

## UNMANNED AIRCRAFT SYSTEMS (UAS) POLICIES AND PROCEDURES

Adopted: [Insert Date]

Last Reviewed: [Insert Date]

### Summary

This policy outlines the City of Boardman Building Department's conditions and guidelines for the use of UAS (Unmanned Aircraft Systems), commonly referred to as drones, as a tool for completing building department inspections and occasionally assisting other City of Boardman departments such as emergency response, damage assessment, or other authorized city functions.

### Background

UAS are becoming an essential tool for conducting certain types of building inspections. As this technology continues to evolve, jurisdictions are increasingly adopting it due to significant advantages, including:

- Speed and time savings
- Improved inspector safety
- Enhanced visual clarity and inspection accuracy
- Effective use in post-disaster response

The City of Boardman Building Department has established a UAS program to support safe, efficient, and compliant building inspection operations. UAS technology is intended to supplement—not replace—traditional inspection methods.

Inspectors should use conventional inspection methods when safe and practical. UAS should be used when conditions present safety risks or access limitations.

Applicable laws, regulations, and standards to the Building Department's UAS program include:

- [CFR Title 14, Part 107](#)
- [ORS 837.360](#), [ORS 837.362](#), and [ORS 192.345](#)
- [OAR 166-200-250](#)
- [NFPA 2400 \(2024 Edition\)](#)
- CIS Unmanned Aircraft Flight Operations Manual

UAS program resources include:

- [FAA Part 107 Remote Pilot in Command – Student Study Guide](#)
- [FAA Part 107 Remote Pilot in Command – UAS Airman Certification Standards](#)
- [NIST standards for flight proficiency](#)
- [NIST course guidelines](#)
- Future UAS User Guide and Maintenance

## **Policy**

All City of Boardman staff operating UAS equipment must comply with all applicable laws, regulations, and this policy.

## **Key Personnel Roles**

- Remote Pilot in Command (RPIC): FAA-certified pilot responsible for all flight operations, including pre-flight and post-flight activities. This individual is the person responsible for all aspects of the flight.
- UAS Coordinator: The Building Official or Designee (in most cases the RPIC)
- Crew Members: City staff assisting with operations, safety, or logistics.
- Visual Observer: Assists the RPIC in maintaining visual line of sight and situational awareness.

## **Pilot Standards**

- All UAS operators must hold a valid FAA Part 107 Remote Pilot Certificate. Once certified, each UAS drone pilot must complete the NIST (National Institute of Standards and Technology) agility training to demonstrate piloting proficiency skills.
- All UAS pilots must complete continuing education to maintain the FAA part 107 license. A UAS pilot may complete NIST agility and proficiency training on an annual basis in-house or through a qualified third party.

## **Flights and Operations**

UAS may be used for inspections including, but not limited to:

- Roof inspections and nailing verification
- Solar installations
- Cell tower antennae installation and replacement
- Structural framing
- High-Piled storage warehouse inspections
- Fire sprinkler systems
- Rooftop mechanical systems
- Final inspections

### **Pre-Flight Safety Check**

The RPIC must complete a pre-flight safety checklist prior to every flight.

### **Flight Log**

The RPIC must ensure all flights are logged and recorded, including:

- Date, time, and location
- Pilot name
- Purpose of flight
- Any incidents or anomalies
- Incident Reporting
- Report all accidents immediately to supervisor
- Follow FAA reporting requirements
- Inspect and repair equipment before reusing

### **Operational Constraints**

All flights must comply with FAA regulations, including:

- Airspace restrictions
- Weather conditions
- Visual line-of-sight requirements
- Avoidance of manned aircraft

### **Altitude Limits**

Flights are limited to 400 feet Above Ground Level (AGL) or no more than 400 feet above the top of structures like communications towers.

Special consideration must be given to nearby airports or restricted airspace affecting Boardman.

### **Risk Mitigation**

Prior to flight, the RPIC must plan for:

- Safe launch and landing
- Lost communication link event
- GPS failure
- Emergency procedures

## **Pre-Mission Briefing**

If crew members are involved, the RPIC must conduct a briefing covering:

- Roles and responsibilities
- Safety procedures
- Communication protocols

## **Operations Over People**

UAS operations must NOT:

- Fly over unprotected individuals (unless a specific waiver is requested through FAA).
- Pose hazards to people, property, or aircraft
- Be conducted recklessly

If safety conditions cannot be met, the flight must not occur or must be terminated.

## **Privacy**

The City recognizes the privacy protections established under Oregon law and will ensure that UAS operations are conducted only for lawful governmental purposes associated with building inspection activities, emergency response, damage assessment, or other authorized city functions.

Photos and videos may be taken during UAS operations when necessary for official inspections or other authorized purposes. UAS operators will take reasonable precautions to avoid inadvertently recording or transmitting images where there is reasonable expectation of privacy unless otherwise authorized by law.

Photos, videos, and other records obtained through UAS operations shall be retained in accordance with Oregon public records retention schedules, including OAR Chapter 166. Unless otherwise required for enforcement, litigation, or permanent building records:

- Final inspection images and records shall be retained for the life of the structure;
- Routine inspection images and videos shall be retained for a minimum of two (2) years;
- Records associated with active investigations, claims, or litigation shall be retained until final resolution.

## **Insurance**

Coverage is subject to the terms, conditions, and exclusions under the CIS Liability Coverage Document.

## **Training, Certification, and Licensing**

Training, certification, and licensing records for all operators shall be maintained by the City.

## **Maintenance**

The UAS Coordinator is responsible for ensuring the City's drone fleet is maintained at intervals designated by the drone manufacturer and that staff perform routine maintenance which include:

- Battery and equipment condition checks
- Inspecting propellers
- Cleaning the UAS

Any damaged equipment must be repaired before further use. The UAS Coordinator is responsible for coordinating manufacturer repairs.

## **Battery Safety**

- Batteries must be stored safely and monitored during charging
- Charging must occur during business hours only
- Batteries must be removed once fully charged

## **Community Concerns**

The City of Boardman recognizes public concerns regarding drone use. The Building Department inspectors ascribe to high ethical standards, including the [ICC Code of Ethics](#), in the conduct of their duties as public officials. All complaints relating to the use of UAS technology will be taken seriously. Alternative inspection methods will be considered when feasible.