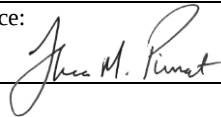


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 233	Section: OPERATIONS	Effective Date: MAY 2022
Title: UNMANNED AIRCRAFT SYSTEM		
Accreditation Standards: N/A		
Review Date: MAY 2025	Total Pages: 3	Chief of Police: 

I. PURPOSE

The purpose of this General Order is to establish policy regarding the approved uses and requirements for use of the Department's Unmanned Aircraft System (UAS).

II. POLICY

It is the policy of this agency to utilize UASs for the focused and limited purpose of criminal investigations, public safety, and training. UASs, related equipment and technology, and data collected from their deployment shall be used in a lawful manner consistent with Commonwealth of Virginia code section §19.2-60.1 – Use of unmanned aircraft systems by public bodies.

III. DEFINITIONS

Above Ground Level (AGL): Height measured with respect to the underlying ground surface.

Mean Sea Level (MSL): Average level of the surface of one or more of Earth's oceans from which heights such as elevations may be measured.

Night Flight: Flight of a UAS that occurs between the hours of one half hour after sunset and one half hour before sunrise. The time of sunset and sunrise are determined by the National Oceanic and Atmospheric Administration (NOAA).

Program Coordinator: The program coordinator will be designated by the Operations Division Commander and is responsible for the operational status of the program, assigned equipment and staff, policy and program development. The program coordinator should hold a FAA Part 107 Remote Pilot Certification, when feasible. The program coordinator shall be responsible for the long-term storage of media deemed to be of evidentiary value in conjunction with agency regulations for the storage of evidence and the applicable retention schedule promulgated by the Library of Virginia.

Remote Pilot in Command (Remote PIC): The individual exercising control over the UAS during flight and ultimately responsible for the overall flight operations for a specific mission.

Unmanned Aircraft or Unmanned Aerial Vehicle (UAV): an aircraft that is operated without the possibility of human intervention from within or on the aircraft.

Unmanned Aircraft System (UAS): an unmanned aircraft and associated elements, including communication links, sensing devices, and the components that control the unmanned aircraft.

Visual Flight Rules (VFR): All flights with the UAS shall be conducted under VFR conditions and at an altitude below 400' AGL. VFR is established as a 3-mile visibility and a cloud ceiling of 1,000 feet for day operations and 5-mile visibility with a cloud ceiling of 2,000 feet for night operations.

Visual Observer: The individuals trained to always maintain the line-of-sight and 360-degree hazard awareness around the UAS and assist the PIC in carrying out all duties required for the safe operation of the UAS.

IV. APPROVED USES/MISSIONS

- A. All UAS mission requests shall be authorized by the Operations Division Commander or designee. Once a mission is approved, the UAS Unit Program Coordinator will assign a Remote PIC to the mission. A Visual Observer will be assigned by the Remote PIC. Generally, the following are missions that will be considered for approval, in accordance with Va. Code § 19.2-60.1:
 - 1. Aiding in search and rescue operations (Amber, Silver, Blue Alerts);
 - 2. Crime scene photography;
 - 3. Accident reconstruction;
 - 4. Hazmat scene deployment;
 - 5. Major disaster scenes;
 - 6. Storm damage;
 - 7. Fire scenes;
 - 8. Tactical situations involving the Emergency Response Team; and
 - 9. When the use of the UAS is determined to be necessary to alleviate an immediate danger to any person.
- B. All missions will be flown in accordance with FAA regulations 14 CFR Parts 61, 91, 107 and current FAA National Policy regarding UAS Operational Approval.
- C. Prior to deploying a UAS for criminal investigation evidence collection purposes, when feasible a LEO shall consult with and seek guidance from the authority having prosecutorial jurisdiction over the investigation, as a search warrant may be required. This does not apply to UAS deployments for non-investigative public safety use or for the purpose of training, testing, or evaluation of the UAS.

V. REMOTE PILOT IN COMMAND AND VISUAL OBSERVER REQUIREMENTS

- A. Remote PIC Initial Training: All personnel selected to be Remote PICs that will be flying law enforcement missions shall be properly trained and have obtained their FAA Part 107 Remote Pilot Certificate. The Remote PICs will have a current working knowledge of the airspace intended for operations, Air Traffic Control communication requirements, specific UAS aerodynamic factors, and the ability to obtain and interpret weather information. All Remote PICs shall be familiar and proficient with the role and functions of an observer. All members of the UAS Unit will be required to obtain their Part 107 certification within six (6) months of appointment to the UAS Unit. All members of the UAS Unit will be qualified as Remote PICs. This requirement must be met within one (1) year of being appointed to the UAS Unit. This requirement will be obtained through internal training. The Program Coordinator will make the determination of when an individual is prepared to be a Remote PIC.
- B. Remote PIC Proficiency Training: In order to maintain proficiency, all Remote PICs shall conduct at least one training flight to include one take-off and landing each month. Training flights shall be documented. Remote PIC proficiency training is not limited to actual pilot or observer skills, but also includes knowledge of all pertinent UAS related matters.
- C. Visual Observer Initial Training: Visual Observers will have a current working knowledge of the airspace intended for operations, Air Traffic Control phraseology and communication requirements, specific UAS

aerodynamic factors, and the ability to obtain and interpret weather information. The Visual Observer will receive specific training on relevant Code of Federal Regulation regulations (14 CFR Part 91), such as the obligation to see and avoid other aircraft and the ability to identify position for purposes of relaying position reports to the PIC.

- D. Visual Observer Participation in Flight Missions: A Visual Observer is required for all training and mission flights of the UAS.

VI. OTHER REQUIREMENTS

- A. Maintenance: UAS maintenance is the responsibility of the program coordinator to ensure Remote PICs are maintaining the UAS in accordance with manufacturer recommendations. If maintenance outside of routine is performed, a test flight shall be conducted and documented.
- B. Payloads: Any payload used on a UAS shall be approved by program coordinator. Weapons and dispersal payloads shall not be used.
- C. Storage: The UAS shall be kept at Leesburg Police Headquarters unless otherwise approved by the program coordinator. The UAS shall be stored in accordance with manufacturer recommendations.
- D. Pre-flight Briefing: Both the Remote PIC and Visual Observer must participate in the pre-flight briefing, which will include but not be limited to:
1. Review of current Notice to Airmen (NOTAMs) and Temporary Flight Restrictions (TFRs) that have been issued for the proposed flight area;
 2. Identification of mission limitations and safety issues such as battery charge, GPS strength, and potential for radio interference;
 3. Review of proposed flight area, including maximum ceiling and floor;
 4. Review of communication procedures between Remote PIC, Visual Observer, and other personnel used to support the mission. This includes verifying means used to communicate with Air Traffic Control in the event of a fly-away or other flight emergency;
 5. Review of emergency/contingency procedures including aircraft system failure, flight termination, divert, and lost link procedures; and
 6. Execution of a pre-flight check utilizing the approved checklist.
- E. Accident Notification and Investigation: All in-flight accidents and incidents involving fatalities, injuries, property damage, and fly-aways shall be reported to the Operations Division Commander. FAA regulations require the FAA to be notified within 24 hours through the FAA Drone Zone portal.
- F. Documentation of Flight Time and Incident Reporting: All UAS training and mission flights shall be documented by completing an incident report within five days of the flight. At a minimum, the original incident report shall include the date, time, location, Remote PIC's name, Visual Observer's name, flight time, and whether the flight is a training or mission flight. If the flight is a mission, the mission type and requesting agency shall be documented in the incident report.
- G. Ownership and Display of Recordings:
1. Recordings generated on agency equipment are the property of the Leesburg Police Department.
 2. Recorded files, which are potentially subject to continuing judicial review, including the appeals process, shall continue to be stored as evidence by the Leesburg Police Department.
 3. All video captured by the UAS is the property of the Leesburg Police Department. Dissemination outside of the agency, except for appropriate evidentiary purposes, lawful compliance with FOIA requests, and judicial orders is strictly prohibited without the specific authorization of the Chief of Police or their designee.