

**LITTLE ROCK POLICE DEPARTMENT
GENERAL ORDER**

G. O. 332 SMALL UNMANNED AIRCRAFT SYSTEMS

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I. Purpose

- A. The Little Rock Police Department (“Department”) has adopted the use of small Unmanned Aircraft Systems (sUAS) to support law enforcement operations utilizing an aerial visual perspective in responding to emergency situations and exigent circumstances. The sUAS may assist by providing increased situational awareness and enhancing officer safety during special events, emergencies, tactical operations, and/or combat increases in crime in specific, identifiable areas.
- B. It is the policy of this agency that sUAS shall be deployed only for specific public safety missions, in compliance with all applicable laws, and only by trained and authorized personnel. This policy is not intended to be all-inclusive but instead shall serve as a supplement to other agency policies and procedures, applicable national aviation authority regulations, and sUAS manufacturers’ approved flight manuals. These guidelines are set forth to minimize the risk to people, property, and manned aircraft while continuing to safeguard the right to privacy of all persons.

II. Definitions and Terms

- A. Camera Operator: An individual responsible for the operation of all sUAS camera functions during sUAS operations. This person may be the Remote Pilot in Command (RPIC).
- B. Certificate of Authorization (COA): Given by the Federal Aviation Administration (FAA form 7711-1) which grants permission to fly sUAS within specific boundaries and perimeters.
- C. Certificate of Waiver (COW): A waiver issued by the Federal Aviation Administration (FAA form 7711-1) which authorizes the waiver of specific flight operation limitations while still requiring that the operator safely operate the sUAS without endangering people on the ground or in the air. These waivers may authorize the use of sUAS for such events as special events or nighttime flight operations within specific boundaries or perimeters.
- D. Crew Resource Management: The effective use of all resources for flight crew personnel to assure a safe and efficient operation, reduce error, avoid stress, and increase efficiency.
- E. Digital Multimedia Evidence (DME): Digital recording of images, sounds, and associated data.

- F. Federal Aviation Administration (FAA): The division of the United States Department of Transportation that is the national authority with powers to regulate all aspects of civil aviation.
- G. Part 107: 14 C.F.R. Part 107, Small Unmanned Aircraft Systems.
- H. Public COA: An authorization, issued by the issued by the FAA, allowing governmental operations of sUAS within the National Airspace System.
- I. Remote Pilot in Command (RPIC): The individual exercising control over the sUAS during flight who either holds a current or temporary Drone Operator's Certificate issued by the FAA (Part 107 License). The RPIC has final authority and responsibility for the operation and safety of the UAS flight operation. An RPIC's duties can be transferred to a designee when the RPIC determines such a transfer is warranted.
- J. Small Unmanned Aircraft System (sUAS): a remotely piloted aircraft weighing less than 55 pounds on takeoff, including everything that is onboard or attached to the aircraft.
- K. UAS Squad: The individuals responsible for the operation of the sUAS. Each member of the UAS Squad is also required to obtain and maintain a current FAA Remote Pilot Certificate. Members of the UAS squad may be assigned throughout the department and will serve in their capacity as a pilot to support operational goals.
- L. UAS Squad Supervisor: The individual responsible for the supervision of the UAS Squad. The UAS Squad supervisor is also responsible for the operational readiness, oversight of maintenance of all Unmanned Aerial Vehicles, and approval of operational missions. The primary UAS Squad Supervisor responsibilities will fall upon the Technology & Equipment Lieutenant. The secondary supervisor(s) will be the Real-Time Crime Center Sergeants.
- M. Unmanned Aircraft (UA): An aircraft which is operated without the possibility of direct human intervention from within or on the aircraft. These aircraft are also known as "drones."
- N. Unmanned Aircraft System (UAS): An unmanned aircraft and all associated elements thereto which are required for the RPIC to operate safely and efficiently in the national airspace system.
- O. Visual Observer (VO): An optional crew member for a flight mission who serves as a "second set of eyes," monitoring the aircraft in flight in order to support the RPIC.

III. Procedure

- A. Program Administration
 - 1. ~~All deployments of sUAS must be specifically authorized by the UAS Squad supervisor or authorized supervisory personnel.~~ UAS squad members are authorized to deploy their UAS when field operations necessitate. The UAS Squad supervisor should be notified of the deployment in writing through mandatory weekly reports. For the purpose of these reports, the reporting period will mimic the payroll schedule where a new week begins each Saturday. The sUAS shall be used to support agency operations. The list of authorized missions shall be defined as:

- a) Situational Awareness: To assist decision makers (*e.g.*, incident command staff; first responders; city, county, and state officials) in understanding the nature, scale, and scope of an incident. sUAS may be deployed for planning and coordinating effective responses.
 - b) Search and Rescue: To assist missing person investigations, AMBER Alerts, Silver Alerts, and other search and rescue missions.
 - c) Tactical Deployment: To support the tactical deployment of officers and equipment in emergency situations (*e.g.*, incidents involving hostages and barricades, support for large-scale tactical operations, and other temporary perimeter security situations, fleeing suspect(s), clearing of spaces, etc.)
 - d) Incident Scene Documentation: To document a crime scene, accident scene, or other major incident scene (*e.g.*, disaster management, incident response, large-scale forensic scene investigation, traffic crash).
 - e) Public Relations: To demonstrate the use and abilities of the UAS at various community events, fairs, parades, etc.
 - f) Training: To provide aerial perspectives of officer situational awareness, safety, and other necessary matters when producing training or safety materials.
2. The sUAS program shall be limited to those personnel recommended by the ~~Special Operations~~ Headquarters Division Commander to the Assistant Chief of Police over the ~~Field Services~~ Executive Bureau. Personnel in the sUAS program may be assigned to the positions of supervisors, RIPC's, Visual Observers, persons permitted to manipulate the sUAS controls, and others deemed necessary to ensure safe and efficient operations.
3. To enhance the level of safety and promote appropriate use of sUAS, all procedures contained herein shall be followed without deviation, unless necessary during an emergency, or with appropriate supervisory approval.
4. Complaint Investigations
- a. Should there be a complaint alleging inappropriate use of an sUAS, the complaint shall be handled in accordance with current departmental policy for internal investigations.
 - b. Any complaint alleging a violation of a person's civil rights by use of an sUAS shall be documented and be investigated through this agency's policy regarding the investigation of complaints.

- c. Unauthorized or inappropriate use of an sUAS shall result in strict accountability, in accordance with established disciplinary procedures.

5. Auditing and Annual Reporting

- a. ~~A supervisor or RPIC~~ *A RTCC Sergeant* shall audit flight documentation monthly. This audit shall include, at a minimum, a summary of the following:
 - 1) number of missions/uses;
 - 2) appropriateness of uses;
 - 3) evaluation of the effectiveness of the sUAS;
 - 4) safety concerns;
 - 5) equipment concerns; and
 - 6) flight time, to include a review of flight logs or data from flight time counters.
- b. The results of the audit shall be documented and submitted to the ~~Special Operations~~ *Headquarters* Division Commander for review.
- c. An annual report should be published documenting the Department's use of the sUAS. This report should be a public document and shared with the community.

B. Personnel Qualifications and Training

- 1. All sUAS program personnel shall complete an agency-approved training program to safely, efficiently, and effectively manage or operate sUAS. The training program shall include initial and recurrent training for pilot/observer skills, knowledge of all pertinent sUAS and aviation matters, and crew resource management.
- 2. All RPICs shall hold the appropriate credentials.
- 3. All sUAS program personnel shall receive training in the legal aspects of sUAS use.
- 4. All pilots in the sUAS program shall be properly trained and hold a current FAA Unmanned Aerial System Pilot Certification.
 - a. Upon successfully passing the FAA Remote Pilot exam, pilots will be trained in mission specific operations along with the systems and roles involved in conducting missions in accordance with the policies and procedures contained herein.

- b. Remote Pilot members of the sUAS unit shall read the current COA and maintain proficiency in their operator/observer abilities.
- c. Failure of a Remote Pilot to maintain or prove proficiency in the operation of sUAS may result in removal from the sUAS program.

C. Operational Procedures

1. The Department's sUAS operations shall comply with FAA guidelines and obtain all applicable authorizations, permits, and certificates required by the FAA prior to deploying or operating the sUAS. The sUAS shall be operated in compliance with all documents and provisions referenced in the COA or per UAS Rule (Part 107).
2. All sUAS missions shall be ~~approved~~ reviewed by a supervisor. Supervisory personnel shall manage all deployments and uses of sUAS to ensure that officers equipped with sUAS utilize them in accordance with policies and procedures contained herein.
3. The RPIC shall inspect and test the UAS equipment prior to each deployment to verify the proper functioning of all equipment and the airworthiness of the device. Inspections shall be conducted according to the equipment checklist approved by the UAS Squad supervisor. If a sUAS equipment malfunction is discovered, it shall be brought to the attention of the sUAS Supervisor as soon as possible. The sUAS supervisor shall determine if a repair can be made or if the unit needs to be replaced.
4. All flights shall be documented on a form or in a database designated for that purpose, and all flight time shall be accurately recorded. In addition, each deployment of the sUAS shall include information regarding:
 - a. the reason for the flight;
 - b. the time, date, and location of the flight;
 - c. the names of the ~~supervisor approving the deployment and the staff assigned~~ RPIC;
 - d. a summary of the activities covered, actions taken, and outcomes from the deployment; and,
 - e. Incident number related to flight, if applicable.
5. ~~Except for those instances where officer safety or an investigation could be jeopardized, and where reasonably possible and practical, the Department should consider notifying the public in the area of the flight.~~
5. Where there are specific and articulable grounds to believe that the sUAS shall collect evidence of criminal wrongdoing and the sUAS shall be used in a manner that may intrude upon reasonable expectations of privacy, the Department shall obtain a search warrant prior to conducting the flight.

6. The Department shall collect data using sUAS or use sUAS-collected data only to the extent that such collection or use is consistent with and relevant to an authorized purpose.
7. Information collected by UAS/sUAS that contains PII shall not be retained for more than 60 days. Exceptions will include whether the information is necessary for an authorized mission or an ongoing investigation by the Department.

D. Restrictions and Prohibited Use

1. Any misuse of the sUAS may result in disciplinary action.
2. The Department's sUAS shall not be operated in violation of the Arkansas and United States constitutions, statutes, or regulations.
 - a. When a search warrant is required by law and no warrant exception exists, sUAS flight is prohibited unless a search warrant signed by an authorized magistrate is obtained.
3. The UAS shall not be equipped with weapons of any kind.
4. No unsafe maneuvers, including stunts, tricks, etc., which would endanger the UAS or a bystander, are allowed. The UAS shall not be operated in an unsafe manner or in violation of FAA rules.
5. The UAS may not be operated when there is rain or severe weather, or the threat of either.
6. Department sUAS shall not be flown for any mission where the UAS Squad supervisor or the RPIC determines the risk of flying the sUAS outweighs the benefit to the mission.
7. When sUAS are operated under Part 107, such operations shall be within the limitations of Part 107, including but not limited to:
 - a. No flights at night (after evening civil twilight or before morning civil twilight);
 - b. No flights over persons not involved in the operation;
 - c. No flights above 400' Above Ground Level unless operating within 400' of an obstacle;
 - d. No careless or reckless operations;
 - e. No flights outside of weather minimums specified by the FAA;
and,
 - f. No flights beyond Visual Line of Sight of the flight crew.

8. No departmental sUAS shall be utilized for non-law enforcement purposes without written permission from the Office of the Chief of Police, this includes personal use of departmental equipment.

a. Approved departmental training and community-orientated events/demonstrations are permitted.

E. DME Management

1. ~~All DME shall be handled and retained in accordance with General Order 316 (Mobile Video Recording Equipment).~~

1. VAS Squad Members are required to submit all recordings created by their deployed sUAS to the UAS Squad Supervisor at the time of their weekly report submission. After submission to the supervisor, these recordings should be purged from the individual squad members storage device.

IV. UAS Personnel Duties and Responsibilities

A. sUAS Supervisor shall have the following duties and responsibilities:

1. Report to the ~~Special Operations~~ Headquarters Division Commander. The sUAS Supervisor shall serve as liaison to the FAA regarding Federal Aviation Regulations (FARs). The sUAS Supervisor is responsible for the condition, maintenance, and flight records for the UAS and its associated equipment;
2. Ensure all necessary training is conducted;
3. Keep all records pertinent to the UAS unit;
4. Perform inspections on a routine basis to ensure compliance with all departmental and UAS policies;
5. Maintain a current FAA Part 107 certificate;
6. Communicate with the FAA and the local Flight Standards District Office. Ensure prompt reporting, filing, and follow up action on accidents and the requisite reports which have been sent to the appropriate agencies;
7. Ensure that all flight operations are conducted safely and in compliance with this G.O.;
8. Terminate the flight of any mission if there are safety concerns;
9. Verify that all RPICs maintain current qualifications;
10. Ensure that all RPICs are provisioned with all necessary flight-related materials, checklists, and equipment;

11. Ensure that any new members of the UAS Squad are properly trained and meet all federal and Department qualifications;
12. Ensure that the Department has been granted a COA or a COW by the FAA for all flight operations; and
13. Ensure inspection of the sUAS after one hundred (100) hours of flight time and document the inspection.

B. Remote Pilot in Command (RPIC)

1. RPICs shall work under the supervision of the sUAS Supervisor.
2. RPICs shall be responsible for ensuring the sUAS is airworthy prior to each mission. RPICs may rely upon the inspection and reports provided by the UAS Squad supervisor or a UAS Squad member. Any equipment issues shall be entered in the UAS's logbook and reported to the UAS Squad supervisor in a timely manner. It shall be the responsibility of the UAS Squad supervisor to determine whether the reported issues need to be corrected prior to the next flight.
3. All RPICs shall have a valid FAA Part 107 UAS Pilot's certificate. They shall be trained on the UAS model to be used.
4. RPICs shall conduct proper Crew Resource Management during all operations.
5. All software and hardware changes shall be documented in the sUAS's logbook. Test flights must be conducted and documented after major changes in the hardware or software.
6. The sUAS shall be stored in a secure manner to limit possible damage to the sUAS while in transit. Any damage shall be reported to the UAS Squad supervisor as soon as possible for inspection.
7. The RPIC is the person who has final authority and responsibility for the operation and safety of the flight.
8. The designated RPIC may change during flight. The position of RPIC must be filled by a person holding a current Remote Pilot Certificate from the FAA.
9. An RPIC can only command one sUAS at a time.
10. RPICs must maintain their current status in the sUAS by flying no less than twelve (12) hours per ninety (90) days, as well as maintaining currency of their RPIC with the FAA every two (2) years.
11. Prior to flight an RPIC must:

- a. Assess the operating environment, considering risks to persons and property in the immediate vicinity both on the surface and in the air. This assessment must include:
 - 1) Local weather conditions;
 - 2) Local airspace and any flight restrictions;
 - 3) The location of persons and property on the surface; and
 - 4) Other ground hazards.
- b. Ensure that all persons directly participating in the small unmanned aircraft operation are informed about the operating conditions, emergency procedures, contingency procedures, roles and responsibilities, and potential hazards;
- c. Ensure that all control links between ground control station and the small unmanned aircraft are working properly;
- d. If the small unmanned aircraft is powered, ensure that there is enough available power for the small unmanned aircraft system to operate for the intended operational time; and
- e. Ensure that any object attached or carried by the small unmanned aircraft is secure and does not adversely affect the flight characteristics or controllability of the aircraft.

H. Visual Observers

1. A Visual Observer (VO) may be used during mission flights of the sUAS.
2. The role of the VO is to maintain a line-of-sight and 360 degree hazard awareness around the sUAS at all times and to assist the RPIC in carrying out all duties required for the safe operation of the sUAS.
3. If used, Visual Observers shall be briefed as to their responsibilities prior to the mission.
4. A Visual Observer must maintain effective communication with the RPIC at all times during the operation of the sUAS.

I. Flight Operation Requirements

1. The implementation of each operation will be on a case by case basis.
2. Prior to operations, the RPIC or designee must notify the Little Rock Air Traffic Control Tower at (501) 379-2911 and provide the following information: When

applicable, this notification may be completed through the software platform associated with the deployed sUAS (ex. DroneSense, aloft, etc.)

- a. Agency Name;
- b. Location of the flight operation;
- c. Name of the RPIC;
- d. Contact number;
- e. Altitude;
- f. Number of sUAS;
- g. Number of operators; and
- h. Start / End times.

J. Night Operations

1. UAS night operations shall occur between the end of evening civil twilight and the beginning of morning civil twilight. (Note: this is equal to approximately thirty (30) minutes after sunset until thirty (30) minutes before sunrise). UAS night operations shall be flown per the COA or COW.
2. All night operations shall be conducted using a minimum of a two-person flight team, a RPIC and at least one Visual Observer. The area of operation shall be sufficiently illuminated to allow both the PIC and VO to conduct a preflight inspection of the area of operation to identify people or obstacles on the ground. When possible, a daytime site assessment shall be performed prior to conducting night operations, noting hazards or obstructions.
3. VOs shall be positioned in appropriate locations during night operations.
4. The RPIC and VO shall utilize their visual capabilities as the primary means of visual observation. Optical devices, *e.g.*, binoculars, night vision devices, are permitted **ONLY** for augmentation of the observers' visual capabilities. The RPIC and/or the VO must ensure that they can see the sUAS throughout its entire flight.

K. Incident/Accident/Mishap Reporting

1. Any incident, accident, or mishap shall be reported as set forth in the FAA regulations, the COA, and the Department General Orders.
2. All in-flight accidents and incidents involving fatalities, serious injuries which may or may not require hospitalization, the loss of consciousness, or property damage (excluding UAS damage) in excess of five hundred and 00/100 dollars (\$500.00) shall be reported to the sUAS Supervisor immediately. The FAA shall be notified within ten (10) days from the date of the incident as required by FAA regulations. A report shall be completed detailing the accident or incident by the RPIC or sUAS Supervisor.

L. sUAS Maintenance and Pilot Logbooks

1. The UAS shall be maintained in a safe operating condition at all times as per the manufacture's guidelines and procedures.
2. Maintenance on the UAS shall be conducted as per the operational requirements of the UAS manufacturer's suggested maintenance plan.
3. Prior to each flight, the UAS shall undergo a pre-flight inspection.
4. Each pilot performing a flight operation with any Department sUAS shall be required to record the following information in their pilot logbook:
 - a. sUAS name;
 - b. sUAS identification number;
 - c. start time and stop time;
 - d. conditions and location of flight; and,
 - e. description of mission.
5. sUAS and/or component maintenance shall be documented in the sUAS maintenance logbook. Monthly inspections of the sUAS shall also be documented in the sUAS maintenance logbook. Inspections shall be conducted by the UAS Supervisor or their designee.
6. Maintenance logbooks shall be stored with the sUAS, and inspected on a regular basis to ensure compliance. Maintenance logs should be reviewed quarterly by the UAS Supervisor or their designee.

M. Jurisdiction

1. Flight operations may be conducted within the City of Little Rock's jurisdictional limits for lawful investigative or public safety missions, or for any mission approved by the sUAS Supervisor. UAS personnel may operate outside of the City of Little Rock's jurisdictional limits if and when such operation is requested under a Mutual Aid Agreement by a competent authority and upon the approval by the Office of the Chief of Police.

N. Dissemination

1. All DME collected using a sUAS are official records and the exclusive property of the City of Little Rock and may only be disseminated upon approval by the Chief of Police. ~~or pursuant to G.O. 316.~~

Additions and revisions are italicized and underlined.

Deletions are denoted with a strike through.