



CONCORD POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

UNMANNED AIRCRAFT SYSTEMS

GENERAL ORDER: 04.13

CREATED: October 17, 2017

ISSUE DATE: October 17, 2017

ACTION: Creates general order

EFFECTIVE DATE: October 18, 2017

04.13.0 **PURPOSE**

The purpose of this general order is to establish policies and procedures for the deployment and use of unmanned aircraft systems (UAS).

04.13.1 **POLICY**

It shall be the policy of the Concord Police Department that all uses of Unmanned Aircraft Systems shall be in accordance with procedures outlined in the city Unmanned Aerial Systems Policy Manual.

04.13.2 **DEFINITIONS**

A. FEDERAL AVIATION ADMINISTRATION (FAA)

The national authority with powers to regulate all aspects of civil aviation.

B. UNMANNED AERIAL SYSTEM (UAS)

System that includes the necessary equipment and personnel to control an unmanned aircraft.

C. UNMANNED AERIAL VEHICLE (UAV)

An aircraft that is intended to navigate in the air without an on-board pilot.

D. UNMANNED AIRCRAFT PILOT

A pilot or other person assigned and trained to fly or navigate a UAV.

04.13.3 **UAS OPERATORS**

A. All UAS operators must meet the minimum requirements set forth by the city Unmanned Aerial Systems Policy Manual.

B. All Concord Police Department UAS operators must comply with all guidelines set forth within the city Unmanned Aerial Systems Policy Manual.

C. Concord Police Department UAS operators may be requested by other city departments for approved deployments. The requesting department's use must comply with city policy and FAA regulations.

04.13.4 **DEPLOYMENT**

- A. The UAS will not conduct random surveillance activities. The use of the UAS will be tightly controlled and regulated.

UAS deployment shall be restricted to the following uses consistent with city policy:

1. Video/photographs for investigative support, (CPD/CFD);
2. Mapping;
3. Facility or other infrastructure inspections;
4. Traffic management;
5. Haz-Mat response;
6. Search and rescue;
7. Barricaded persons;
8. Scene documentation;
9. Structure fire support;
9. Disaster response;
11. Training;
12. As otherwise approved by the City Manager.

04.13.5 **REQUEST PROCESS**

- A. All requested uses will be approved by either of the following designated city officials:
1. Assistant/Deputy City Manager;
 2. Emergency Services Coordinator;
 3. Fire Chief;
 4. Police Chief.
- B. Coworkers desiring the use of the UAS shall make the request through their chain of command to their Bureau Commander who will then forward the request to the Chief of Police. In the absence of the Chief of Police, the Bureau Commander from which the request has been made shall make the request to one of the other designated city officials.
- C. If the request for the UAS is approved, UAS operators will be contacted via the process outlined within the city Unmanned Aerial Systems Policy Manual.

04.13.6 **DIGITAL MEDIA**

- A. All data, images, video, and metadata captured, recorded, or otherwise produced by the equipment while being operated by the Concord Police Department shall be considered the property of the department.
- B. Digital media collected by UAS shall be downloaded, documented and stored via Evidence.com following the completion of each mission.
- C. Coworkers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner any digital media collected by UAS operated by the Concord Police Department without approval by the Chief of Police.



GARY J. GACEK
CHIEF OF POLICE