

Rockford Police Department GENERAL ORDER	NUMBER: _ **
	RESCINDS:
SUBJECT: Unmanned Aircraft Systems	
EFFECTIVE: *****	
REVISED: *****	
ACCREDITATION STANDARDS:	

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I. PURPOSE:

The purpose of this General Order is to establish guidelines for the utilization and investigation of unmanned aircraft systems (UAS) at the Rockford Police Department

II. SCOPE:

- A. This policy covers the deployment of UAS in a variety of approved missions covering critical incident response, missing person searches, crime scene processing, surveillance and searching for suspects.
- B. This policy is supplemental to the rules and regulations governing UAS use by law enforcement agencies as defined by the FAA and State of Illinois. Nothing in this section allows employees to utilize UAS in contrary to these state and federal laws.

- C. UAS missions will only be conducted by trained UAS pilots and support personnel as defined in this policy. This section will establish training criteria for agency UAS personnel.
- D. Any UAS utilized by the Rockford Police Department will meet the capability and performance guidelines established in this section. All UAS will additionally meet the maintenance requirements outlined here.
- E. This policy will provide guidelines for the Rockford Police Department response to, and investigation of, UAS operations conducted by members of the public.

III. DEFINITIONS:

- A. *Digital Multimedia Evidence (DME)*: Digital recording of images, sounds, and associated data.
- B. *Unmanned Aircraft (UA) or Unmanned Aerial Vehicle (UAV)*: An aircraft that is intended to navigate in the air without an on-board pilot. Also alternatively called Remotely Piloted Aircraft (RPA), Remotely Operated Vehicle (ROV), or Drone. A UA does not carry a human operator, can fly autonomously or be piloted remotely, uses aerodynamic forces to provide vehicle lift, can be expendable or recoverable and can carry a lethal or nonlethal payload.
- C. *Unmanned Aircraft System (UAS)*: A system that includes the necessary equipment, network, and personnel to control an unmanned aircraft.
- D. *Small Unmanned Aircraft Systems (sUAS)*: UAS systems that utilize UAVs weighing less than 55 pounds and are consistent with Federal Aviation Administration (FAA) regulations governing model aircraft.
- E. *Remote Pilot in Command (PIC)*: A properly FAA licensed person exercising control and final authority over a UAS during flight.
- F. *UAS Flight Crewmember*: A pilot, visual observer (VO), payload operator or other person assigned duties for a UAS for the purpose of flight or training exercise.
- G. *Sensor System Operator*: A visual observer who is also trained on the operation of an airborne sensor system, or imaging device, and interpretation of the image/data produced by that sensor.
- H. *Uncontrolled Airspace*: Airspace where Air Traffic Control (ATC) services are not provided (Class G airspace).

- I. *Controlled Airspace*: Airspace where ATC services are provided (Class A, B, C, D, E). Airspace that is under direct control of ATC, except for Class E.
- J. *Image*: A record of thermal, infrared, ultraviolet, visible light, or other electromagnetic waves; sound waves; odors; or other physical phenomena which captures conditions existing on or about real property or an individual located on that property.
- K. *Imaging device*: A mechanical, digital, or electronic viewing device; still camera; camcorder; motion picture camera; or any other instrument, equipment, or format capable of recording, storing, or transmitting an image.
- L. *Law enforcement agency*: A lawfully established state or local public agency that is responsible for the prevention and detection of crime, local government code enforcement, and the enforcement of penal, traffic, regulatory, game, or controlled substance laws.
- M. *Surveillance*: With respect to an owner, tenant, occupant, invitee, or licensee of privately owned real property, the observation of such persons with sufficient visual clarity to be able to obtain information about their identity, habits, conduct, movements, or whereabouts; or with respect to privately owned real property, the observation of such property's physical improvements with sufficient visual clarity to be able to determine unique identifying features or its occupancy by one or more persons.

IV. RESPONSE TO UAS CALLS:

- A. UAS operations by private citizens and businesses will sometimes require law enforcement involvement due to public safety and privacy concerns. The following guidelines will apply when responding to a UAS related call for service.
- B. Patrol response:
 - 1. If the UAS weighs more than .55 pounds, ask the operator for the FAA registration number. That number should also be printed on the UAS somewhere.
 - 2. Determine if the UAS is being operated for personal or a commercial purpose. Commercial use could be for direct payment or exchange of services, in support of a business, as part of a contract for service, etc. If the UAS is being used for a commercial purpose, ask for the operator's FAA UAS pilot license number.
 - 3. Attempt to determine the altitude the UAS was being operated and the location it was flown. Ask if notification was made to Air Traffic Control.
 - 4. Determine if the aircraft was flown over people other than the operator or anyone directly associated with the UAS operation.

5. Collect identification and contact information for the UAS operator and anyone else involved in the incident.
 6. Record the model of UAS being flown and photograph it.
 7. Determine if video was being recorded during the flight.
 8. Record if the operator is under the influence of alcohol or any other substance.
 9. Contact the RPD on duty flight crew and relay the information.
 10. Complete a CJIS report and forward to the Aviation Section Chief Pilot.
 11. Generally an arrest will not be made on scene. The case will be forwarded for investigation and determination of appropriate charges. In some extreme cases, an arrest may be appropriate only after consultation with Aviation Section staff.
- C. Aviation Section response:
 1. Once a UAS report is received, the Chief Pilot will assign the case for investigation.
 2. Aviation Section personnel investigating UAS incidents will work with the FAA and the State Attorney's Office to determine the appropriate actions to be taken, if any. These options include:
 - a. § 784.0485 F.S.S. Stalking
 - b. § 810.145 F.S.S. Video Voyeurism
 - c. § 843 F.S.S. Obstructing Justice
 - d. § 860.13, F.S.S. Operation of aircraft while intoxicated or in a careless manner.
 3. If any connection with domestic terrorism is suspected, the FBI will also be contacted.

V. SCSO PROGRAM ADMINISTRATION:

- A. The RPD UAS Program will be administered by the UAS Chief Pilot under the Special Operations Division:
 1. Minimum Qualifications:
Will be knowledgeable of the contents of this manual, UAS operations specifications, and:
 - a. Must be a licensed UAS Pilot.
 - b. Have at least three years of aviation experience.
 - c. Have attended a formal UAS management course, prior to, or within 12 months of being assigned.
 2. Duties and Responsibilities:
 - a. Ensure that the roles, responsibilities, authorities, and duties of assigned UAS pilots, visual observers, and sensor system operators

are clearly defined.

- b. Report directly to the Captain of the Special Operations Division keeping them informed of critical issues such as safety and major purchases.
 - c. Develop and maintain record keeping procedures to record and track crewmember flight and duty time and training;
 - d. Examine all reports submitted by employees for conformity with agency policy, and return them for correction as necessary;
 - e. Establish and maintain communications, and an effective relationship with; the local Flight Standards District Office (FSDO) of the Federal Aviation Administration (FAA), the FAA Air Traffic Control (ATC) facility at Chicago Rockford International Airport and with agency personnel that commonly use UAS assets.
 - f. Verify Safety Management System goals and objectives in conjunction with the Safety Committee.
 - g. Other duties as assigned.
- B. All agency flight operations shall be in compliance with Federal Aviation Regulation 14 CFR 107 and § 934.50, Fla. Stat. *Searches and Seizure Using a Drone*.
- C. In all cases the UAS Pilot in Command will retain final authority, and responsibility, for any actions related to the operation of agency aircraft in flight. No agency member may override the pilot's decision not to fly for any safety related reason.
- D. Any changes to this manual will follow the Management of Change (MOC) process as described in the safety section of this manual. After the MOC process is performed, changes will be submitted to the Safety Committee for final approval.
- E. Part of the Safety Assurance process in the Safety Management System requires regular review of established procedures and policies to ensure that maintain operational effectiveness. This manual will be reviewed annually as part of the SMS annual report.
- F. No person may act as a crewmember:
- 1. Within eight hours after the consumption of any alcoholic beverage;
 - 2. While under the influence of alcohol, narcotics or any medication which may negatively affect the crewmember's ability to safely conduct the flight.
- G. *Meetings*: The following meetings will be conducted to support the administration of UAS operations:
- 1. Quarterly UAS Meetings – To be conducted once every three months and attended by available UAS pilots, visual observers, trainers and other

associated unit members. The meeting will have a written agenda. Minutes will be recorded and published

- H *Documentation:* Training, deployment and maintenance documentation will be maintained by the Chief UAS Pilot.
- I *Payloads:* Camera and sensors are allowed payloads. Anything deployable from the UAS will first require an FAA waver. Deployment of any type of projectile, chemical agent, or electrical current weapon from a RPD UAS is PROHIBITED.
- J *Public Relations:* UAS operations often engage in high profile operations, which attract attention from the media. General Order G-20 will apply to any media relations activity the unit is involved with. Additionally, the following guidelines will apply to aviation unit operations in relation to the media:
 - 1. Media interviews: all interviews with the media will first be approved by the Captain of the Special Operations Division.
 - 2. Video requests: Requests from the media or general public for unit video will be made through the agency's Public Affairs Office.
 - 3. Public demonstrations: Any public demonstration requests will first be approved by the Captain of the Special Operations Division. All operational guidelines in this policy manual will apply to demonstration flights as well as operational and training flights.

VI. PERSONNEL:

- A. *Minimum aircrew:* Due to the nature of the law enforcement mission and the clear distinction between aircrew responsibilities, the minimum crew on ALL law enforcement missions will be a pilot and a visual observer (VO). If a sensor system/camera is to be utilized during the mission, the preferred crew configuration will be a PIC and SSO. In complex scenarios, the use of additional VOs may be required. Under no circumstances will a pilot attempt to complete a law enforcement mission without the assistance of a SSO/VO.
- B. UAS personnel will be selected by the Captain of the Special Operations Division based on agency needs and the qualifications of the applicant.
- C. *Pilot-In-Command (PIC):* The pilot-in-command (PIC) is directly responsible for and is the final authority over the operation of the unmanned aircraft.
 - 1. PICs have absolute authority to reject a flight based on weather, aircraft limitations, physical condition, etc. No member of any law enforcement

agency, regardless of rank, can order a PIC to make a flight when, in the opinion of the PIC it cannot be done safely.

2. PICs are responsible for compliance with this manual, Federal Aviation Regulations, Letter of Agreement, and Certificate of Authorization conditions.
3. PICs shall handle radio communications with air traffic control and other aircraft.
4. PICs shall be responsive to the requests of the sensor system operator/visual observer in order to accomplish the mission.

D. *Visual Observer (VO)*: The VO is responsible for the law enforcement aspect of the mission.

1. The VO will assist the pilot in maintaining visual awareness of the airspace and advise the pilot of any imminent hazards including other aircraft, terrain, and adverse weather conditions.
2. The VO will handle radio communications between ground units and dispatch.
3. The VO will avoid unnecessary communications with the pilot during takeoff and landing.

E. *Sensor System Operator (SSO)*: The SSO is a VO who has completed additional training on the operation of an airborne sensor system and the interpretation of that data.

1. The SSO shall operate the payload.
2. The SSO shall remain alert for suspicious persons or activities on the ground and coordinate response by ground units.
3. The SSO is the custodian of evidence. In this capacity, the SSO is responsible for the safeguarding and proper processing

VII. TRAINING:

A. Training Administration:

1. The Chief UAS Pilot will coordinate the training for all UAS pilots, VOs and SSOs.
2. The Chief UAS Pilot will maintain training records for all UAS personnel.
2. All UAS personnel will receive initial training on the policies and procedures in this manual.

3. All personnel, including pilots, will complete VO training prior to participating in UAS operations.
4. Initial training will include training on the UAS Safety Management System.
5. All UAS personnel will receive annual refresher training on the above topics in addition to their specific UAS position.

B. Pilot in Command:

1. Initial Training:

- a. If the remote pilot candidate is already a licensed pilot (per 14 CFR 61), and has passed a current flight review in the preceding 24 months, the pilot will complete the FAA's online UAS pilot education program and take the exam for UAS pilot certification.
- b. If the remote pilot candidate is not a licensed and current pilot, they must complete a training program and pass the FAA aeronautical knowledge test before being considered for PIC training at Rockford Police Department.
- c. Initial factory authorized training will be conducted to provide new pilots with skills sufficient to operate specific unmanned aircraft systems.
- d. RPD will conduct an in-house training program for new remote PICs.
- e. The PIC candidate must complete a minimum of 5 training flights with a unit PIC instructor before being allowed to conduct flights without an instructor.
- f. A PIC candidate may conduct training flights before completing all of the requirements above if they are in direct supervision of a unit PIC who does meet all of the requirements of this section, including the currency requirements below.

2. Currency:

- a. All pilots must complete at least three (3) currency events each 90 days utilizing the make and model of UAS to be deployed. Currency events include landings, takeoffs, and simulator events.
- b. Pilots who experience a lapse in currency must perform their currency events under the supervision of a UAS instructor pilot. Lapsed currency flights may not be in support of an actual public safety mission. Flights necessary to demonstrate pilot currency will be recorded in the pilot's UAS logbook.
- c. Failure to demonstrate proficiency may result in removal from the Unmanned Aircraft Systems Unit.

- d. Every 24 months each UAS PIC must renew their UAS pilot license per FAA requirements.

C. Visual Observer:

1. Initial Training:

- a. Visual Observers will complete an in-house training program.
- b. The training program must be completed within 60 days of assignment to the unit. An extension of 30 days may be granted by the Special operations Commander.
- c. Initial training will include, at a minimum:
 - i. UAS safety
 - ii. Aerial search techniques
 - iii. Aviation weather
 - iv. Aviation airspace and applicable regulations
 - v. Applicable legal issues

2. Currency:

- a. All VOs are required to participate in at least three (2) currency events each 90 days. A currency event can be either a training or actual mission.
- b. All VOs will receive refresher training at least once a year. Two annual training sessions will be preferred.
- c. VOs who experience a lapse in currency must perform their currency events under the supervision of a UAS instructor pilot. Lapsed currency flights may not be in support of an actual public safety mission.
- d. Failure to demonstrate proficiency may result in removal from the Unmanned Aircraft Systems Unit.

D. Sensor System Operator:

1. Initial Training:

- a. SSOs will receive factory or in-house training on the operation of airborne sensors and the interpretation of the image/data.
- b. Collection and storage of data.

2. Currency:

- a. All SSOs are required to participate in at least three (2) currency events each 90 days using at least one sensor they are qualified with. A currency event can be either a training or actual mission. SSO currency meets VO currency requirements.

- b. SSOs will receive refresher training at least once a year. Two annual training sessions will be preferred.
- c. SSOs who experience a lapse in currency must perform their currency events under the supervision of a UAS instructor pilot. Lapsed currency flights may not be in support of an actual public safety mission.
- d. Failure to demonstrate proficiency may result in removal from the Unmanned Aircraft Systems Unit.

VIII. SAFETY

- B. Unit personnel will wear eye protection when working around operating UAS that are in flight, or being prepared for flight.
- C. A report will be made to the FAA within 10 days of any operation that results in at least serious injury, loss of consciousness, or property damage of at least \$500 (per 14 CFR § 107.9)
- D. *Flight time limitations and rest requirements:* During any 24 consecutive hours, the total flight time of any PIC may not exceed 10 hours, which shall include any other unmanned or manned aircraft flying by that pilot. A pilot's flight time may exceed the flight time limits if the assigned flight time occurs during a regularly assigned duty period of no more than 14 hours and:
 - a. If this duty period is immediately preceded by and followed by a required rest period of at least 10 consecutive hours of rest.
 - b. If flight time is assigned during this period, that total flight time when added to any other unmanned flying by the pilot may not exceed 10 hours.
 - c. If the combined duty and rest periods equal 24 hours.
- E. *Risk Management:* In order to achieve the goal of reducing risks as low as reasonably practical (ALARP), UAS operations will utilize a Safety Management System (SMS). The SMS will have the following elements based on the SMS used by the RPD Aviation Section:
 - 1. Hazard and Occurrence identification and reporting system
 - 2. Management of Change procedure
 - 3. Hazard and Incident Analysis procedures
 - 4. Risk Analysis and Assessment functions
 - 5. Risk Mitigation Strategy

6. Mitigation Tracking and Assurance System
7. Safety Education and Promotion functions (may be part of Risk Mitigation Strategy and Assurance elements)

B. Personnel

1. Aviation Safety Officer (ASO) will manage the UAS SMS.
2. Safety Committee
 - a. The Safety Committee will be composed, at a minimum, of: the ASO, the Special Operations Commander, a UAS PIC, VO and SSO.
 - b. The Safety Committee will meet at least once a quarter.
 - c. The Safety Committee will review all hazard and risk information from the ASO, consider the mitigation strategies and discuss how to best address each issue. The Safety Committee will assign tasks and follow up dates to each task, as appropriate.
 - d. The Safety Committee will also review any incidents that have occurred.
 - e. The Safety Committee has the authority to change policy/procedures, and to implement or change training.
 - f. The Safety Committee may make recommendations on budget items and disciplinary follow up, per the unit Just Culture policy. Final decisions on those items will remain the responsibility of the Special Operations Commander.
 - g. The ASO will prepare a written agenda for each meeting. Following each Safety Committee meeting, the ASO will write a report on the findings of the committee and proposed actions. This report will be made available to all unit members.

C. Hazard Reporting Program

1. The ASO will maintain a formal program to identify, report and analyze hazard information.
2. Hazard reporting forms will be made available in hard copy and electronic format. A drop box will be made available in addition to any other means available to make anonymous reporting available.
3. Occurrence (accident/incident) reporting will be made available to all employees by the same means as hazard reporting.
4. Occurrence reports are mandatory when:
 - a. There is any damage to aircraft
 - b. There is any injury to an employee or guest
5. Reported hazards and occurrences will be:

- a. Analyzed for latent (contributing, root cause) factors using the Hazard Analysis Form
- b. Each hazard (including identified latent factors) will be assessed for risk on the Hazard Analysis Form
- c. This information will be entered into a Hazard Tracking Form (or spreadsheet)
- d. This information will be part of the Safety Committee Meeting Agenda and presented to the committee for action.
- e. If the hazard requires immediate resolution, the ASO will formulate a plan using the Mitigation Strategy Template and present it to Safety Committee members immediately for recommendations and action. Alternatively, a special Safety Committee meeting may be scheduled to address the single issue.

D. Risk Mitigation

1. The ASO will formulate possible risk control strategies for those items deemed medium to high risk.
2. The information formulated in the Hazard Analysis and Tracking forms, along with suggested Mitigation Strategies will be compiled into agenda items for the Safety Committee Meeting.
3. The Safety Committee will review the information in the agenda to:
 - a. Make a final determination on Risk Analysis.
 - b. Determine which risks score high enough to warrant action.
 - c. Identify additional hazard items/contributing factors.
 - d. Discuss possible mitigation strategies (including suggestions from the ASO).
 - e. Discuss discipline recommendations when applicable.
 - f. Make a final determination on follow up action (training, purchasing equipment, obtaining more information, policy/procedure change, etc.).
 - g. Assign action items and follow up dates for selected mitigation strategies
 - h. If the committee recommends a change in policy, procedure, training, equipment, or any other significant change, the Management of Change Form will be used to manage any hazards that may be created by the proposed mitigation strategy.
4. The ASO will:
 - a. Determine a means of tracking each mitigation strategy in order to monitor performance.

- b. Enter the mitigation strategy, tracking information, and target dates in the Hazard Tracking Form.
- c. Assist anyone tasked with implementing a mitigation strategy as required. The training officer and ASO will work together on any training aspect of mitigation planning
- d. Make Return on Investment or Probability of Success calculations as required.

E. SMS Program Performance Assurance

- 1. The ASO will continually monitor all active risk control strategies as required by each one.
- 2. At predetermined dates listed for each mitigation strategy, the ASO will evaluate how each risk control is performing. This information will be tracked in the Hazard Tracking Form.
- 3. During Safety Committee meetings, the ASO will provide the committee with the performance status of each hazard currently tracked in the Hazard Tracking Form.
- 4. The ASO will perform an annual safety audit of the unit.
 - a. This audit should include a review of all of the mitigation performance information on the Hazard Tracking Form. It should also include overall changes in risk, return on investment, etc.
 - b. Additional unit members may be utilized to audit specific areas of the operation.
 - c. It will review the safety objectives and goals, and the unit's progress towards them.
 - d. The report will include recommended changes based on audit results.
 - e. A report will be written and made available to all unit members.

IX. DEPLOYMENT:

A. *Authorized missions:*

- 1. The following missions are authorized without first obtaining a warrant or additional waiver from the FAA:
 - a. Search and Rescue: To assist missing person investigations, AMBER Alerts, Silver Alerts, and other search and rescue missions.
 - b. Tactical Deployment: To support the tactical deployment of officers and equipment in emergency situations (e.g., incidents involving hostages and barricades, support for large- scale tactical operations, and other temporary perimeter security situations).

- c. Command and Control: To provide an aerial visual perspective to assist officers in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security.
 - d. Disaster Response: To assist decision makers (e.g., incident command staff; first responders; city, county, and state officials) in understanding the nature, scale, and scope of an incident—and for planning and coordinating an effective response.
 - e. Terrorism Response: To counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates that there is such a risk.
 - f. Imminent danger to life or serious damage to property: If the law enforcement agency possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent danger to life or serious damage to property, to forestall the imminent escape of a suspect or the destruction of evidence, or to achieve purposes including, but not limited to, facilitating the search for a missing person.
 - g. Environmental monitoring
 - h. For operations, inspections and maintenance of facilities
2. The following missions require first obtaining a warrant signed by a judge authorizing the use of a drone:
- a. Surveillance
 - b. Gathering evidence
 - c. Thermal search of a residence for evidence of illegal activity within.
 - d. Record an image of privately owned real property or of the owner, tenant, occupant, invitee, or licensee of such property with the intent to conduct surveillance on the individual or property captured in the image in violation of such person's reasonable expectation of privacy without his or her written consent. For purposes of this section, a person is presumed to have a reasonable expectation of privacy on his or her privately owned real property if he or she is not observable by persons located at ground level in

a place where they have a legal right to be, regardless of whether he or she is observable from the air with the use of a drone.

- e. Scene Documentation: To document a crime scene, accident scene, or other major incident scene (e.g., disaster management, incident response, large-scale forensic scene investigation). Except where allowed by IX.A(1) above.

B. Requesting UAS support: If the above mission requirements are satisfied, any agency member may make a request for UAS support through the communications center.

1. The Communications Center will relay the request to the Chief UAS Pilot or the Aviation Section duty crew if the Chief UAS Pilot is not available. The request will be reviewed to ensure the criteria meets the requirements of this policy manual.
2. The request will then be relayed to the appropriate UAS PIC and crew (VO and/or SSO).
3. If the request is made directly to an authorized agency UAS PIC, and the request meets the criteria of this document, that person will inform either the Special Operations supervisor, or if unavailable, the Aviation Section aircrew, and begin planning for the mission.

C. *Conditions for flight release:* Before a UAS flight may begin, the following conditions must be met:

1. A Flight Risk Assessment Tool (FRAT) will be completed by the crew. If the FRAT score is in the yellow range, and cannot be mitigated, the crew will contact the Chief UAS Pilot, or if unavailable, the Aviation Section aircrew, to discuss the conditions for the flight and obtain a flight release. If the score is in the red range and cannot be mitigated, the flight is not authorized.
2. There must be at least one Visual Observer for any law enforcement mission.
3. PIC is current per this policy manual.
4. Appropriate notifications have been made to Air Traffic Control.
5. The Aviation Section aircrew has been notified.
6. It is not later than 30 minutes after official sunset or earlier than 30 minutes before official sunrise (with appropriate anti-collision lighting), unless an FAA part 107 waiver has been obtained.
7. Flight visibility is at least 3 miles from control station.
8. Cloud ceiling is at least 800' above ground level at the control station.
9. No severe weather or thunderstorms within 5 miles.

10. Wind is within the limits published by the UAS manufacturer or set by SCSO UAS training program.
 11. A preflight inspection has been completed on the UAS.
 12. UAS maintenance records are up to date and contain no unresolved maintenance issues that would affect safe flight.
- D. *Flight operations:* The following rules will apply to UAS flight operations conducted at the Seminole County Sheriff's Office:
1. Visual line-of-sight (VLOS) only; the unmanned aircraft must remain within VLOS of the remote pilot in command and the person manipulating the flight controls of the small UAS. The UAS must also remain within VLOS of the visual observer. At all times the small unmanned aircraft must remain close enough to the remote pilot in command to be capable of seeing the aircraft with vision unaided by any device other than corrective lenses.
 2. Flight over persons: The UAS may not operate over any persons not directly participating in the operation, not under a covered structure, and not inside a covered stationary vehicle.
 3. Altitudes: Maximum altitude of 400 feet above ground level (AGL) or, if higher than 400 feet AGL, remain within 400 feet of a structure.
 4. Must yield right of way to other aircraft.
 5. The PIC cannot act as a remote pilot in command or VO for more than one unmanned aircraft operation at one time.
 6. No operations from a moving aircraft.
 7. No operations from a moving vehicle unless the operation is over a sparsely populated area.
 8. Manned aircraft: No flight will be conducted in the same area as manned public safety aircraft unless two way communication has been established between the UAS PIC or VO and the manned aircraft PIC or aircrew. Joint operations will only be conducted if all crews are in agreement. Part of the joint mission planning will be lost communication and/or visual contact responses for both PICs. If there is any dispute, the UAS PIC will defer to the manned aircraft while that aircraft is working in the area. UAS and manned aircraft will keep altitude separation of at least 500 feet vertically. It is preferred that the two aircraft will also remain separated laterally with different geographic operational areas.

X. **EQUIPMENT and MAINTENANCE:**

- A. *Aircraft Requirements:* Any UAS utilized by the RPD must satisfy the following conditions:
1. Weigh less than 55 lbs. (25 kg).
 2. Be properly registered with the FAA.

3. Have the proper FAA registration markings.
 4. Have functioning position lights if it is to be flown during twilight hours.
 5. Have a maximum groundspeed of 100 mph (87 knots).
 6. Be properly maintained
- B. *Aircraft Maintenance:* Any UAS utilized by the RPD must be properly maintained.
1. UAS maintenance logbooks will be kept with each aircraft.
 2. The logs will be maintained by the person assigned to the specific UAS.
 3. The maintenance logs will be reviewed twice a year by the Chief UAS Pilot. The Chief UAS Pilot will conduct an airworthiness inspection of each aircraft at that time as well.
 4. Any manufacturer recommendations that effect flight safety must be completed before the aircraft is used on a subsequent flight, including training.
 5. Any damage to the UAS will be documented in the SMS incident form and submitted to the Chief UAS Pilot so maintenance can be scheduled and a hazard assessment completed to prevent future damage.
 6. The Chief UAS Pilot will schedule and perform required periodic maintenance as required by the manufacturer.
- C. *Continued airworthiness:* The Chief UAS Pilot shall prepare the annual budget request for maintenance related needs. To do so, it will be necessary to accurately project which life-limited parts, or calendar-life components will need to be replaced, which systems require certification, required inspections, etc.

XI. DATA MANAGEMENT:

- A. Flight records:
1. All flights will be documented on an agency flight log. Each log shall include information regarding:
 - i. Duration of flight time,
 - ii. The reason for the flight,
 - iii. The time, date, and location of the flight,
 - iv. The name of the supervisor approving the deployment,
 - v. The staff assigned,
 - vi. A summary of the activities covered, actions taken, and outcomes from the deployment,
 - vii. Disposition of any evidence collected,
 - viii. Maintenance or flight safety issues encountered during the flight.
- B. Digital evidence:

1. Any evidence collected by the UAS will be immediately downloaded at the end of the flight and transferred into evidence.
2. Images or video recorded to the UAS sensor will be deleted immediately after being uploaded.
3. Anyone requesting the evidence collected by the UAS shall submit a public records request.

XII. OTHER CONSIDERATIONS:

SAMPLE