

# GENERAL ORDER

No. 05.08



## UNMANNED AERIAL SYSTEM UNIT

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### I. POLICY

The Troy Police Department UAS Unit, is a specialized unit, specifically trained in the utilization of unmanned aerial systems to support the functions of the police department. The unit will operate in accordance with all standards set forth by the Federal Aviation Administration regulations governing UAS operation, aircraft manufacture's flight manual, and all State and Federal laws governing the operation of UAS. The unit will operate with safety as the primary focus of each mission.

**PURPOSE:** To establish procedures and regulations governing the utilization and operation of the Troy Police Department Unmanned Aerial System Unit.

### II. ADMINISTRATION

The Troy Police Department has adopted the use of UAS to assist the department in various areas to include, but not limited to:

1. Situational awareness – assist in determining the nature, scale and scope of an incident and to assist in planning and coordinating a response
2. Search and Rescue
3. Tactical Deployment – support tactical missions including activation of the ERT.
4. Motor Vehicle Crash scene investigation, reconstruction and documentation.
5. Fire scene safety and investigations
6. Crime scene investigations and documentation
7. Providing visual perspective to assist in directing and assessing public safety situations and event perimeter performance.

### III. Definitions

- **UAS** – Unmanned Aerial System
- **COA** – Certificate of Authorization
- **eCOA** – Emergency Certificate of Authorization
- **ATC** – Air Traffic Control
- **SOSC** – FAA Systems Operations Support Center

- **NOTAM** – Notice to Airmen (Contact 1-877-487-6867)
- **RPIC** – Remote Pilot in Command

## **I. Unit Activation**

The following persons are authorized to active the UAS Unit:

- The Chief of Police, Assistant Chiefs of Police, Patrol Captain(s), Detective Captain, Emergency Response Team Commander or in their absence the senior patrol or detective sergeant.
- Upon request for activation of the UAS Unit, the UAS Captain will be contacted and advised of the request for activation. This request will include mission type, time and location. In the absence of the UAS Captain, the UAS Sergeant / Chief Pilot will be contacted. The UAS Captain will determine the number of members to be activated based on the size and scope of the mission. Members will be activated in order of seniority.
- UAS Response: The UAS members activated for a mission will respond to the station to retrieve all necessary equipment unless otherwise directed by the UAS Captain or his/her designee.
- The Troy Police Department UAS Unit will be available to any other requesting law enforcement agency, upon the approval of the chief of police. Upon receiving a request from an outside agency, the UAS Captain will be contacted first. If the requests meet the requirements for activation and the procedures for use as outlined in section IV of this policy, the UAS Captain will then contact the Chief of Police or an Assistant Chief of Police for activation authorization.

## **II. Unit Organization/Command Structure**

1. Chief of Police
2. UAS Captain
3. UAS Sergeant/Chief Pilot
4. Remote Pilot in Command
5. Crew Member

## **III. UAS Unit Member Assignments**

**UAS Sergeant/Chief Pilot**– responsible for all UAS program functions including reviews and authorizations of UAS operations, assignments and tracking of equipment. Overseeing UAS repairs and maintenance, maintain flight and training records for crew members, mission logs. The UAS Sergeant/Chief Pilot will also organize training. The UAS Sergeant/Chief Pilot will hold a FAA part 107 remote pilot certificate that is valid.

**Remote Pilot in Command**- must hold a FAA Part 107 remote pilot certificate and passed TOC UAS training program. The RPIC is the crew member who meets these

qualifications and is in control of the aircraft during flight. The RPIC is responsible for the operation of the aircraft and is solely responsible for input of commands/piloting the UAS during flight. The RPIC will be responsible for UAS assembly, UAS flight preparation, UAS post flight procedures and UAS disassembly/storage.

**Visual observer** – The observer will maintain visual observation of the UAS during flight and will watch for any obstructions, terrain, structures, air traffic, weather or other issues which would affect the safety of the flight. The visual observer for each mission will be selected by the RPIC.

**Camera Operator** – A crew member can be selected and tasked with the sole responsibility of operating the UAS camera system.

#### IV. Procedures For Use

\*\*Each mission will operate under Part 107, FAA COA or FAA Emergency COA (eCOA)\*\*

##### 1. Safety of Operation

A minimum two-man crew is required for all flights unless authorized by UAS Captain or UAS Sergeant/Chief Pilot.

- Safety of the UAS operations is the responsibility of the entire crew. Unless in an emergency of life safety situation the UAS will not be operated over uninvolved persons or vehicles.
- The UAS will not be operated from a moving vehicle unless authorized by an eCOA.
- UAS crew members will comply with the UAS aircraft limitations as specified in the aircraft manual.
- UAS RPIC, UAS Sergeant/Chief Pilot or UAS Captain will have authority to cancel a mission due to any number of factors that will affect the safe operation of the UAS.

##### 2. Operation of UAS

- a. **Operation Area:** The UAS team will select an operation area located within a secure area. The area should be clear of all obstacles, allow for safe assembly, launch and recover of the UAS. The site being utilized by the UAS should be restricted and only crew members should be allowed in the secure area during operation.

**b) UAS Assembly:** The UAS will be assembled on site by the RPIC or his designee. Any crew member assembling the UAS will do so in accordance with manufacture instructions.

**c) Pre-Flight Procedures:** A pre-flight check of the UAS will be conducted using the Troy Police Department UAS Operation Checklist

**d) Flight Operations:** The UAS will be operated in accordance with manufacture specifications, FAA Part 107, COA or eCOA, as applicable.

A copy of the following documents will be present during all operations:

1. FAA registration ID card
2. Remote Pilot Certificate
3. Aircraft maintenance logs
4. Aircraft User Manuals

If signal is lost to the UAS, the UAS will be set to return to the preset home destination and the UAS will climb and maintain the maximum altitude as preset in accordance with Part 107, COA or eCOA.

All flight operations will conform with and utilize the Troy Police Department UAS Operations Checklist.

All UAS flights will require the use and completion of the Troy Police Department UAS Mission Log. This is to include all training missions.

**e) Night Operations:** UAS night operations are those that occur between the end of evening civil twilight and the beginning of morning civil twilight (30 minutes after sunset until 30 minutes before sunrise).

The Pilot in Command and all Visual Observers should allow for their night vision to adjust to the ambient lighting conditions prior to flight (30 minutes in ambient environment).

All UAS must comply with aircraft lighting requirements stipulated in 14 CFR 91.209 unless this agency has a specific exemption from 14 CFR Part 91.209. Navigation and collision strobes will be activated and visible for at least 3 Nautical Miles.

For all Flight operations, day or night, the PIC must be current with their flight currency as defined in the training section of this order.

The Chief of Police or his/her designee will make notification to the public when a drone is being utilized via media release and/or whichever outlet is best suited to relay that information to the public. The safety of the public, officers involved, and the overall mission will determine what information is released to the public and when.

The department will make available to the public, an annual report of UAS operations, along with a copy of this General Order, or its revised equivalent. The annual report will include a brief description of types or categories of missions flown, and the number of times the department provided assistance to other agencies, or to state, local, federal, tribal or territorial governments. The annual report will be made available on the department's website - [Department Policies – Troy, NY \(troyny.gov\)](http://troyny.gov) (Refer to General Order 09.01, or its revised equivalent).

### **3. Digital Media Evidence**

The UAS may be equipped with cameras capable of recording video and on-board storage devices for storing all recorded video (Brinc LEMUR S utilizes a live feed option only and does NOT have recording capabilities)

All Digital Media collected by the UAS will be the sole property of the Troy Police Department.

All digital evidence will be stored and released in accordance with Troy Police General Order 2.04 (Property and Evidence), or its revised equivalent.

UAS-recorded data will not be collected, disseminated, or retained solely for the purpose of monitoring activities protected by the U.S. Constitution, such as the First Amendment's protections of religion, speech, press, assembly, and redress of grievances (e.g., protests, demonstrations).

Collection, use, dissemination, or retention of UAS-recorded data should not be based solely on individual characteristics (e.g., race, ethnicity, national origin, sexual orientation, gender identity, religion, age, or gender), which is a violation of the law.

#### **Audio/Video File Storage Retention**

All recordings will be held for a minimum period of one hundred and eighty (180) days. Tests and accidental recordings may be destroyed thereafter unless the video is tagged for retention, or a request is granted for further retention of the file. In such cases, the recordings may be preserved as long as necessary to resolve the relevant matters. All other recordings will be stored for a minimum of three (3) years and one hundred eighty-three (183) days.

Any UAS collected information that is not maintained in a system of records covered by the Privacy Act shall not be disseminated outside of the agency unless dissemination is required by law or fulfills an authorized purpose and complies with agency requirements.

A. **Audit Process** - The Presidential Memorandum states that agencies shall: (i) ensure that oversight procedures for agencies' UAS use, including audits or assessments, comply with existing agency policies and regulations; (ii) Retention. Information collected using UAS that may contain PII shall not be retained for more than 180 days unless retention of the information is determined to be necessary to an authorized mission of the retaining agency, is maintained in a

system of records covered by the Privacy Act or is required to be retained for a longer period by any other applicable law or regulation.

and (iii) establish policies and procedures, or confirm that policies and procedures are in place, that provide meaningful oversight of individuals who have access to sensitive information (including PII) collected using UAS.

1. To accomplish the audit process the UAS Captain or their designee will review all documents regarding the UAS unit, including but not limited to; a review of aircraft maintenance and inspections, a review of each pilots training and qualifications, ensure adherence of all eCOA/NOTAM/ATC notification procedures, a review of audio/video file storage (if any), as well as digital media evidence storage procedures are being followed as described herein.

## **V. Training/Qualifications**

- All UAS Remote Pilots must hold a FAA Part 107 Remote Pilot Certificate, pass the FAA Part 107 knowledge test and successfully complete the Troy Police Department UAS Training program/written test.
- All crew members will be required to maintain their flight currency.
- All training will be documented on training logs. Training logs will be maintained by the UAS Sergeant/Chief Pilot and duplicate copies will be forwarded and maintained by the police department training unit.
- All pilots must hold a Remote pilot certificate and must renew the certification every 24 months as dictated by the FAA.
- All pilots must maintain their flight currency to act as a PIC. The minimum currency requirement will be three take-offs and three landing in the preceding 90 days.
- All pilots should attend at least two on-site training sessions every 90 days.
- Removal of UAS members may be made unilaterally either by the individual member, Chief of Police, Assistant Chief or UAS Captain.

## **VII. eCOA/NOTAM/ATC Notification/Procedures**

**1. eCOA:** If Part 107 and the departments COA does not cover the parameters for a current mission an emergency COA can be requested via the FAA. In most cases eCOA will be processed by the FAA in 30 minutes or less. In some cases, the eCOA can take as long as 1 hour to process. The following procedure will be followed to request an eCOA.

- a. Follow the FAA guidelines for Emergency COA processing for public aircraft, available online.
- b. Fill out form: FAA/ATO/AJR – 24 UAS Emergency COA Request Checklist and send to: FAA Systems Operations Support Center (SOSC) at: 9-ATOR-HQ-SOSC@FAA.GOV.
- c. Call SOSC at 1-202-267-8276 immediately after sending the request to follow-up and coordinate the operation.
- d. Coordinate with Air Traffic Control (ATC)
- e. Publish a NOTAM (Notice to Airmen) prior to conducting the UAS mission as soon as practical.
- f. Remove geofencing/restrictions on UAS in accordance with the eCOA by utilizing DJI online portal at <http://www.dji.com/flysafe/geo-system/unlock>.

2. NOTAM Notification Procedures:

- a. Contact NOTAM Flight Services Station at 1-877-4-US-NTMS (1-877-487-6867)
- b. Provide the Station with the following information:
  - 1. Name and address of the pilot filing the NOTAM request
  - 2. Location, altitude and operating agency
  - 3. Time and nature of the activity
  - 3. Air Traffic Control (ATC) Notification

For missions that require ATC notification per Part 107 contact the appropriate ATC .  
 For private airports without ATC contact the airport manager and advise them with the flight details

**VII. Aircraft Maintenance/Inspections**

- 1. All aircraft will be routinely inspected, and all necessary maintenance will be completed. All inspections and maintenance will be documented on inspection/maintenance log. This record will be maintained by the Aviation Coordinator and will always stay with the aircraft. This will include software/firmware updates.

**VIII. Compliments or Complaints of UAS unit use**

- 1. If a citizen wishes to make a formal compliment or complaint of the agencies/members use of the UAS please refer to General Orders 03.21 or 03.22, or their revised equivalents for further assistance.