Seattle Fire Department, Seattle Police Department, and Seattle Department of Transportation.

RACIAL EQUITY TOOLKIT OVERVIEW

RACIAL EQUITY TOOLKIT: TO ASSESS POLICIES, INITIATIVES, PROGRAMS, AND BUDGET ISSUES
The vision of the Seattle Race and Social Justice Initiative is to eliminate racial inequity in the community. To do this requires ending individual racism, institutional racism and structural racism. The Racial Equity Toolkit lays out a process and a set of questions to guide the development, implementation and evaluation of policies, initiatives, programs, and budget issues to address the impacts on racial equity.

WHEN DO I USE THIS TOOLKIT?

Early. Apply the toolkit early for alignment with departmental racial equity goals and desired outcomes.

HOW DO I USE THIS TOOLKIT?

With inclusion. The analysis should be completed by people with different racial perspectives.

Step by step. The Racial Equity Analysis is made up of six steps from beginning to completion:

Please refer to the following resources available on the Office of Civil Rights' website here: Creating effective community outcomes; Identifying stakeholders & listening to communities of color; Data resources

1.0 SET OUTCOMES

1.1. Seattle City council has defined the following inclusion criteria in the surveillance ordinance, and they serve as important touchstones for the risks departments are being asked to resolve and/or mitigate. Which of the following inclusion criteria apply to this technology?

☐ The technology disparately impacts disadvantaged groups.

☐ There is a high likelihood that personally identifiable information will be shared with non-City entities that will use the data for a purpose other than providing the City with a contractually agreed-upon service.

☒ The technology collects data that is personally identifiable even if obscured, de-identified, or anonymized after collection.

☐ The technology raises reasonable concerns about impacts to civil liberty, freedom of speech or association, racial equity, or social justice.

1.2 What are the potential impacts on civil liberties through the implementation of this technology?

> Some personally identifiable information (PII) gathered during emergency responses could be used to identify individuals, such as their name, home address or contact information. Medical privacy is particularly relevant in the case of pictures taken during medical emergencies. Victims of criminal activity may also be identified during incident responses, whose identities should be protected in accordance with RCW 42.56.240 and RCW 70.02.

1.3 What does your department define as the most important racially equitable community outcomes related to the implementation of this technology?

> The Seattle Fire Department is committed to equitable service delivery regardless of race, sexual orientation, income, immigration or refugee status. All individuals, including non-residents and visitors to the City will be treated with compassion, professionalism and respect by SFD personnel.

1.4 What racial equity opportunity area(s) will be affected by the application of the technology?

☐ Education   ☒ Criminal Justice
☐ Community Development   ☐ Jobs
☐ Health   ☐ Housing
☐ Environment   ☒ Other

1.5 Are there impacts on:

☐ Contracting Equity   ☐ Inclusive Outreach and Public Engagement
☐ Workforce Equity   ☒ Other
☐ Immigrant and Refugee Access to Services

2.0 INVOLVE STAKEHOLDERS, ANALYZE DATA

2.1 Departmental conclusions about potential neighborhood impacts of the technology. Are the impacts on geographic areas? ☐ Yes ☒ No

Check all neighborhoods that apply *(see map of neighborhood boundaries in Appendix A: Glossary, under "Seattle Neighborhoods"):*

☒ All Seattle neighborhoods

☐ Ballard	☐ Southeast
☐ North	☐ Delridge
☐ Northeast	☐ Greater Duwamish
☐ Central	☐ East District
☐ Lake Union	☐ King County (outside Seattle)
☐ Southwest	

☐ Outside King County. Please describe:

[Respond here, if applicable.]

2.2 What are the racial demographics of those living in the area or impacted by the issue? *(see Stakeholder and Data Resources* here*.)*

City of Seattle demographics: White - 69.5%; Black or African American - 7.9%; Amer. Indian & Alaska Native - 0.8%; Asian - 13.8%; Native Hawaiian & Other Pac. Islander - 0.4; Other race - 2.4%; Two or more races - 5.1%; Hispanic or Latino ethnicity (of any race): 6.6%; Persons of color: 33.7%.

King County demographics: White – 70.1%; Black or African American – 6.7%; American Indian & Alaskan Native – 1.1%; Asian, Native Hawaiian, Other Pacific Islander – 17.2%; Hispanic or Latino (of any race) – 9.4%

STOP: Department should complete RET questions 2.3 – 6 and Appendices B-I AFTER completing their public comment and engagement requirements.

2.3 Have you completed the following steps to engage the public? If you have not completed these steps, pause here until public outreach and engagement has been completed. (*See OCR's RET worksheet* here *for more information about engaging the public at this point in the process to ensure their concerns and expertise are part of analysis.*)

☐ **Create a public outreach plan.** Residents, community leaders, and the public were informed of the public meeting and feedback options via:

 ☐ Email
 ☐ Mailings
 ☐ Fliers

☐ Phone calls

☐ Social media

☐ Other

☐ The following community leaders were identified and invited to the public meeting(s):

    ☐ American Civil Liberties Union (ACLU)

    ☐ CARE

    ☐ Northwest Immigrant Rights

    ☐ OneAmerica

    ☐ JACL

    ☐ For Seattle Police Department only, Community Police Commissions

    ☐ Other:

> [Please describe]

☐ **Engagement for Public Comment #1**

Date of meeting:
> [Respond here.]

Location of meeting:
> [Respond here.]

Summary of discussion:
> [Respond here, if applicable.]

☐ Full meeting transcript, including City attendees, community leaders in attendance, and attendee demographic data, is attached as an appendix to the SIR

☐ **Engagement for Public Comment #2**

Date of meeting:
> [Respond here.]

Location of meeting:
> [Respond here.]

Summary of discussion:
> [Respond here, if applicable.]

☐ Full meeting transcript, including City attendees, community leaders in attendance, and attendee demographic data, is attached as an appendix to the SIR

☐ **Engagement for Public Comment #3 (if applicable)**

Date of meeting:
> [Respond here.]

Location of meeting:
> [Respond here.]

Summary of discussion:
> [Respond here, if applicable.]

☐ Full meeting transcript, including City attendees, community leaders in attendance, and attendee demographic data, is attached as an appendix to the SIR

☐   **Collect public feedback via mail and email**

Number of feedback submissions received: [Respond here.]

Summary of feedback: [Respond here.]

Open comment period: [Respond here.]

☐   Complete compilation of feedback is attached an as an appendix to the SIR

☐   **Community Technology Advisory Board (CTAB) Presentation**

Date of presentation: [Respond here,]

Summary of comments:

[Respond here.]

☐   Complete meeting minutes and comments are attached an as an appendix to the SIR

☐   Any letters of feedback by CTAB members are attached as an appendix to the SIR

2.4 What does data and conversations with stakeholders tell you about existing racial inequities that influence people's lives and should be taken into consideration when applying/implementing/using the technology? *(See OCR's RET worksheet here for more information; King County Opportunity Maps are a good resource for information based on geography, race, and income.)*

[Respond to question 2.4 here.]

2.5 What are the root causes or factors creating these racial inequities? Mitigation strategies will be addressed in 4.1 and 5.3. *Examples: bias in process; lack of access or barriers; lack of racially inclusive engagement.*

[Respond to question 2.5 here.]

3.0 DETERMINE BENEFIT AND/OR BURDEN

Provide a description of any potential disparate impact of surveillance on civil rights and liberties on communities of color and other marginalized communities. Given what you have learned from data and from stakeholder involvement…

3.1 How will the technology, or use of the technology increase or decrease racial equity? What are potential unintended consequences? What benefits may result? Are the impacts aligned with your department's community outcomes that were defined in 1.0?

[Respond to question 3.1 here.]

3.2 What benefits to the impacted community/demographic may result?

[Respond to question 3.1 here.]

3.3 What are potential unintended consequences (both negative and positive potential impact)?

[Respond to question 3.1 here.]

3.4 Are the impacts aligned with your department's community outcomes that were defined in Step 1.0?

[Respond to question 3.1 here.]

4.0 ADVANCE OPPORTUNITY OR MINIMIZE HARM

Provide a mitigation plan for the impacts described in step 3.

4.1 How will you address the impacts (including unintended consequences) on racial equity? What strategies address immediate impacts? What strategies address root causes of inequity listed in 2.5? How will you partner with stakeholders for long-term positive change? If impacts are not aligned with desired community outcomes for surveillance technology (see 1a), how will you re-align your work?

Program Strategies:

[Respond here.]

Policy Strategies:

[Respond here.]

Partnership Strategies:

[Respond here.]

5.0 EVALUATE, RAISE RACIAL AWARENESS, BE ACCOUNTABLE

The following information must be provided to the CTO, via the Privacy Office, on an annual basis for the purposes of an annual report to the City Council on the equitable use of surveillance technology. For Seattle Police Department, the equity impact assessments may be prepared by the Inspector General for Public Safety.

The following information does not need to be completed in the SIR submitted to Council, unless this is a retroactive review.

5.1 Which neighborhoods were impacted/targeted by the technology over the past year and how many people in each neighborhood were impacted?
☐   All Seattle neighborhoods
☐   Ballard
☐   North
☐   NE
☐   Central
☐   Lake Union
☐   Southwest
☐   Southeast
☐   Greater Duwamish
☐   East District
☐   King County (outside Seattle)
☐   Outside King County. Please describe:

[Respond here, if applicable.]

5.2 Demographic information of people impacted/targeted by the technology over the past year…

To the best of the department's ability, provide demographic information of the persons surveilled by this technology. If any of the neighborhoods above were included, compare the surveilled demographics to the neighborhood averages and City averages.

[Respond to question 5.2 here.]

5.3 Which of the mitigation strategies that you identified in Step 4 were implemented in the past year? Specifically, what adjustments to laws and policies should be made to remedy any disproportionate impacts so as to achieve a more equitable outcome in the future.

Type of Strategy (program, policy, partnership)	Description of Strategy	Percent complete of implementation	Describe successes and challenges with strategy implementation

5.4 How have you involved stakeholders since the implementation/application of the technology began?

☐   Public Meeting(s)
☐   CTAB Presentation
☐   Postings to Privacy webpage seattle.gov/privacy
☐   Other external communications
☐   Stakeholders have not been involved since the implementation/application

5.5 What is unresolved? What resources/partnerships do you still need to make changes?

[Respond to question 5.5 here.]

6.0 REPORT BACK

Responses to Step 5 will be compiled and analyzed as part of the CTO's Annual Report on Equitable Use of Surveillance Technology.

Departments will be responsible for sharing their own evaluations with department leadership, Change Team Leads, and community leaders identified in the public outreach plan (Step 2c).

PRIVACY AND CIVIL LIBERTIES ASSESSMENT

PURPOSE

This section shall be completed after public engagement has concluded and the department has completed the Racial Equity Toolkit section above. The Privacy and Civil Liberties Assessment is completed by the Community Surveillance Working Group ("Working Group"), per the Surveillance Ordinance which states that the Working Group shall:

> *"[p]rovide to the Executive and the City Council a privacy and civil liberties impact assessment for each SIR that must be included with any departmental request for surveillance technology acquisition or in-use approval. The impact assessment shall include a description of the potential impact of the surveillance technology on civil rights and liberties and potential disparate impacts on communities of color and other marginalized communities. The CTO shall share with the Working Group a copy of the SIR that shall also be posted during the period of public engagement. At the conclusion of the public engagement period, the CTO shall share the final proposed SIR with the Working Group at least six weeks prior to submittal of the SIR to Council for approval. The Working Group shall provide its impact assessment in writing to the Executive and the City Council for inclusion in the SIR within six weeks of receiving the final proposed SIR. If the Working Group does not provide the impact assessment before such time, the Working Group must ask for a two-week extension of time to City Council in writing.   If the Working Group fails to submit an impact statement within eight weeks of receiving the SIR, the department and City Council may proceed with ordinance approval without the impact statement."*

WORKING GROUP PRIVACY AND CIVIL LIBERTIES ASSESSMENT

[Assessment to be placed here.]

APPENDIX A: GLOSSARY

Accountable: (Taken from the Racial Equity Toolkit.) Responsive to the needs and concerns of those most impacted by the issues you are working on, particularly to communities of color and those historically underrepresented in the civic process.

Community Outcomes: (Taken from the Racial Equity Toolkit.) The specific result you are seeking to achieve that advances racial equity.

Contracting Equity: (Taken from the Racial Equity Toolkit.) Efforts to achieve equitable racial outcomes in the way the City spends resources, including goods and services, consultants and contracting.

DON: "Department of Neighborhoods."

Immigrant and Refugee Access to Services: (Taken from the Racial Equity Toolkit.) Government services and resources are easily available and understandable to all Seattle residents, including non-native English speakers. Full and active participation of immigrant and refugee communities exists in Seattle's civic, economic and cultural life.

Inclusive Outreach and Public Engagement: (Taken from the Racial Equity Toolkit.) Processes inclusive of people of diverse races, cultures, gender identities, sexual orientations and socio-economic status. Access to information, resources and civic processes so community members can effectively engage in the design and delivery of public services.

Individual Racism: (Taken from the Racial Equity Toolkit.) Pre-judgment, bias, stereotypes about an individual or group based on race. The impacts of racism on individuals including white people internalizing privilege, and people of color internalizing oppression.

Institutional Racism: (Taken from the Racial Equity Toolkit.) Organizational programs, policies or procedures that work to the benefit of white people and to the detriment of people of color, usually unintentionally or inadvertently.

MSO: "Medical Services Officer"

OCR: "Office of Arts and Culture."

Opportunity Areas: (Taken from the Racial Equity Toolkit.) One of seven issue areas the City of Seattle is working on in partnership with the community to eliminate racial disparities and create racial equity. They include: Education, Health, Community Development, Criminal Justice, Jobs, Housing, and the Environment.

POG: "Seattle Fire Department's Policies and Operating Guidelines"

Racial Equity: (Taken from the Racial Equity Toolkit.) When social, economic and political opportunities are not predicted based upon a person's race.

Racial Inequity: (Taken from the Racial Equity Toolkit.) When a person's race can predict their social, economic, and political opportunities and outcomes.

RET: "Racial Equity Toolkit"

Seattle Neighborhoods: (Taken from the Racial Equity Toolkit Neighborhood.) Boundaries defined for the purpose of understanding geographic areas in Seattle.

Stakeholders: (Taken from the Racial Equity Toolkit.) Those impacted by proposed policy, program, or budget issue who have potential concerns or issue expertise. Examples might include: specific racial/ethnic groups, other institutions like Seattle Housing Authority, schools, community-based organizations, Change Teams, City employees, unions, etc.

Structural Racism: (Taken from the Racial Equity Toolkit.) The interplay of policies, practices and programs of multiple institutions which leads to adverse outcomes and conditions for communities of color compared to white communities that occurs within the context of racialized historical and cultural conditions.

Surveillance Ordinance: Seattle City Council passed Ordinance 125376, also referred to as the "Surveillance Ordinance."

SIR: "Surveillance Impact Report", a document which captures the fulfillment of the Council-defined Surveillance technology review process, as required by Ordinance 125376.

Workforce Equity: (Taken from the Racial Equity Toolkit.) Ensure the City's workforce diversity reflects the diversity of Seattle.
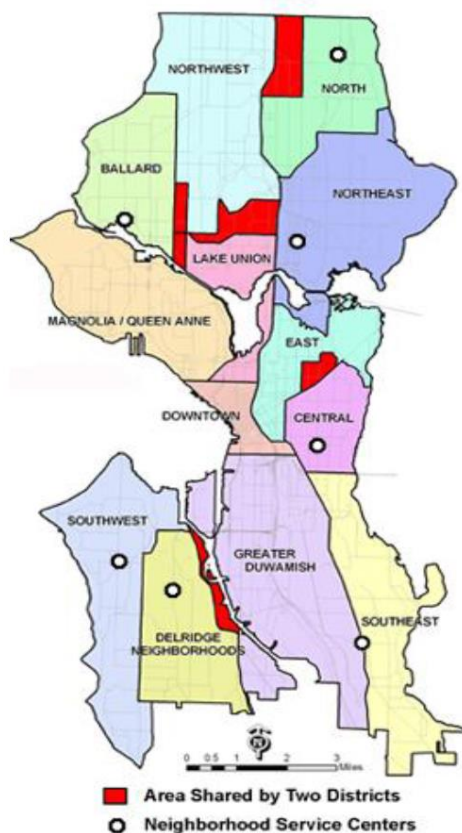
APPENDIX B: PUBLIC COMMENT DEMOGRAPHICS AND OVERVIEW

APPENDIX C: PUBLIC MEETING NOTICE(S)

APPENDIX D: MEETING SIGN-IN SHEET(S)

APPENDIX E: MEETING TRANSCRIPT(S)

APPENDIX F: LETTERS FROM ORGANIZATIONS

APPENDIX H: EMAILS FROM THE PUBLIC

APPENDIX I: LETTERS FROM THE PUBLIC