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			Distribution: All
Title: UNMANNED AERIAL SYSTEM OPERATIONS		Section: Organization	
Issued: 9/25/2018		Effective: 10/3/2018	Revised: 10/04/2024
Rescinds: All Previous		Amends: 09/28/2023	
CALEA References: LE 1.2.4, 17.5.2, 33.6.1, 41.1.3			
KLEAP References: 1.2.3			
Review: Annual		Authority: Chief Buck Buchanan	

I. Purpose


The purpose of this General Order is to establish procedures for operating department owned Unmanned Aerial Systems (UAS).

II. Policy


It is the policy of the Andover Police Department (Department) to safely deploy and utilize UAS by duly trained and authorized agency personnel when such use is appropriate in the performance of official duties, and where deployment and use, and the collection and use of any audio/video recordings or other data originating from or generated by the UAS, comport with the policy provisions provided herein and applicable law.

III. Definitions

- A. Unmanned Aerial System (UAS):** An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as a drone or Unmanned Aerial Vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.
- B. Program Manager:** The Chief of Police will appoint the Operations Commander to serve as the Program Manager who will be responsible for the management of the UAS program.
- C. Program Coordinator:** The Chief of Police or designee will appoint a Department member to serve as the Program Coordinator. The Program Coordinator will be responsible for the following:
 1. Schedule training for pilots.
 2. Oversee the aircraft and assigned equipment are operational and in working order.
 3. The Program Coordinator will be trained as a UAS pilot.
- D. Pilot In Command (PIC):** The Chief of Police will appoint a department member to serve as Pilot in Command (PIC) who will be responsible for the safe operation of the UAS on specific missions.

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- E. UAS Pilot:** The Chief of Police or designee may appoint department personnel to serve as UAS pilots under the direct supervision of a PIC. UAS Pilot is responsible for the following (LE 41.1.3b):
1. Complete initial and recurrence training under the direct supervision of a PIC.
 2. Maintain a strong working knowledge of UAS operations, airspace requirements, weather conditions, air traffic control communications requirements, and complete understanding of multimedia recording policies.
- F. Observer:** An Observer will be required during any flight in which the PIC would need to concentrate on mission objectives and would require assistance in watching for physical hazards or changing weather conditions. Observers will have a working knowledge of the airspace intended for operations, air traffic control phraseology and communication requirements.
- G. Digital Multimedia Evidence (DME):** Digital recordings of images, sounds, and or associated data.
- H. Pre-Flight Briefing:** A discussion led by the PIC prior to aircraft launch which shall include but not be limited to:
1. Review of mission goals and methods to achieve goals, including handoff procedures.
 2. Review of current and forecasted weather conditions and weather limitations on mission.
 3. Review of current Notice to Airmen (NTM) and Temporary Flight Restrictions (TFRs) that have been issued for the proposed flight area.
 4. Identification of mission limitations and safety issues such as battery charge, GPS strength, and potential for radio interference.
 5. Review of proposed flight area, including maximum ceiling and floor.
 6. Review of communication procedures between PIC, Observer, camera operator, and other ground support, including the availability of two cell phones to communicate with Air Traffic Control (ATC) in the event of a fly-away or other flight emergency.
 7. Review of emergency/contingency procedures including aircraft system failure, flight termination, divert, and lost link procedures.
 8. Review of required video or digital images.
 9. Contents of the COA (defined below).
 10. Frequencies to be used.
 11. Execution of a pre-flight check following the approved checklist.
 12. Make notifications to control towers prior to launch.
- I. Certificate of Waiver or Authorization (COA):** Certificate issued by the FAA for the operation of specifically described UAS.

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IV. Regulations

- A. Department members will utilize UAS and related equipment only for its intended purposes and in accordance with department policies and procedures and in accordance with current COA [B].
- B. No Department member shall maintain audio, video, or photographic files obtained by the Department UAS at his or her place of residence or in other locations outside the confines of this Department without express permission [A].
- C. Use of the UAS will be in accordance with all applicable search and seizure laws and expectations of privacy which are normally recognized by Law Enforcement during ground operations (KLEAP 1.2.3) [B].
- D. UAS will only be operated by personnel who are trained and authorized as PICs or UAS Pilots [A].
- E. The UAS is prohibited from carrying any type of payload or weapons [B].


V. Procedures

A. Privacy

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to Federal Aviation Administration (FAA) altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and Observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

B. Administration and Flight Crew


1. The Program Manager will ensure that policies and procedures conform to current laws, regulation and best practices and will have the following additional responsibilities:
 - a. Coordinating the FAA COA application process and ensuring that the COA is current.
 - b. Ensuring that all authorized operators and required observers have completed all required FAA and department approved training in the operation, applicable laws, policies and procedures regarding the use of the UAS.

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- c. Develop uniform protocol for submission and evaluation of requests to deploy a UAS which will be handled by the on duty Watch Commander or supervisor.
 - d. Develop a system for public notification of UAS deployment.
 - e. Develop a protocol for documenting deployment and training missions.
 - f. Submit an annual report to the Chief of Police to provide statistical data on UAS use.
2. PIC will be responsible for the following:
- a. Obtaining and maintaining FAA Part 107 Certification as a UAS Pilot (LE 33.6.1a, 41.1.3b).
 - b. Complete initial and recurrence training on UAS equipment (LE 33.6.1a, b).
 - c. Maintain a working knowledge of airspace intended for operations, air traffic control communication requirements, specific UAS aerodynamic factors, and the ability to obtain and interpret weather reports.
 - d. Inspection and certification of all UAS and related equipment as assigned (LE 41.1.3c).
 - e. Train observers and UAS pilots to assist with operations (LE 33.6.1c).
 - f. Directly supervise any pilot during flight operations.
 - g. Maintain flight logs as well as download any flight data to include multimedia files obtained during operations and load them into the appropriate case files.

C. Authorized Use (LE 41.1.3a)

1. Only authorized PICs or UAS Pilots who have completed the required training shall be permitted to operate the UAS (LE 41.1.3b).
2. Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted (KLEAP 1.2.3).
3. UAS shall only be used pursuant to a valid search or arrest warrant or if the image is captured during the following (KLEAP 1.2.3):
 - a. In immediate pursuit of a person law enforcement officers have reasonable suspicion or probable cause to suspect a felony has been committed.
 - b. For the purpose of documenting a crime scene where a felony has been committed.
 - c. For the purpose of investigating the scene of:
 - i. A human fatality.
 - ii. A motor vehicle accident causing death or serious bodily injury to a person.

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- iii. Any case where a supervisor feels the aerial photography/video would provide a better overview of the scene.
- d. In connection with the search for a missing person.
- e. For the purpose of conducting a high-risk tactical operation that poses a threat to human life or private property that is generally open to the public where the property owner consents to law enforcement public safety operations.
- f. For the purpose of assisting in fire suppression or rescue of a person whose life is in imminent danger.
- g. Any Public Relations Mission as approved by the Chief of Police or Division Commander.

D. Aircraft (LE 17.5.2)

1. General Airworthiness

The Program Coordinator shall be responsible for ensuring the UAS is maintained and flight ready according to the manufacturer's recommendations and related industry standards.

2. Mission Specific Airworthiness

The PIC shall be responsible for ensuring that the UAS is airworthy prior to each mission.

3. Maintenance


- a. The Program Coordinator and/or PIC is responsible for the maintenance of the UAS and associated equipment. The PIC shall perform a pre-flight and post-flight inspection of the UAS and all related equipment. (LE 41.1.3c)
- b. All maintenance issues and repairs shall be documented on the maintenance log which is maintained for each aircraft.
- c. Maintenance logs will be submitted monthly to the Program Manager.

4. Flight Log

- a. The PIC shall log all flights into the flight log located on the department server that is accessible to Pilots and Supervisory staff. This will include date, time, duration, objective, and weather conditions during flight.
- b. Flight logs will be submitted monthly to the Program Manager to be submitted to the FAA COA website.
- c. Program Manager will make monthly flight log entries to the FAA website even if to report zero flights for the month.

5. Storage (LE 41.1.3d)

- a. Aircraft and associated equipment will be stored in a secure manner to limit possible damage to the unit while in transit. The blades are to be folded into the transport position and the entire unit placed inside the case provided.

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- b. Batteries will be stored in the case as well to prevent loss and/or damage. Any components necessitating a charged battery shall be charged in accordance with manufacturer's recommendations. Batteries will remain fully charged when not in use.

E. Operating Guidelines (LE 41.1.3a)

1. UAS will be operated in accordance with the manufacture recommendations. This will include weather considerations such as wind, temperature, visibility, and precipitation.
2. UAS will not be operated after sunset unless authorized under current FAA COA.
3. UAS shall be operated with position/navigation or anti-collision lights at all times unless authorized by the FAA.
4. UAS operations shall be conducted within line-of-sight of the PIC such that the PIC may detect and avoid hazards such as aircraft and property.
5. Observers will maintain radio communication and line of sight with PIC at all times while UAS is in flight.
6. All flights shall be conducted at altitudes no greater than 400 feet Above Ground Level (AGL).
7. If at any time the PIC and/or Observer believe there is a potential for air-to-air conflict, risk of harm to individuals or property, the PIC shall immediately land the aircraft.
8. In the event of lost communications with the aircraft, lost link procedures shall be executed including immediate landing of the aircraft. If the aircraft does not immediately execute these orders, the PIC shall notify the appropriate ATC. If the PIC and/or Observer loses visual contact with the UAS, ATC shall immediately be notified.
9. The PIC is responsible for obtaining current weather reports from an appropriate source as denoted in the Aeronautical Information Manual (AIM).
10. Flight operations are not authorized in known icing conditions as defined in 14 CFR 91.
11. PIC will maintain radio communications with the on duty Communications Officer and advise of UAS deployment and recovery for time documentation.

F. Prohibited Acts (LE 41.1.3a)

1. **Warrantless Search shall not be conducted with the UAS**
When a search warrant is required by law and no warrant exception exists, flight is prohibited unless a search warrant signed by an authorized magistrate is obtained (LE 1.2.4; KLEAP 1.2.3).
2. UAS shall not be used for routine patrol duties.

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3. The UAS shall not be flown in conditions that exceed the manufacturer's recommended limitations, including range, ceiling, wind strength and battery charge (LE 17.5.2).
4. **High Risk Missions**
The UAS shall not be flown for any mission in which a supervisor or the PIC determines the risk of flying the UAS outweighs the benefit to the mission. Risks may include but not be limited to hazards to individuals or property on the ground, possible collision hazard with other aircraft, or loss of control of the UAS. The scene supervisor cannot countermand a PICs determination to not fly a mission. However, a scene supervisor can countermand a PICs determination to fly a mission. The PIC has sole accountability for the UAS during flight operations (LE 17.5.2).
5. The UAS is prohibited from spraying or dropping anything from the aircraft and from carrying hazardous materials.

G. Documentation and Reporting

1. The PIC shall complete the Department flight log detailing pertinent information as required. This will include the UAS number, PIC and Observer, pre-flight inspection time and conducted by, flight conditions, type of mission, mission parameters, and all related case numbers and will be submitted to the UAS Program Manager no later than the 5th day of the preceding month.
2. The UAS Program Manager shall be responsible for reporting all flights and any incidents or crashes to the FAA through the COA website and supplying any additional documentation that may be required.
3. The UAS Program Manager shall submit an annual report to the Chief of Police no later than January 31st of each year. The report shall document the previous year's data on UAS use.