

<b>Accreditation Standards: CFA 32.03</b>  <b>Revisions:</b>  <b>References: Florida State Statute 934.50; DSD 1400, 1300; FAA Small Unmanned Aircraft Regulation Part 107</b>	<b>University of Florida Police Department</b>    <b>Department Standards Directive</b>	<b>Responsibility: Patrol</b>  <b>Pages: 5</b>  <b>Attachments:</b>
<b>TITLE: Small Unmanned Aircraft System (sUAS)</b>		

## **05048 Small Unmanned Aircraft System (sUAS)**

**05048.1 Purpose.** The purpose of this directive is to establish guidelines for the implementation and use of a Departmental Small Unmanned Aircraft System (sUAS).

**05048.2 Discussion.** The University of Florida Police Department understands and recognizes advancements in the use of sUAS for public safety. The safety and security of students, faculty, staff, and visitors to campus is the paramount goal in deploying new technology in the form of sUAS. This technology provides for a more secure campus and leverages technology to make operations more effective and efficient.

**05048.3 Policy.** It is the policy of this agency that an 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 applicable state statutes, national aviation authority regulations, and sUAS manufacturers' approved flight manuals.

## **05048.4 Procedure.**

### **A. Program Administration**

1. Agency sUAS shall be used only to support agency operations.
  - a. Those missions may include, but are not limited to:
    - (1) Situational awareness;
    - (2) Search and rescue;
    - (3) Tactical deployment;
    - (4) Incident scene documentation (crime scene, traffic crash, disaster); and
    - (5) Special events.
2. The sUAS program shall be limited to those personnel assigned by the Chief or designee. This personnel may include a commanding officer, supervisor(s), remote pilots in command

(RPICs), 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 proper supervisory approval.

#### **4. Complaint Investigations**

- a. Should there be a complaint alleging inappropriate use of the sUAS, the complaint shall be handled in accordance with Department Standards Directive 1400.
- b. Any complaint alleging a violation of a person's civil rights by use of the sUAS shall be documented and investigated in accordance with Department Standards Directive 1400.
- 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 shall audit flight documentation. This audit shall include, at 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 designated personnel for review.
- c. The agency should publish an annual report documenting the agency's use of sUAS. This report should be a public document shared with the community.

#### **B. Personnel Qualifications and Training**

1. All sUAS program personnel shall receive the training necessary to safely, efficiently, and effectively manage or operate sUAS, to include initial and recurrent training.
2. All RPICs shall Pass the FAA sUAS Airmen's knowledge test and receive a Part 107 Airmen certificate.
3. All sUAS program personnel shall receive training in the legal aspects of sUAS use.

### **C. Operational Procedures**

- 1.** All operations shall be consistent with FSS 934.50 and FAA Small Unmanned Aircraft Regulation Part 107.
- 2.** Agency sUAS operations shall comply with the guidelines from the applicable national aviation authority.
- 3.** All sUAS missions should be approved by a supervisor. Supervisory personnel should manage all deployments and uses of sUAS to ensure that officers equipped with sUAS devices utilize them in accordance with policy and procedures defined herein.
- 4.** sUAS may be used to augment operations, such as:
  - a.** When swift action is needed to prevent imminent danger to life or serious damage to property;
  - b.** To forestall the imminent escape of a suspect or the destruction of evidence;
  - c.** To facilitate the search for a missing person;
  - d.** Environmental monitoring;
  - e.** Aerial mapping;
  - f.** Traffic management;
  - g.** To gain an aerial perspective of crowds appearing to be in excess of 50 persons; or
  - h.** To facilitate the collection of evidence at a crime scene or traffic crash scene.
- 5.** All flights shall be documented on a form or database designed 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; and
  - d.** A summary of the activities covered, actions taken, and outcomes from the deployment.
- 6.** Except for those instances where officer safety or an investigation could be jeopardized, and where reasonably possible and practical, agencies should follow the approval process for all flights.

7. 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 agency shall obtain a search warrant prior to conducting the flight.
8. The agency 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.
9. The RPIC has the final authority in terminating any flights due to safety concerns and has the responsibility for the overall safety of the mission.

#### **D. Digital Media Evidence (DME) Retention and Management**

1. All DME captured, recorded, or otherwise produced by the equipment is the sole property of the agency.
2. All DME shall be handled in accordance with existing policy on data and records retention, where applicable.
3. All DME shall be securely downloaded at the completion of each mission. The sUAS RPIC shall record information for each file, including the date, time, location, case reference numbers or other mission identifiers, and agency personnel involved in the mission.
4. Agency employees shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute DME in any manner without prior authorization from the appropriate designated personnel.
5. All access to sUAS DME shall be authorized explicitly by Department Standards Directive 01300 Records Management Procedures. All access is to be audited to ensure that only authorized users access the data for legitimate and approved purposes.
6. Files shall be securely stored in accordance with Department Standards Directive 01300 Records Management Procedures and retained as required by appropriate records retention laws. Files should not be retained longer than necessary for training purposes or use in an investigation or prosecution.

#### **E. Restrictions**

1. The sUAS shall be deployed and used only to support official law enforcement and public safety missions.
2. The sUAS shall not be operated in an unsafe manner or in violation of regulations set forth in Florida State Statute 934.50.
3. The sUAS shall not be equipped with weapons of any kind.

#### **F. Safety**

1. The sUAS program shall have a safety program based on the principles of an aviation safety management system.

2. All sUAS personnel shall receive appropriate safety training.

#### **G. Maintenance**

1. Each sUAS shall be inspected on a regular basis to determine if maintenance is necessary.
2. The sUAS program shall have a documented maintenance program to include the manufacturer's recommendations.
3. The maintenance program shall describe who is authorized to perform maintenance on the sUAS and the required training for those personnel.
4. Records shall be kept of all maintenance performed on agency sUAS and retained as required by applicable records retention laws.

#### **05048.5 Glossary.**

**Digital Media Evidence (DME)** – Digital recordings of images, sounds, and associated data.

**Remote Pilot in Command (RPIC)** – The individual with the final authority and responsibility for the operation and safety of an sUAS mission.

**Small Unmanned Aircraft System (sUAS)** – An unmanned aircraft and its associated elements, including communication links and the components that control the aircraft and are required for safe and efficient operation.

**Unmanned Aircraft** – An aircraft that is operated without direct human intervention from within or on the aircraft. Also called remote piloted aircraft or drones.

**Visual Observer** – If used, an sUAS flight crew member 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.

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Approved: \_\_\_\_\_  
Bart Knowles, Chief

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