



A NATIONALLY ACCREDITED AGENCY

ROANOKE POLICE DEPARTMENT

POLICY NUMBER	OPERATIONAL DIRECTIVE 2.1.5
SUBJECT	SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS)

EFFECTIVE DATE	PREVIOUS VERSION DATE	REVIEW DATE
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CALEA STANDARDS	VLEPSC STANDARDS	APPROVAL
41.1.3	OPR.01.08	 SCOTT C. BOOTH, CHIEF OF POLICE

NOTE:

This policy is for Departmental use only and shall not apply in any criminal or civil proceedings. The Department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Directive will be basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

I. PURPOSE

To establish procedures and guidelines for the safe, efficient, and lawful operation of the Department's small Unmanned Aircraft System (sUAS) in accordance with Title 49 USC Sections 40102(a)(41) and 40125, Virginia Code § 19.2-60.1, Federal Aviation Administration regulations, current Federal Aviation Administration National Policy, and all other applicable laws and regulations.

II. POLICY

It will be the policy of the Department to utilize sUAS for the protection of lives and property in full compliance with applicable laws and regulations. The sUAS will serve as a flexible and highly mobile resource when other means and resources are not available or less effective. This policy is designed to minimize risk to people, property, and aircraft during the operation of the sUAS while continuing to safeguard the right to privacy of all persons. The Department will ensure that all data sharing agreements or policies, data use policies, and record management policies relevant to sUAS shall confirm to applicable laws, regulations, and policies.

III. DEFINITIONS

- A. **Approved Uses/Missions** – Generally, for public safety missions, the following will be considered for approval: aiding in search and rescue operations, crime scene photography, accident reconstruction, hazmat scene deployment, major disaster scenes, storm damage, fire scenes, tactical situations, and for training exercises related to such uses. For general service missions the following will be considered for approval: mapping flight, picture/video flights, survey flights, or any non-public survey flights as requested. Other missions may be approved to preserve the health, safety, and welfare of citizens or property in accordance with Virginia Code § 19.2-60.1

All missions will be flown in accordance with applicable State and Federal laws, FAA regulations, and current FAA National Policy regarding sUAS operational approval.

Certificate of Authorization/Waiver (COA) – COA is an authorization issued by the Federal Aviation Administration (FAA) to a public operator of a specific sUAS. When approved the COA grants permission to operate the sUAS within specific boundaries and permissions.

- B. **Crew Chief** – The individual acts as a liaison between the Pilot in Command, and Incident Command, provides logistical and aircraft support and performs other duties as needed to ensure safe operation of aircraft.
- C. **Defined Incident Perimeter** – A defined perimeter to be determined based on the scope of the operation and a defined operational ceiling.
- D. **Federal Aviation Administration (FAA)** – The national aviation authority of the United States, with powers to regulate all the aspects of American aviation.
- E. **Fly Away** – Flying the small unmanned aircraft beyond its range or in areas with poor signal causing the drone to lose connection.
- F. **National Airspace System (NAS)** – Reaches from the surface to 60,000 feet within the continental United States and its territories.
- G. **Night Flight** – Flight of a sUAS that occurs between the hours of one-half hour after sunset and one-half hour before sunrise. The times of sunset and sunrise are determined by the National Oceanic and Atmospheric Administration (NOAA).
- H. **Notice to Airmen (NoTAM)** – Issued when there is aeronautical information that could affect a pilot's decision to make a flight. It

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includes such information as airport or aerodrome primary runway closures, taxiways, ramps, obstructions, communications, airspace, and changes in the status of navigational aids, to name a few. Time-critical and either of a temporary nature or not sufficiently known in advance to permit publication on aeronautical charts or in other operational publications.

- I. **Visual Line of Sight (VLOS)** – The term used to describe operations where the pilot maintains continuous, unaided visual contact with the drone throughout the flight.
- J. **Visual Observer** – A departmental employee who is continuously maintaining the line-of-sight and 360 degree hazard awareness around the sUAS at all times and assisting the PIC in carrying out all duties required for the safe operation of the sUAS. The Visual Observer is responsible for notifying the Pilot in Command of any ground based or airborne hazards to the flight. The Visual Observer shall be trained on their duties and responsibilities prior to acting in this role.
- K. **Pilot in Command (PIC)** – The individual responsible for the overall flight operations for a specific mission, determined prior to the onset of a sUAS flight. The PIC has the ultimate authority for the safe and legal operation of the sUAS, including the launching or grounding of the aircraft. The flight path and parameters relative to the flight are the sole responsibility of the PIC.
- L. **Pre-Flight Briefing** – A briefing led by the PIC prior to aircraft launch, which may include, but is not limited to:
 - a. Review of the mission goals and expected outcomes;
 - b. Review roles of personnel (PIC, Crew Chief, VO, etc.);
 - c. Review of current and forecasted weather conditions;
 - d. Review of current Notice to Airmen (NoTAMs) and Temporary Flight Restrictions (TFRs) that have been issued for the proposed flight area;
 - e. Identification of mission limitations and safety issues such as battery charge, GPS strength, and potential for radio interference;
 - f. Review of proposed flight area, including maximum ceiling and distance from Home Port;

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- g. Review of communication procedures between PIC, Observer, other personnel used to support the mission, and phone numbers to communicate with Air Traffic Control and airports in the event of emergency;
 - h. Review of emergency/contingency procedures including aircraft system failure, flight termination, and lost link procedures;
 - i. Review of required video or digital images; and
 - j. Execution of a pre-flight check.
- M. **Program Coordinator** – The individual designated by the Chief of Police, responsible for the administrative functions related to the sUAS program. Duties shall include maintaining a current list of certified crewmembers to include pilots and observers, maintains training standards, ensure policies and procedures conform to current laws, regulations, and best practices, sUAS flight records, and the overall condition and maintenance of the sUAS platforms and associated equipment.
- N. **Temporary Flight Restrictions (TFR)** – Restriction on an area of airspace due to the movement of government VIPs, special events, natural disasters, or other unusual events.
- O. **Title 14 of the Code of Federal Regulations Part 107 (Part 107)** – Lays out the operating and certification requirements to allow Small Unmanned Aircraft Systems (sUAS) to operate for non-hobby and non-recreational purposes.
- P. **Unmanned Aircraft Pilot** – A person exercising control over an unmanned aircraft during flight.
- Q. **Small Unmanned Aircraft System/Vehicle (sUAS/UAV)** – An aircraft without a human pilot on board. Its flight is controlled either autonomously by computers in the vehicle or under the remote control of a pilot on the ground. This aircraft also weighs more than .55 pounds, but less than 55 pounds.

IV. PROCEDURES

- A. Selection and Training
 - a. Selection
 - i. Must be a city employee and a non-probationary member

of the Department.

- ii. All pilots must be able to obtain and maintain a FAA Unmanned Aircraft Operators Certificate in accordance with the FAA Small Unmanned Aircraft Regulations Part 107.
- iii. Ability to respond to a scene within one hour of activation.
- b. Initial Training
 - i. All pilots will obtain a FAA Unmanned Aircraft Operators Certificate in accordance with the FAA Small Unmanned Aircraft Regulations Part 107.
 - ii. All pilots will undergo training specific to the sUAS system they will be operating, and the aerodynamic factors for equipment.
 - iii. Air Traffic Control communication requirements.
 - iv. Ability to obtain and interpret weather information.
- c. Proficiency Training/Annual Training
 - i. Initial flight training shall include:
 - 1. A minimum of 5 hours of flight time piloting a sUAS. This equates to approximately 15 flights for a typical sUAS endurance profile;
 - 2. A minimum of 15 takeoff and landings using both manual and automatic modes;
 - 3. A minimum of 2 hours of maneuver training, including maneuvers designated as basic and advanced to include straight-and-level flight, turns, climbs, and descents;
 - 4. A minimum of 1 hour performing abnormal/emergency procedures such as return to home, loss of command link, loss of visual line of sight, fly away, unexpected low battery alert, and loss of GPS;
 - 5. A minimum of 1 hour performing maneuvers

commonly encountered during photography flights; and

6. A minimum of 30 minutes of manual flight (GPS off).
- ii. In order to maintain proficiency and be considered current, all pilots shall undergo monthly flight training.
 1. Training shall include at least one 15-minute flight, with at least one take-off and landing along with a practical exercise as determined by the Program Coordinator or their designee.
 - iii. Each pilot must attend in-service training once a year, to include updated industry standards, a review of relevant case law governing sUAS, review of department policies and procedures, equipment updates, and field exercises as designated by the Program Coordinator or their designee. This training will consist of a two-hour classroom review of case laws and legal updates surrounding drone operations and uses. If the classroom portion needs to be extended to include the review of additional materials this may be done by the Program Coordinator to make sure there is adequate time to cover the necessary materials. During this in-service, pilots will also participate in a practical exercise determined by the Program Coordinator or their designee.
 - iv. Any sUAS pilot who has not conducted at least one flight operation, including take-off and landing within a 90-day period will be placed on no-flight status. Any sUAS pilot placed in no-flight status shall not operate as a remote PIC until they attend a scheduled training session and complete a training flight. This training will include ground instruction and flight time, including three take-offs and landings to demonstrate proficiency, and any other maneuvers as required by the Program Coordinator or their designee.
- d. Unmanned aircraft pilots may be temporarily or permanently removed from the unit at any time by the Program Coordinator for reasons including but not limited to; performance, proficiency, and physical/mental condition. Should this become necessary, the unmanned aircraft pilot will be notified verbally and in writing of the reason, further action to be taken, and expected duration

of such removal.

- e. Any Department pilot shall immediately notify the Program Coordinator of any suspension of that employee's pilot's certificate or FAA medical clearance.

B. Operations Requirements

- a. The sUAS shall only be operated by personnel who have been trained and demonstrated proficiency in the operation of the system. The sUAS will only be operated by a pilot who possess an FAA Unmanned Aircraft Operators Certificate in accordance with the FAA Small Unmanned Aircraft Regulations Part 107.
- b. The PIC shall not pilot more than one (1) sUAS at any one time.
- c. The sUAS must remain within unaided visual line-of-sight of the operator and observer unless a COA/Waiver has been applied for and granted authorizing operations outside visual line-of-sight.
- d. The sUAS shall only be utilized during daylight operations unless a COA/Waiver has been applied for and granted allowing night operations, and the aircraft is properly outfitted with required anti-collision lighting.
- e. The PIC is authorized to refuse or cancel any flight request based on current weather conditions, crowd conditions, or for any other safety concern.
- f. sUAS flights shall only occur after the PIC has conducted a thorough assessment of risks associated with the flight. The risk assessment shall include, but is not limited to:
 - i. Weather conditions;
 - ii. Identification of a sUAS failure (lost link, power failure, loss of control, etc.);
 - iii. PIC and observer fitness for flight;
 - iv. Overlaying airspace, compliance with FAA regulations as appropriate to the operation; and
 - v. Reliability, performance, and airworthiness of the sUAS.
- g. While in flight, the PIC is authorized and is responsible for making

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all decisions regarding the use of the sUAS to include, but not limited to:

- i. Direction and flight path of sUAS;
 - ii. Duration of flight;
 - iii. Capabilities and configuration of the sUAS; and
 - iv. Use of affixed certified equipment
- h. PIC, crew chief, and visual observer duties shall include, but are not limited to:
- i. Flight planning and preparation;
 - ii. Flight operations, including launch and landing sites, air speed, altitude, and duration;
 - iii. Monitoring air traffic; and
 - iv. Post-flight inspections and sUAS Maintenance.
- i. If a member of the public has an inquiry about a sUAS mission, including how the Department deploys and operates the technology, the individual shall be informed the Department is using a sUAS within the scope of the FAA and all applicable laws and regulations. The purpose and location for the sUAS mission shall be referred to the supervisor on duty and/or Crime Prevention and Community Involvement Specialist, acting as the Department's Public Information Officer. At no point shall any member of the public be granted access to view the video from the PIC's controller unless approved by the Crew Chief for operational continuity.

C. Flight Operations

- a. There will only be one (1) PIC per sUAS at any given time and they will exercise final responsibility and authority for the safety of the sUAS, personnel and equipment during flight operations.
- b. Prior to any flight, the PIC is responsible for pre-flight inspections of the sUAS. Any issues must be fixed prior to the flight being conducted.
- c. A post-flight inspection will be conducted by the PIC after every

flight.

- d. All flight personnel will be thoroughly familiar with emergency procedures and the specific duty assignments.
- e. The PIC has the following authority/responsibility:
 - i. Initiating the flight only after they are confident that the flight can be conducted safely;
 - ii. Verifying an FAA Notice to Airmen (NOTAM) is released as required for flight in national airspace;
 - iii. Verifying there is an FAA COA to conduct the flight if needed; and
 - iv. If flight is pursuant to a search warrant, review the search warrant to ensure flight operations are within the scope of the warrant.
- f. The crew chief has the following authority/responsibility:
 - i. Responsible for acting as the liaison to Incident Command and/or officers on the ground;
 - ii. Ensure the takeoff/landing area stays clear from vehicle and/or pedestrian traffic;
 - iii. Assist with pre-flight and post-flight inspections;
 - iv. Ensure that the reserve battery charging system is operational; and
 - v. Prepare alternative sUAS for deployment.
- g. The visual observer has the following authority/responsibility:
 - i. Responsible for see-and-avoid operations of aircraft. Maintain contact with the PIC and communicate obstacles that the sUAS may encounter;
 - ii. Immediately notify the PIC if the flight becomes hazardous to ground personnel or other aircraft;
 - iii. During any phase of the flight, if the observer notices a malfunction with the sUAS, immediately notify the PIC,

who will take appropriate action; and

- iv. Responsible for all communications with air traffic control and/or airport authority.

D. Response to sUAS Activations

a. Emergencies

- i. When the E-911 Communication Center (ECC) receives a request for sUAS activation, the ECC supervisor or their designee shall:
 - 1. Determine if any sUAS pilots are on duty and direct them to the incident or instruct them to contact the requesting supervisor; and
 - 2. Contact the sUAS Program Coordinator. If no immediate response is received, notify the on-call sUAS pilot via telephone for direction.
- ii. After receiving the notification from the ECC:
 - 1. The sUAS Program Coordinator or senior sUAS pilot shall determine if sUAS activation is available. Decision to activate the sUAS team may be determined by:
 - i. Type of incident;
 - ii. Legal application of the sUAS;
 - iii. Existing weather conditions;
 - iv. Area of proposed operation; and
 - v. Existence of applicable waivers or certificates of authorization.
 - 2. At the discretion of the sUAS Program Coordinator, the response of additional members may be directed, or response discontinued if deemed appropriate to do so.

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- i. Operations involving non-emergency activations of the sUAS team shall be assessed by the sUAS Program Coordinator or their designee, and shall be planned and scheduled at an appropriate time.
- ii. Planning:
 - 1. Prior to deployment, all sUAS team members shall familiarize themselves with all available information concerning the mission including, but not limited to, the weather conditions, hazards, description of the incident and mission goals.
 - 2. The sUAS team members shall ensure the location for take-off and emergency landing is adequate for a safe deployment.
 - 3. At least one emergency landing area shall be identified for each deployment.
 - 4. The sUAS team shall ensure they are aware of their surroundings in the event an emergency landing is necessary. This includes the ability to recover the sUAS.
- c. Jurisdiction
 - i. Flight operations may be conducted within the City's jurisdictional limits for lawful investigative and public safety missions, or any mission approved by the Program Coordinator.
 - ii. sUAS Team personnel may operate outside of the City's jurisdictional limits if/when Mutual Aid is requested by an agency pursuant to state code(s) outlined in the Code of Virginia **OR** requested by any agency listed in the extraterritorial agreement. When doing so, sUAS team personnel must still comply with all applicable FAA regulations and department policies.
 - iii. Flight operations as mutual aid will be approved by the Program Coordinator with notifications made to the Patrol Captain.

E. Accident Notification and Investigation

- a. All in flight accidents and incidents involving fatalities, injuries, property damage including the sUAS, and fly-aways shall be reported to the Program Coordinator as soon as practical after the incident.
- b. No later than 10 calendar days after an operation that meets the below criteria of this section, a PIC must report to the FAA in a manner acceptable to the Administrator, any operation of the sUAS involving:
 - i. Serious injury to any person or any loss of consciousness; or
 - ii. Damage to any property, other than the sUAS, unless one of the following conditions is satisfied:
 - 1. The cost of repair (including materials and labor) does not exceed \$500; or
 - 2. The fair market value of the property does not exceed \$500 in the event of total loss.
 - iii. The following information at a minimum will be collected and reported to the FAA through the FAA drone zone portal (<https://faadronezone.faa.gov/#/>):
 - 1. sUAS PIC name and contact information;
 - 2. sUAS PIC airman certificate number;
 - 3. sUAS registration number issued to the aircraft;
 - 4. Location of the incident;
 - 5. Date of the incident;
 - 6. Time of the incident;
 - 7. Name of person(s) injured; extent of injury;
 - 8. Property damaged; extent of damage; and
 - 9. Description of Incident.
 - iv. The following reports and documentation will also be completed in accordance with existing department

regulations:

1. IBR Report;
2. Special Report; and
3. Photographs of crash site.

c. Non-reportable accidents

- i. In the event of any accident involving another person or property (other than the sUAS), the PIC must report the incident to the Program Coordinator as soon as practical after the incident.
- ii. The information in E.b.iii of this policy will be collected, but not reported to the FAA unless requested. The following reports will be completed in accordance with existing department regulations:
 1. IBR Report;
 2. Special Report; and
 3. Photographs of crash site.
- iii. If the incident only involves the sUAS being operated, the PIC will conduct a thorough inspection of the sUAS before continuing flight operations. After assessing the serviceability of the sUAS, the PIC shall report the incident to the Program Coordinator.

- d. Any incidents or damage to the sUAS must be recorded in the sUAS logbook kept with the Program Coordinator as well as documented on the Skydio Cloud management software.

F. Emergency Procedures

- a. Personnel flying a sUAS shall be trained that in an emergency, the safety of persons on the ground and in the air is the first priority. The following emergency procedures shall be followed and documented in an emergency checklist for flight crew to review prior to the start of each mission:
 - i. Fire

1. In the event of a fire, the sUAS shall be flown away from people and property until a safe landing location can be found.
 2. A fire extinguisher and first aid kit shall be located at the takeoff/landing site and used as needed.
- ii. Loss of Link
1. When a sUAS loses its radio signal, the sUAS onboard system will execute lost link protocol by either landing immediately or returning to launch point to land, depending on conditions and operational and safety requirements.
 2. In the event the lost link happens near an airport or helicopter landing area, a call to the appropriate airport tower shall be made immediately.
- iii. Loss of Visual Line-of-Sight
1. If all flight crewmembers lose sight of the aircraft, other than momentarily, the remote PIC shall initiate a “Go-Home” on the remote control. The “Go-Home” protocol is identical to the Loss of Link protocol.
 2. Once visual contact with the aircraft is re-established, the remote PIC can retake manual control of the aircraft using the remote control by terminating the autonomous “Go-Home” program.
- iv. Loss of Propulsion
1. During propulsion failure, coordinated flight cannot be maintained effectively in the most common configurations. An announcement shall be made by the remote PIC to all personnel on-scene advising them of the emergency.
 2. If the aircraft fails to successfully land at a predetermined location, a recovery operation shall be initiated by the flight crew
- v. Lost Communications

1. The remote PIC and observer will typically be physically collocated during sUAS missions and communications will therefore be through direct verbal communication; however, if the remote PIC and observer are not collocated and direct verbal communication is not possible, one or more of the following communication tools shall be utilized:
 - a. Handheld Radio;
 - b. Cellular Phone; or
 - c. Hand Signals.

G. Administration

a. Documentation

- i. All flights shall be documented by the PIC on a sUAS Incident Report Form.
- ii. Pilot training records will be maintained by the Program Coordinator.
- iii. A sUAS log will be maintained by the Program Coordinator noting all missions, maintenance, inspections, and repairs for the sUAS.
- iv. All flights shall be digitally documented within the Skydio Cloud management system.

b. Electronic Media Storage

- i. Digital recorded data will be uploaded to the secure cloud; the data image stored on the cloud shall serve as the original. Evidence control procedures will be followed pursuant to Operational Directive 84.1.1.
- ii. At no time will an officer remove or download any part of the electronic data other than pursuant to this Operational Directive.

c. Data Retention

- i. All original digitally recorded media of a training flight shall be retained for a minimum of 60 days.

- ii. If any incident is recorded with the sUAS system, the existence of that recording shall be documented in a case or supplemental report. The PIC shall ensure that all relevant recordings are preserved in accordance with Operational Directive 84.1.1 in reference to digital media storage prior to the end of their shift.
 - iii. Electronic media gathered from sUAS that is required to support known investigations, litigation, scheduled court proceedings or other legal uses will be maintained in digital format in the Axon servers. The records shall be retained and deleted in accordance with the Library of Virginia Records Retention and Disposition Schedule General Schedule #GS-17 (Law Enforcement, Fire, and Emergency Services).
 - iv. Complete confidentiality is required of Digital Evidence Technicians (DET) responsible for the administrative tasks associated with sUAS electronic media. DETs shall hold all video information in trust and will not divulge, disclose, convey, transmit or otherwise make known or available any video information to any person or entity other than as directed by a supervisor.
 - v. DETs will be responsible for:
 - 1. Categorizing videos;
 - 2. Assigning retention periods; and
 - 3. Placing copies of requested video(s) into evidence.
 - vi. DETs shall submit the exported copy of video into evidence and will log the entry of the evidence prior to the end of their tour of duty pursuant to Operational Directive 84.1.1. Each submission will be documented in RMS through a supplement.
 - vii. DETs shall notate through the assignment tracking database the dissemination of videos.
- d. Review and Release of sUAS Electronic Media
- i. All reviews of sUAS electronic media shall be documented

by the persons conducting review in the “notes” section.

- ii. Each PIC may review their sUAS electronic media prior to making any statements, writing their report, or courtroom testimony, unless otherwise directed by the Chief of Police or his designee as defined in Operational Directive 62.1.20.
- iii. Any investigating officer shall have access to all sUAS digital media that is related to an incident they are investigating.
- iv. The Chief or his designee will authorize the release of electronic data or media related to the sUAS pursuant to this Operational Directive, FOIA requirements, and/or other legal precedent. This process will include reviewing sUAS electronic media to locate the requested electronic media, determining which portions are subject to public release under FOIA, and/or other legal precedent, and redacting any portions that state law prohibits from disclosure.

e. Maintenance

- i. sUAS maintenance is the responsibility of the Program Coordinator or designee in accordance with manufacturer recommendations.
 - 1. If maintenance outside of routine is performed, a test flight shall be conducted and documented.
 - 2. Firmware updates for the aircraft, Remote, and Intelligent Flight Batteries will be done when available from the manufacturer; all updates will be recorded by the Program Coordinator when complete. This will be documented in the logbook for the sUAS as well as on the Skydio Cloud management software.

f. Quarterly Inspection

- i. The Program Coordinator or designee shall complete a Quarterly Inspection and forward a copy to the appropriate Bureau Captain. The inspection will consist of the following:

1. Equipment: An accountability audit on the sUAS components shall be completed; and
2. Current Pilots assigned to the sUAS team.

g. Restrictions

- i. The sUAS shall not be operated in an unsafe manner or in violation of FAA rules.
- ii. The sUAS shall not be equipped with weapons of any kind.
- iii. Employees are expressly prohibited from using and operating sUAS's while impaired by or under the influence of alcohol, intoxicants, or drugs.
- iv. sUAS's shall be used only in an official departmental capacity.
- v. sUAS's shall be stored in a location with limited access and in accordance with manufacturer recommendations.
- vi. Operation of sUAS's shall at all times be conducted with the utmost respect to the privacy of citizens. No sUAS shall be operated in a manner that infringes upon the private property rights of citizens or businesses.
- vii. sUAS's shall not be utilized to conduct random surveillance activities **OR** be operated in violation of the United States Constitution, federal laws or regulations, and the Code of Virginia. The use of the sUAS program will be for legitimate and lawful purposes in accordance with this policy and the Code of Virginia, §19,2-60.1.
- viii. With reference to Presidential Memorandum to promote economic competitiveness and innovation while safeguarding privacy, civil rights, and civil liberties in the domestic use of Small Unmanned Aircraft Systems (sUAS), the sUAS Unit will not use, retain, or dissemination collected data in any manner that would violate the First Amendment or in any manner that would discriminate against persons based upon their ethnicity, race, gender, national origin, religion, sexual orientation, or gender identity, in violation of law.
- ix. PIC will work to ensure that the camera system is not

recording until such time as a photographic/video requirement has been achieved. This will be done to reduce the inadvertent image recording of uninvolved persons or property.

- x. No additions or modifications shall be made to any sUAS platform. Any equipment modification shall be approved by the Program Coordinator or their designee.

h. Transparency

- i. To promote transparency regarding department sUAS activities within the NAS while not revealing information that could reasonably be expected to compromise law enforcement efforts, the department shall:
 - 1. Provide notice to the public regarding where the department's sUAS are authorized to operate in the NAS; and
 - 2. Keep the public informed about the agency's sUAS program as well as changes that would significantly affect privacy, civil rights, or civil liberties.
- ii. The Program Coordinator shall:
 - 1. Have physical documentation of all drone flights and associated statistics.
 - 2. Be responsible for completing the sUAS Annual Report.
 - 3. Submit the sUAS Annual Report to the Chief of Police or their designee on an annual basis. The report shall include:
 - a. Number of times a sUAS was used;
 - b. Type of incident during which the sUAS was used; and
 - c. Results of using the sUAS during an incident, including but not limited to, any operation, service call, or investigation in which the sUAS was used.

- iii. sUAS team members will ensure that any citizen complaints concerning the department's use of a sUAS or the sUAS program will be addressed according to current departmental policies and procedures through the department's Professional Standards Unit.

SCB: snl/clb/dcg