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| POLICY TITLE: | <i>Drone - Small Unmanned Aircraft System (UAS)</i> | STANDARD/REF #: | 41.1.3; 83.2.2C |
| APPROVED BY: | <i>David Dostal, Chief</i> | REVIEWED DATE: | 11/6/2024 |
| REQUIRED REVIEWERS: | <i>Patrol Captain; Special Operations Commander; Drone Program Manager; CSU Commander</i> | REVISED DATE: | 11/6/2024 |

POLICY/PURPOSE:

Small Unmanned Aircraft Systems (UAS) provide the Cedar Rapids Police Department (CRPD) with air support to assist in public safety situations to better serve the community. The (UAS) program can aid operations by improving the visual range and to provide unique angles of vision from an elevated position. The purpose of this policy is to outline operating procedures for unmanned aerial Systems.

This policy establishes the authorized use and operational guidelines for the CRPD's Unmanned Aircraft Systems (UAS). The UAS program will fall under the supervision of the Cedar Rapids Drone Program Manager. This Directive is designed to minimize risk to people, property, and aircraft during the operation of the UAS while continuing to safeguard the right to privacy of all persons.

DEFINITIONS:

Digital Media Evidence (DME)

Digital recordings of images, sounds, and associated data

Federal Aviation Administration (FAA)

National authority on civil aviation.

Part 107 Regulations

Refer to 14 CFR part 107 – Rules and Regulations established by the FAA regarding the operation of small unmanned aircraft systems.

Pilot – Operator in physical control of a Cedar Rapids Police Department's UAS.

Remote Pilot Certificate (RPC)

The Remote Pilot Certificate is issued by the FAA, to individuals who have passed the FAA's part 107 remote pilot certification exam.

Remote Pilot in Command (RPIC)

The remote pilot in command is directly responsible for and is the final authority as to the safe operation of the small, unmanned aircraft system.

Small Unmanned Aerial System UAS)

An aircraft that is intended to navigate in the air without an on-board pilot. Also called a Remote Piloted Aircraft or drone.



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Visual Observer (VO)

An officer designated by the RPIC to assist with the responsibility to identify and avoid other air traffic or objects in the air or on the ground, maintaining visual line of sight with the UAS.

General Provisions:

Cedar Rapids Police Department UAS may be deployed in a wide range of situations to facilitate the Agency's public safety and law enforcement mission as deemed appropriate by the Chief or designee. The RPIC is approved and authorized for common usage of UAS assets to include but not limited to:

- Emergency situations such as search and rescue operations
- Subject Search
- Open air searches
- Hostage rescue
- Barricaded subjects
- Crash scene documentation and forensic analysis
- Crime scene documentation and forensic analysis
- Natural disaster documentation and assessment
- Civil unrest incidents/situations
- As a law enforcement training aid
- Agency media production

Requests for agency assistance will require commander approval.

- To assist another government agency not possessing a UAS or to assist an agency requiring additional UAS assets, with situational awareness, search and rescue, tactical deployment, visual perspective, or scene documentation.

The Drone Program Manager is directly responsible for uniformity of training and UAS flight training and usage reporting. Additionally the Drone Program Manager will conduct the annual UAS program audit.

Procedures:

Restrictions on the use of UAS [41.1.3a]

Authorized agency personnel shall only deploy UAS for public safety and law enforcement purposes.

- Authorized agency personnel shall not deploy UAS in a careless or reckless manner or in violation of FAA rules governing use of UAS by governmental agencies or any other applicable State or Federal law.
- Part 107 does not apply to flying indoors.



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DUTIES AND RESPONSIBILITIES: [41.1.3c]

RPIC:

- Knowledge of and compliance with all applicable laws, guidelines, and directives
- Acquiring and maintaining any necessary permissions / approvals (e.g., certificate of waiver or authorization) on behalf of the department
- Acquiring and maintaining aircraft registrations
- Remaining familiar and proficient with all UAS platforms the pilot is authorized to fly
- Conducting UAS-related training (e.g., recurring, new flight crew, educational purposes)
- Completing and maintaining all necessary training, proficiency and currency requirements
- The planning and execution of UAS operations in an efficient, effective, safe and legal manner
- Coordinating and/or completing equipment maintenance in accordance with the aircraft manufacturer's recommendations and/or specifications or as otherwise needed [41.1.3c]
- Maintaining UAS and related equipment in a state of operational readiness
- The completion of UAS program-related logs

RPIC Training, Proficiency and Currency: [41.1.3b]

Initial Training and Proficiency Requirements:

- Any officer selected to be an RPIC must successfully complete a department-approved ground school to ensure a consistent level of knowledge in certain areas.
- RPICs must be trained on and demonstrate proficiency with a UAS platform prior to using it operationally.
- An RPIC shall be present during training with a pilot.

Ongoing Training and Proficiency Requirements: [41.1.3b]

- RPIC must keep knowledgeable of pertinent related UAS matters to include all applicable laws, FAA guidelines, and directives.
- RPIC must maintain their FAA Remote Pilot Certificate in order to act as a pilot in command.
- RPIC must maintain any training required by the FAA related to specific roles in different types of operations.
- RPIC must attend internal training and demonstrate proficiency with UAS platforms on an ongoing basis as directed by the UAS Program Manager.
- RPIC authorized to pilot drones assigned to the Patrol Division will be required to log 15 minutes of flight time each calendar month. This is in addition to any flight time completed during an operation.



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FLIGHT OPERATIONS:

Flight operations will be conducted in an efficient, effective, safe, and legal manner. As such, the following guidelines will apply:

- **Operation Planning and Execution:**
 - Once an operation request has been received, the RPIC assigned to conduct the operation will begin the planning process as soon as possible.
- **UAS Platform Operation:**
 - Due to safety and performance considerations, the UAS will always be operated within the manufacturer's specifications (e.g., weather conditions, environmental conditions, obstacles, aircraft capabilities / limitations). [41.1.3a]
- **RPIC:**
 - Every flight will have a designated RPIC.
 - RPIC must meet all necessary training, proficiency and currency requirements outlined in the *Flight Crew Training, Proficiency and Currency* section of this SOP for the type of flight being conducted.
 - The RPIC is responsible for ensuring that all applicable guidelines are followed (e.g., laws, directives).
 - When applicable, the RPIC will verify that any search warrant(s) or other authorizations have been obtained prior to the flight commencing.
 - All operational parameters must be approved by the RPIC before a flight commences. The RPIC will ensure the UAS Operation Checklist outlined in Pre-Flight Checklist is utilized.
 - The RPIC will ensure the applicable UAS Pre-Flight checks are completed.
 - The RPIC is responsible for reporting any significant equipment malfunctions, accidents, injuries, aircraft flyaway or other significant events that occur throughout a flight to the UAS Program Manager or other necessary personnel (e.g., incident commander, on-call commander, Chief of Police).
 - The RPIC has the final "go / no-go" decision prior to a flight commencing and the authority to terminate a flight once it has begun, based on the surrounding circumstances (e.g., weather, objectives, safety concerns, legal compliance, aircraft and pilot capabilities, privacy concerns).



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- **Use of a Visual Observer:**
 - A Visual Observer (VO) will be used whenever possible to help increase situational awareness and safety throughout the flight.
 - A VO will be used during any operation on an active scene where officer safety is a concern (e.g., subject search, barricades, perimeter security, etc.)
 - The VO shall be briefed on their responsibilities by the pilot prior to commencement of flight.
- **Operational Readiness and Equipment Storage:**
 - Drones assigned to the Patrol Division will be kept in the Command Vault unless deployed on an operation, training, or permission is given by the UAS Commander for the RPIC to remove them.
 - Following the use of equipment, it will be returned to a state of operational readiness in the designated area.
 - Following the use of equipment (HCU):
 - It will be returned to a state of operational readiness.
 - It will be stored in secured facility with other equipment assigned to the Hazardous Devices Unit.
- **All UAS flights conducted with drones shall be documented in the appropriate division/unit's mission log located in Police Shares. Pilots must include:**
 - The reason or purpose for the flight.
 - Date, time, duration, and location of the flight.
 - Name of the supervisor approving the flight.
 - List of crew members assigned to the flight and assigned role.
 - The summary of actions taken, and the activities and outcomes from deployment.
 - A brief description of captured DME and applicable case number and file name.

DIGITAL MEDIA EVIDENCE (DME) RETENTION AND MANAGEMENT: [83.2.2c]

- All flights utilizing drones assigned to the Patrol Division shall be video recorded.
- All DME captured, recorded, or otherwise produced by the equipment is the sole property of the agency.
- Any DME containing evidentiary or pertinent information to the event shall be downloaded into the RMS as evidence as outlined in CRPD Evidence Collection SOP. [83.2.2c]



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- All DME shall be securely downloaded at the completion of each mission. The UAS pilot shall record information for each file that shall include the date, time, location, and case reference numbers or other mission identifiers and those agency personnel involved in the mission.
- Agency employees shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute DME in any manner without prior authorization from the Chief of Police or designee.
- All access to UAS DME shall be specifically authorized by agency policy, and all access is to be audited to ensure that only authorized users are accessing the data and only for legitimate and authorized purposes.
- Recordings/DME will be securely stored by IT for no less than three (3) years from the time of the event after which time the data may be disposed of.
 - Recordings/DME identified as being needed for a period longer than three years will be handled on a case by cases basis.
 - The classification of critical incident shall be assigned to these recordings/DMEs.

PRIVACY:

The UAS shall not intentionally be used for the purpose of gathering evidence or other information, or to intentionally view, record or transmit images or video within the curtilage of a residence, or at any other location or upon any property at which a person has a reasonable expectation of privacy.

Department members will not post, transmit, or otherwise disseminate any information, documents, photos or videos, to which members have access as a result of employment, without written permission from the Chief of Police or designee. [41.1.3a]