



General Order

ROSELLE POLICE DEPARTMENT

ROSELLE, ILLINOIS

Title: Small Unmanned Aircraft Systems (s. U.A.S.)		Number: 46K
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Author: Sergeant Robert Gates		

I. PURPOSE

The purpose of this general order is to establish procedures which govern the operation of Department Owned Small Unmanned Aircraft Systems (sUAS) that require training and authorization for deployment.

II. POLICY

Small unmanned aerial systems will be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a sUAS will be in strict compliance with relevant statutes, privacy rights, the Federal Aviation Administration, and 14 CFR 107 requirements.

III. DEFINITION

- A. **Disaster:** As defined in 20 ILCS 3305, the Illinois Emergency Management Agency Act, means an occurrence of threat of widespread or severe damage, injury or loss of life or property resulting from any natural, technological, or human cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, public health emergencies, cyber incidents, or acts of domestic terrorism.
- B. **Drone Team Leader:** Sworn supervisor responsible for the day-to-day management and usage of the small, unmanned aircraft.
- C. **Federal Aviation Administration (FAA):** A national authority with powers to regulate all aspects of civil aviation. These include the construction and operation of airports, the management of air traffic, the certification of personnel and aircraft, and the protection of US assets during the launch or re-entry of commercial space vehicles.

- D. **Information:** As defined in 725 ILCS 167, any evidence, images, sounds, data, or other information gathered by the unmanned aircraft.
- E. **Parade:** As defined in 725 ILCS 167/5, the Drones as First Responders Act, means a march, procession, or other similar activity consisting of persons, animals, vehicles, or things, or any combination thereof, upon a public street, sidewalk, alley, or other public place, which requires a street closing or otherwise requires stopping or rerouting vehicular traffic because the parade will not or cannot comply with normal and usual traffic regulations or controls. *“Parade” does not include a political protest, march, demonstration, or other assembly protected by the First Amendment.*
- F. **Public Health Emergency:** As defined in 20 ILCS 3305/1, the Illinois Emergency Management Agency Act, means an occurrence or imminent threat of an illness or health condition that: (a) is believed to be caused by any of the following: bioterrorism, the appearance of a novel or previously controlled or eradicated infectious agency or biological toxin, a natural disaster, a chemical attack or accidental release or a nuclear attack or accident and (b) poses a high probability of any of the following harms: a large number of deaths in the affected population, a large number of serious or long-term disabilities in the affected population or widespread exposure to an infectious or toxic agent that poses a significant risk of substantial future harm to a large number of people in the affected population.
- G. **Public Safety Answering Point (PSAP):** As defined in 50 ILCS 750, the Emergency Telephone System Act, means the primary answering location of an emergency call that meets the appropriate standards of service and is responsible for receiving and processing those calls and events according to a specified operational policy.
- H. **Remote Pilot in Command (RPIC)** – An unmanned aircraft crewmember exercising control over the sUAS during flight operations. The RPIC is responsible for, as the final authority as to the operation of the sUAS.
- I. **Routed Event:** Means a parade, walk, or race that (1) is hosted by the State of Illinois or a country, municipality, township, or park district; (2) is outdoors and open to the public; and (3) has an estimated attendance of more than 50 people. *“Routed Event” does not include any political protest, march, demonstration, or other assembly protected by the First Amendment.*
- J. **Small Unmanned Aircraft System (sUAS)** –A small, unmanned aircraft that does not carry a human operator, weighing less than 55 pounds on takeoff, and its associated elements, including communication links and the components that control the aircraft that are required for the safe and efficient operation of the aircraft.
- K. **Special Event:** For the purpose of sUAS usage and 725 ILCS 167, means a concert or food festival hosted by the State or a county/municipality/township/park district. *A special event does not include any political protest, march, demonstration, or other assembly protected by the First Amendment.*

- a Is hosted by the State of Illinois or a county, municipality, township, or park district.
- b Is outdoors and open to the public.
- c Has an estimated attendance of:
 - i 150 or more people in a unit of local government with a population that is less than 50,000.
 - ii 250 or more people in a unit of local government with a population that is greater than or equal to 50,000 but less than 100,000.
 - iii 350 or more people in a unit of local government with a population that is greater than or equal to 100,000 but less than 500,000.
 - iv 500 or more people in a unit of local government with a population that is 500,000 or more.
- L. **Temporary Flight Restrictions** – A restriction on an area of airspace due to the movement of government VIPs, special events, natural disasters, or other unusual events.
- M. **Visual Observer (VO)** – A unmanned aircraft crewmember designated by the Remote Pilot in Command who assists the safe operation of the sUAS and keeps the sUAS in the Visual Line of Sight (VLOS) during flight operations.
- N. **Freedom from Drone Surveillance Act (725 ILCS 167)** – Illinois statute which outlines the use and operation of Drones and required on a yearly basis the identification of agencies who utilize drones and number of drones owned by the agency.

IV. **PRIVACY**

- A. The use of sUAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy. (I.E. private residence, enclosed yard, etc.). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during sUAS operations.
- B. When there are specific and articulable grounds to believe that the sUAS will collect evidence of criminal wrongdoing and/or if the sUAS will be used in a manner that may

intrude upon reasonable expectation of privacy, the department will obtain a search warrant prior to conducting the flight.

V. PROCEDURE

- A. **Drone Team Leader** will be designated by the Chief of Police, they will be responsible for the management of the department's unmanned aircraft program. The Drone Team Leader will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:
1. Coordinate the FAA Certification of Authorization (COA) and/or the 14 CFR 107 application process; ensure all certifications are current.
 2. Ensure all authorized remote pilots in command have completed all required Federal Aviation Administration (FAA), 14 CFR 107, and department approved training in the operation, applicable laws, policies and procedures regarding use of the sUAS.
 3. Oversee submission and evaluation of requests to deploy a sUAS.
 4. Oversee protocol for conducting criminal investigations involving a sUAS, including documentation of time spent monitoring a subject.
 5. Implement a system for notification to the public and media outlets of sUAS deployment, when appropriate. (Everbridge, Facebook, Etc.)
 6. Develop an operational protocol governing the deployment and operation of a sUAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures, and secure communications with air traffic control facilities.
 7. Oversee sUAS inspection, maintenance and record keeping protocol to ensure continuing airworthiness of sUAS, up to and including its overhaul or life limits.
 8. Oversee protocol to ensure all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
 9. Develop protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
 10. Facilitate law enforcement access to images and data captured by the sUAS.

11. Recommend program enhancements, especially regarding safety, information security and training.
12. Ensure that established protocols are followed by monitoring and providing periodic program reports to the Deputy Chief of Patrol.
13. Conduct and document, annual audit of the program and flight documentation.

B. sUAS Pilot Responsibilities

1. Any authorized pilot must adhere to all the regulations of the FAA Part 107 requirements, the Illinois Freedom from Drone Surveillance Act (725 ILCS 167) all policies and directives from general orders and any special orders that have been issued.
2. Authorized sUAS pilots are solely responsible for the safety of the aircraft, the safety of the public and compliance for all applicable laws and regulations set forth by the Federal Aviation Administration, State of Illinois and policies of the Roselle Police Department.
3. All sUAS deployments will adhere to the operating procedures established by the FAA. These rules may change from time to time and adherence is the responsibility of the authorized aUAS authorized pilot. These rules are outlined but are not limited to:
 - a) Conduct a pre-flight check to ensure sUAS in condition for safe operation.
 - b) Keep the sUAS in visual line of sight
 - c) Fly at or below 400 feet above ground level or structure
 - d) Fly at or below 100 mph
 - e) Yield right of way to manned aircraft
 - f) Must not fly over people; and
 - g) Must not fly from a moving vehicle, except in rural areas
 - h) During an emergency situation, deviations from policy is permitted
4. The Drone Team Leader shall request a certificate waiver from the FAA which authorizes deviation from specific regulations. The certificate waiver will be granted when the FAA determines that the sUAS operation can be safely conducted under the terms of the certificate waiver.

- a) The RPIC may request FAA waivers for immediate flight clearance utilizing FAA approved applications (LAANC) or software which has been authorized by the Drone Team Leader
5. Personnel shall notify the Drone Team Leader when he/she knows or has reason to know that he/she has a physical or mental condition that would interfere with the safe operation of the sUAS.
6. The RPIC shall conduct inspections on any aircraft they operate and assure it is operating within the manufacturer's specifications and has proper software updates as designated in the operations manuals and notices from the manufacturer prior to operating the aircraft on a mission, unless exigent/emergency conditions prioritize readiness.

C. Training

1. Prior to authorization to operate a sUAS, assigned personnel must complete mandatory FAA Part 107 Pilot training and obtain a DRONE Remote Pilot certificate from the FAA and training provided by the department to obtain an understanding on how to use the sUAS and the procedures outlined in this policy.
2. Annually, assigned officers will undergo refresher training on the equipment to ensure continued effective use, operation of the equipment and to incorporate changes, updates or other revisions to the FAA and/or 14 CFR 107 requirements, statutes or department policy.
3. Additional training may be provided at periodic intervals for personnel displaying a substandard performance in the use of sUAS equipment.

D. Deployment Requirements

Pursuant to the Drone as First Responder Act, 725 ILCS 167/15, the sUAS may be used to gather information during the following situations:

1. To counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates there is a risk.
2. Pursuant to a search warrant based on probable cause under Section 108-3 of the Code of Criminal Procedure of 1963. The warrant must be limited to a period of 45 days, renewable by a judge upon showing good cause for subsequent periods of 45 days.
3. If the law enforcement agency possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent harm to life, forestall the imminent escape of a suspect or prevent the destruction of evidence. The use of the sUAS under this paragraph is limited to a period of

48 hours. Within 24 hours of the initiation of the use of a sUAS under this paragraph, the chief executive officer of the law enforcement agency must report its use, in writing, to the local state's attorney.

4. If a law enforcement agency is not undertaking a criminal investigation but is attempting to locate a missing person, engaging in a search and rescue operation, or aiding a person who cannot otherwise be safely reached
5. If a law enforcement agency is using a sUAS solely for crime scene and traffic crash scene photography. Crime scene and traffic crash photography must be conducted in a geographically confined and time-limited manner to document specific occurrences.
 - a) The use of a sUAS under this paragraph on private property requires either a search warrant based on probable cause under Section 108-3 of the Criminal Code of Procedure of 1963 or lawful consent to search.
 - b) The use of a sUAS under this paragraph on lands, highways, roadways, or areas belonging to this State or political subdivisions of this State does not require a search warrant or consent to search.
 - c) Any law enforcement agency operating a sUAS under this paragraph shall make every reasonable effort to only photograph the crime scene or traffic crash scene and avoid other areas
6. If a law enforcement agency is using a sUAS during a disaster or public health emergency, as defined by 20 ILCS 3305/1. The use of a sUAS does not require an official declaration of a disaster or public health emergency prior to use. A law enforcement agency may use a sUAS under this paragraph to obtain information necessary for the determination of whether or not a disaster or public health emergency should be declared, to monitor weather or emergency conditions, to survey damage, or to otherwise coordinate response and recovery efforts. The use of a sUAS under this paragraph is permissible during the disaster or public health emergency and during subsequent response and recovery efforts.
7. To conduct an infrastructure inspection of a designated building or structure at the express request of a local government agency. Any law enforcement agency operating a sUAS under this paragraph shall make every reasonable attempt to photograph only the building or structure and avoid other areas.
8. To demonstrate the capabilities and functionality of a police sUAS for public relations purposes, provided that no information is collected or recorded by the drone during such demonstration.
9. In response to Public Safety Answering Point (PSAP) dispatched calls for service, when the sole purpose for using a sUAS is for one or more first responders to locate victims, to assist with immediate victim health or safety needs, or to coordinate the response of emergency vehicles and personnel to an emergency. As used in this paragraph, "Public Safety Answering Point" and

"PSAP" have the meaning given to those terms in Section 2 of the Emergency Telephone System Act. Refer to the definitions section of this policy for more information.

10. The Special Event Coordinator shall consult with the Drone Team Leader to determine if a sUAS should be utilized during a special event, parade, or routed event to prepare for or observe crowd size, density, and movement, assess public safety staffing, or oversee the general safety of the participants.
 - a. If a law enforcement agency is using a sUAS at a routed event or special event, the use of a sUAS under this paragraph requires that:
 1. A notice is posted at the event location for at least 24 hours before the event and clearly communicates that a sUAS may be used at the upcoming event for the purpose of real-time monitoring of participant safety. The Special Event Coordinator is responsible for ensuring the posting of signs.
 2. A notice is posted, if practical, at major entry points to the event and clearly communicate to the participants that a drone may be used for the purpose of real-time monitoring of participant safety.
 3. The sUAS is flown in accordance with Federal Aviation Administration safety regulations. Under this paragraph, a law enforcement agency may use the drone:
 - a. In advance of an event, before event participants have begun to assemble, for the sole purpose of creating maps and determining appropriate access routes, staging areas, and traffic routes, provided that no personal identifying information is recorded and provided further that no recorded information is used in any criminal prosecution.
 - b. During the event to proactively support public safety personnel by monitoring the event footprint in real-time:
 1. To detect a breach of event space, including a breach by an unauthorized vehicle, an interruption of a parade route, or a breach of an event barricade or fencing.
 2. To evaluate crowd size and density.
 3. To identify activity that could present a public safety issue for the crowd, including crowd movement.
 4. To assist in the response of public safety personnel to a real-time public safety incident at the event.
 5. To assess the traffic and pedestrian flow around the event in real-time.

E. Prohibited Use

1. Conducting random surveillance activities or requests for information.
2. Targeting a person based solely on individual characteristics such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.
3. Harassing, intimidating or discriminating against any individual or group.
4. Conducting personal business of any type.
5. Gather information during a political protest, march, demonstration, or other assembly protected by the First Amendment.
6. Operate facial recognition software. A law enforcement agency operating a sUAS under the Drones as First Responders Act is prohibited from using, during a flight, onboard facial recognition software that works in conjunction with the sUAS. A law enforcement agency operating a sUAS under the Drones as First Responders Act is prohibited from using any information gathered by a sUAS with any facial recognition software, unless either:
 - a) The law enforcement agency is using a sUAS to counter a high risk of a terrorist attack by a specific individual or organization and the United States Secretary of Homeland Security has determined that credible intelligence indicates that there is such a risk.
 - b) The law enforcement agency possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent harm to life or to forestall the imminent escape of a suspect or the destruction of evidence.
7. Transport weapons. A law enforcement agency operating a sUAS under the Drones as First Responders Act is prohibited from equipping or using a sUAS on any firearm, weaponized laser, kinetic impact projectile, chemical agent or irritant, or any other lethal or non-lethal weapon.

F. Deployment

1. The small unmanned aircraft system shall be deployed and used only to support official law enforcement and public safety missions and be operated by personnel who have been training and certified in the operation of the system.
2. Prior to deployment, an assigned crew member will verify approval has been received from the Drone Team Leader or on-duty shift supervisor.
 - a) Must perform preflight check prior to flight, unless exigent/emergency conditions prioritize flight readiness.

(APPENDIX A)

- b) Responsibility and authority during flight operations shall remain with the assigned Remote Pilot in Command.
 - c) Remote pilot in command and the on-duty shift supervisor maintain concurrent authority to suspend or terminate any flight operations based on environmental, operation, and/or any other safety considerations.
 - d) Requests from outside agencies shall be directed to the on-duty shift supervisor. The on-duty shift supervisor will coordinate with an authorized Remote Pilot in Command (RPIC), if available, to ascertain whether flight operations may be conducted for the requested mission. The on-duty shift supervisor will determine whether to approve deployment of small unmanned aircraft resources to assist outside agencies.
3. A trained Visual Observer (VO), if available, should be utilized during all flight operations to maintain a visual line of sight. However, during nighttime operations, a Visual Observer is mandatory and shall maintain a visual line of sight during the entire duration of the flight.
 4. Certified personnel shall inspect and test the unmanned aircraft system equipment and components prior to each deployment to verify the proper function and overall airworthiness of the device. The RPIC shall complete a preflight checklist, ATTACHMENT A.
 5. The Remote Pilot in Command (RPIC), shall determine the location of the flight operation check airspace restrictions, and obtain FAA authorization if required (i.e. LAANC).
 6. Except for those instances where officer safety or investigation could be jeopardized and where reasonably possible and practical the Department, or requesting agency, should consider notification to the public in the general area of the deployment, this may be done with our community notification system, EVERBRIDGE.
 7. All flights will be documented in an incident report and the flight log (ATTACHMENT B), this shall include all flight time(s) and any deficiencies with the aircraft operation. Reports shall include, but are not necessarily limited to, the following:
 - a) Name of requesting officer/agency and approving on-duty shift supervisor
 - b) Reason and circumstances surrounding the deployment
 - c) Date, flight time(s) and location(s)

- d) RPIC any VO's or crew members and respective responsibilities
- e) Equipment utilized and pre-flight operational readiness of such equipment
- f) Summary of activities performed, any actions taken, and outcomes from deployment
- g) Copies of any deployment reports will be forwarded to Drone Team Leader, who shall maintain and produce monthly reports to the Deputy Chief of Operations.

G. Equipment

1. The UAS and related equipment shall be maintained in the state of operational readiness. Assigned officers shall use reasonable care to ensure the proper functioning of the UAS equipment. Malfunctions shall be brought to the attention of the program coordinator as soon as possible. Extra caution must be taken to ensure the equipment is not stored in extreme temperatures.
 - a) If an aircraft is malfunctioning it shall be taken out of service until repairs are completed and it becomes airworthy.
2. Prior to use, assigned personnel shall:
 - a) Inspect the sUAS and related equipment to verify proper functioning and ensure the battery is fully charged in accordance with the manufacturer's recommendations. Each pre-flight check shall be documented on a sUAS PRE FLIGHT CHECKLIST form for each sUAS.
 - b) Inspect the body of the sUAS, the charging and camera cables to look for signs of visible damage. Ensure the propeller blades are in flight worthy condition.
3. Log all flights in the sUAS FLIGHT LOGBOOK (ATTACHMENT B), noting the date, location, flight duration and reason for flight. All flight logs will be kept and maintained by the Drone Team Leader.

H. Records

1. All digital media evidence shall be securely downloaded to Evidence.com at the completion of each mission.
2. All recordings are considered investigative property of the department. The utmost care and caution shall be taken to ensure the recordings are not mishandled or misused.

3. Employees shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner sUAS digital media evidence without prior written authorization and approval of the Chief of Police.
4. All information gathered pursuant to a terrorist attack, obtaining a search warrant, preventing harm to life and destruction of evidence, missing persons, search and rescue operation, aiding a person who cannot be safely reached, traffic crash and crime scene, disaster or public health emergency, or Public Safety Answering Point (PSAP) dispatched calls for service shall be destroyed within 30 days after being gathered.
5. All information gathered pursuant to a routed event or special event shall be destroyed within 24 hours after being gathered.
6. All information gathered pursuant to an infrastructure inspection of a designated building or structure shall be turned over to the requesting local government agency as soon as practicable, and all gathered information shall be destroyed immediately after the information has been turned over.
7. Pursuant to 725 ILCS 167/25, if a law enforcement agency uses a sUAS for the circumstances outlined in Section V Subsection D of this General Order, the agency shall not disclose any information gathered by the sUAS, except that a supervisor of that agency may disclose particular information to another governmental agency if there is reasonable suspicion that the information contains evidence of criminal activity or the information is relevant to an ongoing investigation or pending criminal trial.
 - a) Records of sUAS usage, including flight path data, metadata, or telemetry information of specific flights, if available, may be disclosed subject to the Freedom of Information Act and rules adopted under that act.
 - b) A law enforcement agency uses a sUAS for the circumstances outlined in Section V Subsection D of this General Order shall neither sell any information gathered by the sUAS nor disclose any information gathered by the sUAS to any person to whom disclosure is not authorized under this section of the policy.
 - c) Nothing prevents the disclosure of information through a court order or subpoena in connection with a criminal proceeding or if the disclosure is in regard to a completed traffic crash investigation.
8. Notwithstanding the above, a supervisor at a law enforcement agency may retain particular information if:
 - a) There is reasonable suspicion that the information contains evidence of criminal activity.
 - b) The information is relevant to an ongoing investigation or pending criminal trial.

- c) A supervisor at the agency deems that the information will be used exclusively for training purposes, provided that any such information shall not contain any personally identifiable information.
- d) The information consists of only flight path data, metadata, or telemetry information of the drone.

I. Reporting

- 1. Pursuant to 725 ILCS 167/35, if a law enforcement owns one or more sUAS, it shall report in writing annually, by April 1, to the Illinois Criminal Justice Information Authority the:
 - a) Number of sUAS's owned by the Roselle Police Department.
 - b) Number of times a sUAS was used pursuant to the categories of use specified in Section V Subsection D of this General Order, including the date of use, time of use, reason for use, location, whether video was recorded, and whether the video is designated for retention for training purposes.
 - c) The report shall contain a copy of the agency's latest policy concerning sUAS as of the most recent April 1.
- 2. Each law enforcement agency that uses a sUAS shall implement and make publicly available to its website the law enforcement agency's policy governing the operation, use, administration, and oversight of its sUAS Program.
- 3. The Drone Team Leader is responsible for ensuring the department's transparency site includes the following information pertaining to the use of sUAS to include the date of use, time of use, reason for use and location of use.

J. Information From Private Drones

- 1. The department may utilize information from private drones only for the purpose of undertaking the tasks outlined in Section V Subsection D of this General Order.
- 2. Private parties may voluntarily submit information acquired by the privately owned drone to the police department.
- 3. The department shall not disclose any information gathered by the private drone. However, a supervisor may disclose information to another government agency when there is reasonable suspicion that the information contains evidence of criminal activity, or the information is relevant to an on-going investigation or pending criminal trial.

VI. ACCIDENT REPORTING

The FAA requires notifications for certain sUAS accidents.

- A. Pursuant to 14 CFR 107 Drone Operation & Certification regulations. Within 10 Days after the accident, the Remote Pilot in Command (RPIC) must report accidents to the FAA, Program Commander and the Deputy Chief of Operations in the following situations:
1. Serious injury to any person or loss of consciousness.
 2. Damage to any property, other than the sUAS, unless one of the following conditions is satisfied:
 - a) The cost of the repair including materials and labor does not exceed \$500.00 or
 - b) The fair market value of the property does not exceed \$500.00 in the event of a total loss.
- B. The Remote Pilot in Command (RPIC) will complete an incident/offense report (ATTACHMENT B) for any accident involving a sUAS. The report shall include, at a minimum, the following:
1. Name and contact information for operators and witnesses.
 2. Type of Operation
 3. Type of device and registration number/certificate
 4. Event location and incident details
 5. Evidence collection such as videos, photos, and device confiscation, if necessary.
- C. The Investigations Commander and sUAS coordinator shall be immediately notified of any incident-involving department owned sUAS. When the accident meets the criteria listed under Section A, the Remote Pilot in Command shall provide notification to the FAA by using the FAA's DroneZone Portal at: <https://faadronezone.faa.gov/#/>

VII. ISSUING AUTHORITY

This general order will supersede any directives or understanding in conflict.

By order of:

Roberto Barreto
Chief of Police

Revisions 2/14/23

Updated Attachments A & B

Revisions 8/18/23

- Changed issuing authority
- II. removed “accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.”
- III. A. removed “**Digital Multimedia Evidence** – Digital records of images, sounds, video, and associated data.” and added new III. A. in its entirety.
- III. B. became III. C., removed “The division of the United States Department of Transportation that inspects and rates civilian aircraft and pilots, enforces the rules of air safety and installs and maintains.” and added “A national authority with powers to regulate all aspects of civil aviation. These include the construction and operation of airports, the management of air traffic, the certification of personnel and aircraft, and the protection of US assets during the launch or re-entry of commercial space vehicles.”
- III. B. added in its entirety
- III. C. became III. D., removed “Means any evidence, images, sounds, data, or other information gathered by the small unmanned aircraft system.” and added “As defined in 725 ILCS 167, any evidence, images, sounds, data, or other information gathered by the unmanned aircraft.”
- III. D. & E. removed in their entirety
- III. E. added it in its entirety
- III. F. became III. H.
- III. G removed in its entirety
- III. F. & G. added in their entirety
- III. H. became III. J., removed “means a small unmanned aircraft and its associated elements (including communication links and the components that control the small unmanned aircraft) that are required for the safe and efficient operation of the small unmanned aircraft in the national airspace system.” and added “A small, unmanned aircraft that does not carry a human operator, weighing less than 55 pounds on takeoff, and its associated elements, including communication links and the components that control the aircraft that are required for the safe and efficient operation of the aircraft.”
- III. I. J. K. became III. L. M. N.
- III. I. added in its entirety
- III. K. added in its entirety
- IV. Became IV. A.
- IV. B. added in its entirety
- V. A. Changed “Program Coordinator” to “Drone Team Leader”
- V. B. 3. Removed c). & d).
- V. B. 3. e)., f)., g)., h)., & i). became c). through g).
- V. B. 3. c). added to the end “or structure”
- V. B. 3. g). added to the end “except in rural areas”
- V. B. 3. h). added in its entirety

- V. D. Removed “The following situations meet the requirements for activation” to “Pursuant to the Drone as First Responder Act, 725 ILCS 167/15, the sUAS may be used to gather information during the following situations:”
- V. D. 3. Removed “Upon reasonable suspicion that under particular circumstances, swift action is needed to prevent imminent harm to life, forestall the imminent escape of a suspect or prevent the destruction of evidence. The use of sUAS under this paragraph is limited to a period of 48 hours. Within 24 hours of sUAS initiation under this paragraph, the Drone Team Leader or their designee must report its use, in writing, to the State’s Attorney.” and added “If the law enforcement agency possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent harm to life, forestall the imminent escape of a suspect or prevent the destruction of evidence. The use of the sUAS under this paragraph is limited to a period of 48 hours. Within 24 hours of the initiation of the use of a sUAS under this paragraph, the chief executive officer of the law enforcement agency must report its use, in writing, to the local state’s attorney.”
- V. D. 4. Removed “To locate a missing person while not also undertaking a criminal investigation.” and added “If a law enforcement agency is not undertaking a criminal investigation but is attempting to locate a missing person, engaging in a search and rescue operation, or aiding a person who cannot otherwise be safely reached.”
- V. D. 5. Removed “To obtain crime scene and traffic crash scene photography in a geographically confined and time-limited manner. Use of the sUAS under this paragraph on private property requires either a search warrant or lawful consent to search. As it relates to land, highways, roadways, or areas belonging to the state, a search warrant or consent to search is not required. Reasonable attempts shall be made to only photograph the crime scene or traffic crash scene and to avoid other areas.” and added “If a law enforcement agency is using a sUAS solely for crime scene and traffic crash scene photography. Crime scene and traffic crash photography must be conducted in a geographically confined and time-limited manner to document specific occurrences.”
- V. D. 5. a), b) and c) added in their entirety
- V. D. 6. Removed “To obtain information necessary for the determination of whether a disaster or public health emergency should be declared, to manage a disaster by monitoring weather or emergency conditions, to survey damage, or to coordinate response and recovery efforts. There is no requirement that an official declaration of disaster or public health emergency prior to use.” and added “If a law enforcement agency is using a sUAS during a disaster or public health emergency, as defined by 20 ILCS 3305/1. The use of a sUAS does not require an official declaration of a disaster or public health emergency prior to use. A law enforcement agency may use a sUAS under this paragraph to obtain information necessary for the determination of whether or not a disaster or public health emergency should be declared, to monitor weather or emergency conditions, to survey damage, or to otherwise coordinate response and recovery efforts. The use of a sUAS under this paragraph is permissible during the disaster or public health emergency and during subsequent response and recovery efforts.”
- V. D. 7. Removed “Any other circumstance deemed appropriate by the Program Coordinator or on duty shift supervisor.” and added “To conduct an infrastructure inspection of a designated building or structure at the express request of a local government agency. Any law enforcement agency operating a sUAS under this paragraph shall make every reasonable attempt to photograph only the building or structure and avoid other areas.”
- V. D. 8-10. Added in their entirety

- V. E. 5. Was moved to 7., removed “No weapons of any kind will be attached to or deployed by a sUAS.” and added “Transport weapons. A law enforcement agency operating a sUAS under the Drones as First Responders Act is prohibited from equipping or using a sUAS on any firearm, weaponized laser, kinetic impact projectile, chemical agent or irritant, or any other lethal or non-lethal weapon.”
- V. E. 5. & 6. Added in their entirety
- V. G. 3. Changed sUAS coordinator to Drone Team Leader
- V. H. 2. Became 3. and changed Officers to Employees
- V. H. 3. Removed in its entirety
- V. H. 2. Added in its entirety
- V. H. 4. – 8. Added in their entirety
- V. I. & J. added in their entirety
- VI. C. added “When the accident meets the criteria listed under Section A, the Remote Pilot in Command shall provide notification to the FAA by using the FAA’s DroneZone Portal at: <https://faadronezone.faa.gov/#/>”
- Updated Author



PRE-FLIGHT CHECKLIST

Drone # _____

Flight Date: _____

What to check...	What to look for...	Yes	No
1. CONTROLLER BATTERY	FULLY CHARGED		
2. TRANSMITTER ANTENNAS	EXTENDED		
3. (DRONE) BATTERIES	FULLY CHARGED, SECURED & PAIRED PROPERLY		
4. BACK UP BATTERIES	FULLY CHARGED & READY TO USE		
5. ROTORS & ARMS	NO DAMAGE, EXTENDED & SECURED		
6. PROPELLERS	NO DAMAGE, CLEAN & MOUNTED CORRECTLY & FIRMLY		
7. MOTORS	FREE/SMOOTH ROTATION		
8. PAYLOADS	ATTACHED, VERIFY LOCK		
9. GIMBAL MOTION - UNLOCKED	FREE AND CORRECT		
10. WEIGHT AND BALANCE	VERIFY		
11. SMART CONTROLLER	POWERED ON, SAFETY ATTACHMENTS IN PLACE		
12. (DJI) PILOT APP/WEATHER APP	CONNECTED		
13. AIRCRAFT	POWERED ON		
14. COMPASS	VERIFY CALIBRATION		
15. GPS	VERIFY CALIBRATION		
16. MAX ALTITUDE	SET AND VERIFY		
17. GEOFENCE	AUTHORIZATION FROM LANNC		
18. ACTIVATE ANTICOLLISION LIGHTS	AS REQUIRED		
19. ACTIVATE LZ LIGHTING	AS REQUIRED		
20. HOVER TEST	BEGIN RECORDING		
21. VISION SENSORS & FPV CAMERA	CLEAN & CLEAR OF SMUDGES		
22. MICRO SD CARD(S)	INSTALLED AS REQUIRED		
23. LAUNCH AREA	FREE OF OBSTACLES & HAZARDS		
24. AUTHORIZATION TO FLY	CONFIRM AUTHORIZED TO FLY IN AREA		
25. WEATHER CONDITIONS	CONFIRM CONDITIONS ARE SUITABLE FOR FLIGHT		
26. AREA CLEAR	AREA IS CLEAR OF NON-PARTICIPATING PERSONNEL		
27. CONTROLLER COMMUNICATING	CONFIRM COMMUNITATION WITH AIRCRAFT		
28. GIMBAL FUNCTION	CONFIRM GIMBAL FUNCTIONG PROPERLY		
29. ALL SAFETY CHECKS	CHECKS ALL PASS		

(Note any damage to aircraft or any deficiencies noted during or after flight.)

POST FLIGHT NOTES: _____

Print name _____

Date _____

Signature _____

COPY TO PROGRAM COORDINATOR

COPY TO CASE REPORT



ATTACHMENT B

FLIGHT LOG

Drone # _____

Date: _____

Day of the Week: _____

Case #: _____

Time Flight Began: _____

Time Flight Ended: _____

Total Duration of Flight: _____

Location of Flight: _____

Weather Conditions: _____

Reason for Flight: _____

Requesting Agency: _____

Type of Call: _____

Name of Officer Requesting: _____

Narrative of Flight:

Battery Set Used:

	Battery Set 1	Battery Set 2	Battery Set 3	Battery Set 4	Battery Set 5
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RPIC: _____

Date/time: _____

Supervisor Approval: _____