



Policy 1512

Subject

SMALL UNMANNED AIRCRAFT SYSTEM (sUAS)

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By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department (BPD) to utilize technology that increases situational awareness for the purposes of safety, and to effectively collect information for investigative purposes. To ensure adherence to FAA regulations and to balance the need to utilize technologies in the public space with consideration of the public's protection of rights and privacy, the purpose of this policy is to provide guidance on the proper use of Small Unmanned Aircraft Systems (sUASs).

CORE PRINCIPLES

Evidence Collection. sUASs are useful tools for documenting and preserving evidence of crime scenes and accidents, which facilitates comprehensive and effective investigations and prosecutions.

Integrity of sUAS Recordings. Once sUAS footage is captured, personnel may not alter it in any way unless specifically authorized under this policy. Only BPD personnel who are assigned to units approved to use sUASs, approved by BPD Legal Affairs, or authorized to view materials/evidence for investigative purposes, including internal audits and investigations, may view sUAS footage. Members who are involved in a Level 3 use of force incident shall not view any sUAS recordings related to the incident.

Privacy Protection. A sUAS might capture extremely sensitive and private imagery. A breach in sUAS Data, security, careless handling of sUAS Data and/or intentional release of sUAS Data to non-authorized individuals could jeopardize relationships with victims, witnesses, and the general public, as well as subject those people to invasions of privacy, endanger their safety, and/or jeopardize prosecutions. Accordingly, personnel shall take the utmost care and caution to ensure that sUAS Data is not mishandled or misused. Private residences as scenes for the situations described in this policy are not subject to any special privacy interests, and as such, sUAS may capture imagery of interactions or be used for evidence collection within those residences.

Balancing of Interests. The BPD must balance privacy against the need for public safety and evidence collection. Authorized personnel are permitted to use their unit's sUAS for search and rescue missions, high risk situations (e.g. barricades, active shooters, etc.), or to gather evidence for investigative purposes when the subject(s) and/or material(s) are positioned in places or distanced such that gaining access or capturing the full scope of the scene would be hazardous or impossible for personnel to achieve by foot.

Non-Application of Force. sUASs are not weapons or tools for applying force to gain physical control of an individual or for crowd control. As such, sUASs will not be used to strike an individual, nor will they be equipped with weapons or tools to apply force to an individual or group.

DEFINITIONS

14 Code of Federal Regulation (CFR) Part 107 — FAA's rules and requirements for operating sUAS in the National Airspace System, including the acquisition of a Remote Pilot Certification.

Airworthiness — The measurement of a sUAS's suitability for safe flight.

Certificate of Authorization (COA) — An authorization issued by the FAA to public operators of sUAS, granting approval for specific sUAS activity.

Digital Multimedia Evidence (DME) — Digital recording of images, sounds, videos and other associated data.

Federal Aviation Administration (FAA) — The agency of the United States Department of Transportation responsible for the regulation and safety of civil aviation, as well as the operation and development of the National Airspace System.

Indoor sUAS — sUAS built and designed for interior use, which does not rely on a GPS radio signal to function properly.

Lost Link — Loss of command and control link between the control station and aircraft.

Program Coordinator — The unit member responsible for the overall direction and performance of the sUAS Program and who exercises command and control over the program.

Remote Pilot in Command (RPIC) — The unit member exercising control over a sUAS and who has final authority and responsibility for the operation and safety of the sUAS during flight.

Small unmanned aircraft — An unmanned aircraft weighing less than 55 pounds on takeoff, including everything that is on board or attached to the aircraft.

Small unmanned aircraft system (sUAS) — A small unmanned aircraft and its associated elements that are required for the safe and efficient operation of that aircraft in accordance with FAA regulations.

Sterile Cockpit — The area from which the Remote Pilot in Command (RPIC) will launch and land the sUAS.

sUAS Data — Refers to DME and other digital recording of images, sounds, videos, and flight paths collected from sUASs, and any images, sounds, or videos recorded from a monitor fed from an sUAS, and any flight paths or estimation of flight paths manually written by members.

Unmanned aircraft (UA) — An aircraft operated without the possibility of direct human intervention from within or on the aircraft; also known as a Drone.

Visual Line of Sight (VLOS): With vision that is unaided by any device other than corrective lenses, the RPIC or VO must be able to see the sUAS throughout the entire flight (except during interior flights) in order to know the location of the sUAS and to determine that the sUAS does not endanger the life or property of another.

Visual Observer (VO) – Is a role not required by the FAA, but encouraged for outdoor use. The VO assists the RPIC during flight by maintaining visual contact with the sUAS at all times, and by alerting the pilot of any conditions (air traffic, weather, obstructions, terrain, etc.) which may affect the safety of the flight.

GENERAL

1. Only authorized units are permitted to use sUASs, and such units are only permitted to use sUASs for the missions outlined in this policy.
2. Only authorized personnel are permitted to use their unit's sUAS.
3. Authorized personnel shall be knowledgeable of and adhere to FAA regulations and receive appropriate FAA certification and sUAS training designated by their unit.
4. sUAS Data may be subject to the rules of discovery, meaning sUAS Data may be disclosed and obtained as evidence in a trial. In addition, state law may permit individuals to request copies of sUAS Data.
5. All sUAS Data are the property of the BPD.

DIRECTIVES

Procurement and Authorization for Use

6. Prior to pursuing the procurement or acquisition of sUASs, units shall seek, through their chain of command, authorization by the Police Commissioner. Requests shall be submitted through the chain of command using an Administrative Report, Form 95. Requests shall include:
 - 6.1. Examples of situations the unit encounters with an explanation of how the use of an sUAS would reduce harm to human life and/or improve the evidence collection during those situations. Examples shall also include the shortcomings, ineffectiveness, and impracticality of current or alternative means.
 - 6.2. The types of sUAS(s) desired and its functionality as it relates to image, audio, and GPS capture; data storage description of indoor and/or outdoor uses.
 - 6.3. The plan to select and train unit members as Program Coordinators, RPICs, and VOs.
 - 6.4. The plan to store sUAS Data.
 - 6.5. The safeguards that the unit will put in place to ensure it minimizes any breach of privacy afforded to members of the public under the U.S. Constitution, specifically the Fourth Amendment which protects the public from unreasonable searches and seizures by the government.

6.6. A line for the Police Commissioner's signature.

7. If the request is approved and signed by the Police Commissioner, the Deputy Commissioner over the requesting unit shall notify the following BPD Executive and Command Staff Members: Chief of Staff, Director of Government Relations, BPD Chief of Legal Affairs, the Public Information Officer (PIO), the Deputy Commissioner of Compliance, the Director of the Consent Decree Implementation Unit, and the Chief Information Officer.
8. The requesting unit shall draft a standard operating procedure manual (SOP) for review by the Compliance Bureau within 30 days from the date of the Police Commissioner's approval and coordinate with the Compliance Bureau to update this policy. The sUAS shall not be utilized until the SOP is finalized, this policy is updated, and the unit has trained and certified staff members to operate the sUAS.

NOTE: The timeframe in which the SOP is written is subject to change for reasons such as Executive and Command staff requirements and/or procurement timeframe.

9. Once the draft SOP is submitted to the Compliance Bureau, the requesting unit shall work in collaboration with BPD's PIO to develop a public disclosure plan of the unit's use and prior to their deployment of the sUAS, including posting a notification on BPD's website. The Compliance Bureau shall post the updated draft policy for a 30-day public comment period.
10. If an approved unit intends to purchase additional or upgraded sUASs that are equipped with new functionality, the unit shall notify the Compliance Bureau to determine if the new additional purchase or upgrade requires SOP and/or policy edits and meets the disclosure requirements in Policy 606, *Technology & Equipment Disclosure*.

Utilization

11. BPD units approved by the Police Commissioner to use sUASs are the following units, and for the following purposes:

11.1. SWAT:

- 11.1.1. sUAS may only be utilized during the below circumstances or types of incidents to protect the sanctity of human life, provide enhanced situational awareness, and with consideration for the protection of individual civil rights and reasonable expectation of privacy:

11.1.1.1. Barricaded Persons

11.1.1.2. Hostage Rescue

11.1.1.3. Active Shooter

11.1.1.4. High Risk Raid

11.1.1.5. Search and Rescue

- 11.1.1.6. Locating a suspect who is believed to be hiding in a specific and defined area, who is believed to be armed with a weapon. Where attempting to physically locate would put a SWAT team member, other law enforcement officer or civilian at risk of death and/or serious bodily injury; and surveillance and containment are generally the safest tactics for apprehending the suspect. (Refer to BPD *Policy 1505, Foot Pursuits*)
- 11.1.1.7. Exigent circumstances to protect life. If the exigent circumstance is not a part of a SWAT mission, SWAT's sUAS may be called to assist, but only if it is for the protection of life and by approval of the Police Commissioner. Use of the sUAS must still be piloted by a SWAT RPIC and meet FAA regulations as determined by the RPIC.

11.1.2. Training

11.2. Crime Scene Unit:

11.2.1. Training

- 11.2.2. Crime scene documentation once a crime scene has been established and secured

- 11.2.3. Additional utilization of the sUAS by the CSU to collect evidence at a scene being investigated after a recent incident shall be approved by the CSU's chain of command and ultimately by the Police Commissioner.

- 11.2.4. Exigent circumstances to protect life. CSU's sUAS may be called to assist BPD operations, but only if it is for the protection of life and by approval of the Police Commissioner.

- 12. Approved units may request the assistance of other approved BPD units' RPICs and available sUASs to complete approved missions.
- 13. Units shall consider the protection of individual civil rights, reasonable expectation of privacy, and the constitutional protection against unreasonable searches by the government as a key component of any decision to deploy the sUAS. RPICs and VOs will ensure that when the sUAS is in flight, the onboard camera captures only the areas pertinent to the mission, and is angled in a fashion that minimizes the inadvertent capturing of persons or places outside of the areas.
- 14. Units shall consider how the use of sUASs may impact the community's collective sense of security and privacy. To the extent possible, members shall employ Procedural Justice principles and utilize the District's relationship with the community to effectively communicate with the community of the situation in which an sUAS is employed.

Prohibited Actions:

15. Units are prohibited from using their sUASs for reasons other than those approved by BPD.
16. Units are prohibited from loaning their unit's sUASs to other BPD units or aiding with the use of sUAS's during missions that are outside the scope of their approved unit's duties.
17. BPD units that are not approved for the use of sUASs are prohibited from borrowing, inviting, or testing sUASs from other entities or individuals, including approved BPD units, during law enforcement activity.

Approval of Missions

18. Use of a sUAS by an approved unit for that unit's law enforcement activity or the collection of evidence requires completion of each unit's approval process as outlined below:
 - 18.1. SWAT
 - 18.1.1. If the SWAT unit supervisor makes an initial tactical assessment that the use of a sUAS is warranted, then the unit supervisor will contact the unit's sUAS Program Coordinator for final approval that use of a sUAS would aid in resolving the incident quickly, improve safety, and enhance situational awareness.
 - 18.1.1.1. In the event that the sUAS Program Coordinator is unavailable, the SWAT unit supervisor shall contact the RPIC on duty for final approval.
 - 18.2. Crime Scene Unit
 - 18.2.1. A unit supervisor AND/OR sUAS Program Coordinator shall approve the use of a sUAS.
19. If approved BPD units determine that more than one sUAS is required to complete a mission, then the BPD unit may request more than one sUAS and RPIC when seeking mission approval (see #18 for mission approval requirements).

Operations

The following are performed by RPICs and VOs.

20. Once supervisory approval is granted for a specific mission, personnel must follow the steps outlined in the unit's sUAS SOP. In general, personnel must conduct the following:
 - 20.1. Pre-Flight Operation to include, but not limited to:
 - 20.1.1. Flight Authorization to determine authorization under FAA regulations and ensure all necessary documentation and/or notifications are made.
 - 20.1.2. Scene walk-through or assessment to develop flight plan and identify any unsafe conditions such as trees, power lines, or cell towers.

- 20.1.3. Pre-Flight Briefing of flight plan, hazards, weather conditions, communication procedures, etc.
- 20.1.4. If equipped, configuring the aircraft prior to flight so that in the event of a Lost Link, the aircraft will execute an automated return to home, and establish a stationary hover.
- 20.1.5. Completing Pre-Flight Checklist and assess the sUAS's Airworthiness.
- 20.1.6. Any issues that arise during the Pre-Flight Operation that cannot be resolved on-site, and which have an impact on safety or the mission, shall override deployment.
- 20.2. Aircraft Launch and Flight to include, but not limited to:
 - 20.2.1. Establishing a Sterile Cockpit area. This area shall be clearly designated, and only designated personnel are permitted to contact the RPIC and VO to deliver mission critical information. All other contact is prohibited.
 - 20.2.2. Notifying Foxtrot.
 - 20.2.3. Notifying personnel on-scene that the sUAS is preparing for take-off, re-checking immediate area and sky, and announcing, "Take-off."
 - 20.2.4. Hovering sUAS at 6 feet to check flight controls, battery voltage, and datalink signal strength.
 - 20.2.5. Flying according to flight plan.
 - 20.2.6. Continually scanning the sUAS controls
 - 20.2.7. For outdoor use:
 - 20.2.7.1. Scanning the sky for obstacles, and
 - 20.2.7.2. Maintaining a VLOS, unless a Beyond Visual Line of Sight Waiver (BVLOS) under Part 107 is granted or a Tactical Beyond Visual Line of Sight (TBVLOS) waiver is granted to a COA by the FAA.
- 20.3. Aircraft Recovery to include, but not limited to:
 - 20.3.1. Returning sUAS to same location of launch.
 - 20.3.2. Scanning area and announcing, "Landing."
 - 20.3.3. Landing the sUAS.

20.3.4. Conducting post-flight checklist and ensuring the sUAS's continual airworthiness.

21. For emergencies, personnel shall follow the below procedures:

21.1. Loss of Flight Control (Lost Link):

21.1.1. Execute an automated return to home, and establish a stationary hover.

21.1.2. Should the return to home feature fail, the RPIC shall contact the appropriate controllers for the airspace and inform them of the situation providing the last known altitude, heading and airspeed.

21.2. Loss of Visual Line of Sight (VLOS): in situations where VLOS of the sUAS is required, but is lost, the RPIC will:

21.2.1. Hover the sUAS until visual contact can be re-established.

21.2.2. If visual contact cannot be re-established, the RPIC will take the sUAS from a hover to a safe altitude and use the live video stream and telemetry data to pilot the sUAS back along the previous flight path to restore visual contact.

21.2.3. If this cannot be done safely, the RPIC will bring the sUAS to a safe altitude and activate the return to home function to bring the sUAS back into visual contact while monitoring the live stream and collision avoidance systems.

21.3. Loss of GPS Signal: If the GPS signal is lost by the sUAS during operations, the RPIC must immediately command the sUAS into manual mode and land the aircraft as soon as possible.

21.4. Loss of sUAS Power (Engine Failure): In the case of engine failure or crash, the RPIC and VO will immediately attempt to locate the sUAS and assess the scene for injuries to persons or damage to property and the sUAS. Notification should immediately be made to the RPIC's chain of command, and the primary officer/investigator. If an incident command has been established, notification to the Incident Commander shall be made.

Nighttime Operations

22. Personnel shall attach anti-collision lights to the sUAS for all flights at twilight and night. The anti-collision lights utilized must be visible for at least three statute miles and have a flash rate sufficient to avoid a collision.

Indoor sUAS

23. All flights that will be flown inside of a structure and/or will infringe upon a person's constitutional right to privacy, shall be accompanied by a search and seizure warrant signed by a judge, or entail exigent circumstances when a person's life is believed to be in danger (*See Policy 1109, Warrantless Searches*).

24. Only SWAT is permitted to operate a sUAS designed to be flown indoors where an active tactical situation is occurring.
25. Only a SWAT RPIC that has completed indoor specific training is permitted to operate a sUAS indoors. Because the FAA does not regulate flights flown within structures, the RPIC will ensure that extreme care is taken to avoid causing property damage within a structure. When a RPIC feels that they can no longer operate safely within a structure, they will land the sUAS immediately to be retrieved at the conclusion of the situation, based on their training and experience.

sUAS that Transmits a Live Video Feed

26. Units using sUASs that do not record imagery or footage, but do provide a live video feed to a remote monitor, shall:
 - 26.1. Securely broadcast the feed in a way provided and/or approved by BPD for broadcasting sUAS video feeds to ensure that the footage and imagery are only available to personnel required to view them.
 - 26.2. Positioned in a manner to prevent public viewing of the monitor.
 - 26.3. Record the live video feed through the use of body-worn camera. Reasonable efforts shall be made to capture the entirety of the sUAS mission and recorded with no obstruction between the BWC and the monitor.

Documentation

27. All sUAS missions, including any test or training missions, shall be documented in any associated reports such as training records, Incident Reports, and After Action Reports. Documentation shall include (at a minimum):
 - 27.1. Whether the flight was a training or law enforcement mission flight,
 - 27.2. Which specific sUAS was used,
 - 27.3. Date and time of launch and landing,
 - 27.4. Location, including description of Sterile Cockpit,
 - 27.5. RPIC name,
 - 27.6. VO name (if applicable),
 - 27.7. Flight duration, and
 - 27.8. Approximate flight path (through narrative or GPS, if GPS-enabled).
 - 27.9. If the mission is a law enforcement mission, the documentation shall also include:

27.9.1. Pre-Flight Briefing,

27.9.2. Pre- and Post-Flight Checklists,

27.9.3. CC#, and

27.9.4. Name(s) of person(s) who approved use of the sUAS.

28. Documentation of sUAS missions must be logged in a manner to allow for timely retrieval and auditing such as generating a year-to-date list of law enforcement missions that employed the use of a sUAS. The tracking mechanism must also include any applicable identifiers, such as a case or central complaint number, to easily locate any associated reporting.

Audit of sUAS Usage

29. All units authorized to use sUASs shall audit, on at least an annual basis, the unit's use of sUASs. The unit's sUAS audit methodology shall be included in the unit's SOP and shall, at a minimum, assess the sUASs' utility and ensure that sUASs are being used appropriately as outlined in this policy and the relevant unit SOP.

Security, Retention, and Disclosure of sUAS Data

30. All sUAS Data must be stored in secured databases provided and/or approved by BPD for sUAS Data. If any data becomes evidence, storage must follow BPD policy and procedures for evidence storage. Accessing, copying, releasing, or sharing sUAS Data on any computer or device not provided and/or approved by the BPD for sUAS Data is strictly prohibited.
31. The BPD shall retain an unedited original version of sUAS Data for a minimum period of four years. BPD personnel are strictly prohibited from tampering with or editing this original version.
32. If the sUAS mission results in a notice of claim, civil litigation, or PIB investigation, the footage should be retained for at least one year following the conclusion of the matter, including appeals.
33. Personnel will not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner sUAS Data without proper authorization from BPD Legal Affairs Department. Requests for documents will be handled through proper BPD legal request channels. (See Policy 603, *Document Compliance Unit*).
- 33.1. BPD's Crime Scene Unit (CSU) will respond to discovery requests in accordance with CSU's procedures.
34. Members shall not share access to or release sUAS Data with any member of the media. (See Policy 607, *Public Release of Critical Incident Recordings*).

FAA Regulation: Title 14 Code of Federal Regulation (CFR) Part 107

35. Designated personnel within units approved to use sUASs must receive all required FAA training and certifications, and adhere to all FAA regulations for the use of sUASs.
36. All waivers or COAs granted by the FAA to units must be stored in a such a manner that they are easy to locate upon request. Copies of any waivers or COAs must be sent to BPD's Legal Affairs.
37. The FAA requires notification of sUAS accidents (14 CFR 107.9). The RPIC must report the accident to their unit's sUAS Program Coordinator immediately after the incident occurs. The Program Coordinator shall report the incident to the Administrator of the FAA no later than ten days after an operation that results in serious injury to any person or any loss of consciousness, or if it causes damage to any property (other than the sUAS) in excess of \$500 to repair or replace the property (whichever is lower).
38. Any violations of FAA regulations must be reported to PIB through BlueTeam, and to BPD's Chief of Legal Affairs and Director of Government Relations.

Personnel

39. All units approved to use sUASs, must have designated personnel trained and, if required by the FAA, certified to perform the following roles:
 - 39.1. Program Coordinator
 - 39.2. Remote Pilot in Command (RPIC)
 - 39.3. Visual Observer (VO)

NOTE: Personnel may be cross trained in these roles, but if separate individuals are required to perform the roles during a sUAS mission or training, staff members are prohibited from performing dual roles.

Training

40. BPD personnel designated with the roles of Program Coordinator, RPIC, or VO must complete all sUAS training required by the FAA and any training designated by their unit before performing their roles. Additionally, they are required to complete all recertifications or recurrent trainings to continue performing those roles.
41. Training flights must be conducted in other than daylight conditions semi-annually.
42. All records of training completions and associated documentation must be stored and retained by the unit. Documentation of training should be stored in a manner to allow for timely retrieval and auditing. Examples include, but are not limited to: generating a list of trained controllers for any point in time, or total number of test missions done in a year.
43. All training shall be reported by the Program Coordinator to Education and Training by using the Training Submission Form (Form 488) and emailing Form 488 to trainingrecords@baltimorepolice.org.

REQUIRED ACTIONS**Visual Observer (VO)**

44. The VO is not required by the FAA, but is encouraged for outdoor sUAS use.
45. The VO shall receive specific training on relevant Code of Federal Regulations (14 CFR Part 91), such as the obligation to see and avoid other aircrafts, and the ability to identify position for purposes of relaying position reports to the RPIC. They shall also receive trainings designated by their units.
46. The VO shall adhere to their responsibilities in the Operations section of this policy and their unit's SOP. The VO shall assist the RPIC during flights outdoors by maintaining VLOS with the sUAS at all times, and by alerting the RPIC of any conditions (air traffic, weather, obstructions, terrain, etc.) which may affect the safety of the flight.
47. The VO shall ensure that no one interferes with the RPIC during flight.

Remote Pilot in Command (RPIC):

48. A RPIC's primary duty is the safe and effective operation of the sUAS in accordance with the manufacturer's approved flight manual, and in adherence of FAA regulations and BPD policy and procedures.
49. The RPIC maintains control over a sUAS during missions, and has the final authority and responsibility for the operation and safety of the sUAS during flight.
50. RPICs shall receive specific training on relevant Code of Federal Regulations (14 CFR Part 91 and Part 107), as well as trainings designated by their units.
51. RPICs shall obtain their remote pilot certification under 14 CFR Part 107.
52. RPICs shall remain knowledgeable of all FAA regulations, sUAS manufacturer's flight manual and bulletins and BPD policy and procedures by attending recurrent trainings, where updates and new information will be provided.
53. RPICs shall adhere to their responsibilities in the Operations section of this policy and their unit's SOP.
54. RPICs shall adhere to the Documentation requirements regarding their sUAS missions as outlined in this policy and their unit's SOP.

Program Coordinator

55. The Program Coordinator shall receive advanced training beyond that of a RPIC.

56. The Program Coordinator shall coordinate FAA trainings, and coordinate or develop the unit's initial and recurrent training for RPICs and VOs. They shall also ensure all training requirements are completed by the unit's RPIC and VO, in addition to maintaining all training records and certifications, and reporting them to Education and Training.
57. The Program Coordinator shall ensure their unit's compliance with FAA Regulations, including obtaining any necessary waivers and/or COAs issued by the FAA.
58. The Program Coordinator is authorized to approve their unit's use of the sUAS for their unit's law enforcement activity or collection of evidence.
59. The Program Coordinator shall stay informed of FAA and local sUAS regulations, case law governing the use of sUAS, and industry standards; and update BPD and unit personnel of any changes through notifications and training.
60. The Program Coordinator shall consult with BPD's Information Technology Division to establish secure systems and protocols for the storage of sUAS Data and broadcasting of live video feeds of sUAS footage.
61. The Program Coordinator shall develop, maintain, and update an SOP for the unit's sUAS program.
62. The Program Coordinator shall develop pre- and post- flight checklists based on instructions contained in the manufacturer's user's manual.
63. The Program Coordinator shall ensure their unit maintains and secures their sUASs in accordance with the manufacturer's requirements and in adherence with any maintenance agreements. They shall ensure the sUAS will function properly when needed for missions.
64. The Program Coordinator shall coordinate with the vendor to address any damages, malfunctions, or service requests; and maintain all maintenance records for each aircraft assigned to the sUAS Program
65. The Program Coordinator shall maintain sUAS mission documentation.
66. The Program Coordinator shall respond to and document:
 - 66.1. Public or media requests from BPD legal, BPD's Document Compliance Unit, and/or the PIO for information, data, or documentation regarding the unit's sUAS program or sUAS Data. If requests are made directly from the public to the unit, direct the requestor to contact the appropriate channels. (See Policy 603, *Document Compliance Unit* and Policy 607, *Public Release of Critical Incident Recordings*).
 - 66.2. Requests to edit, copy, or erase sUAS Data.
 - 66.3. Documentation and storage of requests, at a minimum, shall contain:
 - 66.3.1. Date and time of request,

- 66.3.2. Unique identifier such as CC#,
- 66.3.3. Requestee's name,
- 66.3.4. Reason for request,
- 66.3.5. Name of the person who gave the approval,
- 66.3.6. Date and time of approval, and
- 66.3.7. Any associated documentation such as a request form and signed approval.

Public Information Office (PIO)

- 67. Once notified for public disclosure by the unit's Commanding Officer, the PIO shall disclose the unit's use of the sUAS and the sUAS's functionality on its website prior to deploying the device.
 - 67.1. If a request for proposal (RFP) is released and/or the acquisition is made through the Baltimore City Board of Estimates (BOE), postings shall occur immediately after the RFP and/or BOE agenda is released to the public. Hyperlinks to the RFP and BOE agenda shall be included in the postings.
 - 67.2. If the purchase of the sUAS is not being brought before the BOE, the posting shall be made prior to deployment.
 - 67.3. Follow Policy 606, *Technology & Equipment Disclosure* if the sUAS provides additional functionality from existing sUASs used by the unit BPD.
- 68. Quarterly, the PIO shall post on BPD's website each unit's use of the sUAS during that quarter. The post shall include the date of each sUAS use, the mission (including trainings), the location, and the unit that used the sUAS.
 - 68.1. Audit results posted online shall not include any personal identifying information or information that would prejudice an investigation.

Supervisor

- 69. The supervisor on duty for the unit with the approved sUAS is responsible for approving or disapproving requests to use the unit's sUAS.

Commanding Officer

- 70. The Commanding Officer of the unit with the approved sUAS informs the PIO upon the completion of the first draft of the SOP, and coordinates with the Program Coordinator and PIO to develop the public disclosure.

Education and Training (E&T)

71. E&T shall maintain training records of approved sUAS Program Coordinators, RPICs, and VOs.

ASSOCIATED POLICIES

Policy 603, *Document Compliance Unit*
Policy 607, *Public Release of Critical Incident Recordings*
Policy 702, *Hostage / Barricade / Sniper Incidents*
Policy 714, *Missing Persons*
Policy 1007, *Search and Seizure Warrants*
Policy 1109, *Warrantless Searches*

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.