

DALTON POLICE DEPARTMENT

		<i>Effective Date</i> September 26, 2017	<i>Number</i> GO17-7.26
<i>Subject</i> Unmanned Aircraft Systems			
<i>Reference</i>		<i>Revised</i> May 26, 2020 24, 2022	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> May 2022 2024		<i>No. Pages</i> 5

I. Policy

It is the policy of the Dalton Police Department that duly trained and authorized Department personnel may deploy unmanned aircraft systems (UAS) when such use is appropriate in the performance of their official duties and where the collection, deployment, and use of any recordings or other data, originating from or generated by the UAS, complies with the privacy protections afforded by the U.S. Constitution, the procedures contained in this policy, applicable laws, and Federal Aviation Administration (FAA) regulations.

II. Purpose

This policy is intended to provide personnel who are assigned responsibilities associated with the deployment and use of unmanned aircraft systems (UAS) with instructions on how to use this technology and when information it provides may be used for law enforcement and public safety purposes, in accordance with applicable laws and regulations.

III. Definitions

- A. *Digital Multimedia Evidence (DME)* – Digital recording of images, sounds, and associated data.
- B. *Unmanned Aircraft System (UAS)* – A powered aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide lift, can fly autonomously or be piloted remotely, and can be expendable or recoverable.

IV. Procedures

A. Administration

This Department utilizes UAS to provide an aerial visual perspective in response to emergency situations, in support of complex investigations, and to accomplish the following objectives:

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

1. To assist decision-makers, such as Incident Commanders, Command Staff members, first responders, and city, county, and state officials, in understanding the nature, scale, and scope of an incident and to accurately plan and coordinate an effective response.
2. To assist in missing person investigations, AMBER Alerts, and other search and rescue missions.
3. To support the tactical deployment of Officers and equipment in emergency situations (e.g., incidents involving hostages and barricades, support for large-scale tactical operations, and other temporary perimeter security situations).
4. To provide an aerial visual perspective to assist Officers in providing direction for crowd control, hazardous material scene management, traffic incident management, special circumstances, and temporary perimeter security.
5. To document a crime scene, motor vehicle collision scene, or other major incident scene, such as a natural disaster, hazardous materials release, or active threat.
6. To assist with **all** other types of criminal investigations, details, or projects, as approved by the Chief of Police or his / her designee.

B. Procedures for Use of UAS

1. The Department must obtain applicable authorizations, permits, and / or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the UAS, and these authorizations, permits, and / or certificates shall be maintained in a current status.
2. All deployments of UAS must be specifically authorized by a Supervisor.
3. The UAS shall be operated only by personnel who have passed the FAA Part 107 Certification and have been trained on the operation of the system.
4. The UAS-certified personnel shall inspect and test UAS equipment prior to each deployment, or at least quarterly, to verify the proper functioning of all equipment and the airworthiness of the device.
5. The UAS equipment is the responsibility of assigned personnel and shall be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the Special Operations Supervisor as soon as possible so that an appropriate repair can be made or a replacement unit can be procured.
6. The UAS equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Department.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

7. All flights shall be documented on a form or reporting system designed for that purpose, and all flight time shall be accurately recorded. In addition, the documentation for each deployment of the UAS shall include information regarding the reason for the flight, the date and location of the flight, and the names of the Supervisor approving the deployment and the staff assigned. The report or form shall be maintained by the Special Operations Supervisor for review and entry into a Department computerized file.
8. Except for those instances where officer safety or an investigation could be jeopardized, the Supervisor or Incident Commander of an operation may request the notification of the public of a UAS deployment through social media or traditional media outlets.
9. Where there are specific and articulable grounds to believe that the UAS will collect evidence of criminal wrongdoing and / or if the UAS will be used in a manner that may intrude upon reasonable expectations of privacy, the Department shall obtain a search warrant prior to conducting the flight. This section shall not prohibit such use without a warrant if Officers possess reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent danger to life.

C. Restrictions for Use of UAS

1. The UAS shall only be deployed and used to support official law enforcement operations, public safety missions, and training.
2. The UAS shall not be operated in an unsafe manner or in violation of FAA rules.
3. The UAS shall not be equipped with weapons of any kind.
4. UAS-recorded data shall 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.

D. DME Retention and Management

1. All DME shall be retained for 180 days with the following exceptions:
 - a. If such recording is part of a criminal investigation, shows a vehicular accident, shows the detainment or arrest of an individual, or shows an Officer's use of force, it shall be retained for a minimum of 30 months.
 - b. If such recording contains evidence that is or can reasonably be anticipated to be necessary for pending litigation, it shall be retained for 30 months or until the litigation is completed.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

2. All DME shall be securely downloaded at the completion of each mission and stored under restricted access on the Department's Records Management System or external media device. The UAS-certified operators shall record information for each file that shall include the date, location, case reference numbers or other mission identifiers, and the identities of all UAS personnel involved in the mission.
3. DME that is obtained as part of a criminal investigation shall be downloaded and entered into the Property and Evidence Section, in accordance with policy GO88-4.10, Property and Evidence Policy and Procedure.
4. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner UAS DME without prior authorization and approval of the Chief of Police or his / her designee.
5. All access to UAS DME must be specifically authorized by the Chief of Police or his / her designee.
6. The Professional Standards Unit shall audit flight DME quarterly to ensure that only authorized users are accessing the UAS for legitimate and authorized purposes. A memorandum shall be submitted to the Chief of Police and Patrol Division Commander indicating:
 - a. The recordings that were reviewed
 - b. The name of the Officers operating the UAS
 - c. A description of any policy violations or training needs associated with the recordings

E. UAS Supervision and Reporting

1. The Watch Commander shall be notified upon the deployment of the UAS, to include the reason for the deployment, and upon the conclusion of the deployment.
2. The Special Operations Supervisor shall be the immediate Supervisor for the UAS Program and shall ensure that Officers equipped with UAS devices utilize them in accordance with the procedures established by this directive.
- ~~3. The Special Operations Supervisor shall review flight documentation and training activities quarterly. The results of the review shall be documented and forwarded to the Chief of Police.~~
- 3.4. A monthly flight record shall be submitted to the U.S. Department of Transportation, even if there have been no UAS usage for the month. The monthly report shall include the Blanket Certification of Authorization and the Jurisdiction Certificate of Authorization.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

- 4.5- The Special Operations Supervisor shall also ensure the completion and submission of any and all necessary reports to the FAA on flight time and training. Any changes to the flight time counter shall be documented.
- 5.6- The Patrol Division Commander or his / her designee shall complete an annual report documenting the Department's deployment and use of UAS devices and forward the report to the Chief of Police.

F. Training

1. Personnel who are assigned to the UAS program shall ~~must~~ complete an approved training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation, proper calibration and performance of the equipment, and to incorporate changes, updates, or other revisions in policy and equipment.
2. All personnel with UAS responsibilities, including Supervisors, shall also be trained in the local and federal laws and regulations, as well as policies and procedures, governing the deployment and use of UAS.
3. All personnel who are UAS pilots must remain in compliance with required FAA training and examinations.
4. Any Officer or Supervisor may be an observer for the pilot but must be briefed on the tasks and duties of that role prior to any UAS operation.
5. All UAS pilots shall be required to attend annual in-service training of at least four (4) hours.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.