



Police Department

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DEPARTMENT GENERAL ORDER 19-03

OFFICE of the CHIEF OF POLICE

DATE: April 15, 2019

UAS (Unmanned Aerial System)

I. STATEMENT OF PURPOSE

The purpose of this Policy is to establish procedures and guidelines for the use of the Departments Unmanned Aircraft System.

It is the policy of the Clayton Police Department to utilize an Unmanned Aircraft System for the focused and limited purpose of public safety and law enforcement. The Unmanned Aircraft System deployment and data collected will be used in a lawful manner consistent with all provisions of the United States and Missouri Constitutions.

II. DEFINITIONS

Digital Multimedia Evidence (DME): Digital recording of images, sounds, and associated data.

Remote Pilot in Command (RPIC): A person who holds a remote pilot certificate with a sUAS rating and has the final authority and responsibility for the operation and safety of a sUAS operation conducted under Part 107.

Control Station (CS): An interface used by the RPIC to control the flight path of the small UA.

FAA 14 CFR Part 107: The federal regulations set forth by The Federal Aviation Administration (FAA) regarding sUAS operations in the National Air Space (NAS).

Small Unmanned Aircraft (UA): A UA weighing less than 55 pounds and can be flown without the possibility of direct human intervention from within or on the aircraft. Also

called a Remotely Piloted Aircraft (RPA), Remotely Operated Vehicle (ROV), Unmanned Aerial Vehicle (UAV) or Drone.

Small Unmanned Aircraft System (sUAS): A small UA and its associated elements that are required for the safe and efficient operation of the small UA in the National Air Space that includes the necessary equipment, network, and personnel to control a small UA.

Visual Observer (VO): A person acting as a flight crew member who assists the small UA RPIC to see and avoid other air traffic or objects aloft or on the ground.

III. GENERAL INFORMATION

A. Authority

All deployments of the Unmanned Aircraft System will require the authorization of the Chief of Police or designee.

The Department will obtain all applicable authorizations, permits, or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the Unmanned Aircraft System. These authorizations, permits, and certificates will be maintained and current.

B. Authorized Use

The Department will utilize the Unmanned Aircraft System to provide an aerial perspective in responding to Public Safety emergencies, law enforcement purposes and exigent circumstances. Potential uses include, but are not limited to:

(a) Situational Awareness - To assist law enforcement decision makers in understanding the nature, scale, and scope of an incident and for planning and coordinating an effective response.

(b) Search and Rescue - To assist missing person investigations, AMBER Alerts, Silver Alerts, and other search and rescue missions.

(c) Scene Documentation - To document crime scenes, accident scenes, or other major incident scenes.

(d) Visual Perspective - To provide an aerial visual perspective to assist the Department in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security.

(e) Tactical Deployment - To support the tactical deployment of officers and equipment in emergency situations.

(f) Community engagement activities

C. Authorized Operators/Pilots

The Unmanned Aircraft System will only be operated by department personnel who have been trained and certified in the operation of the system.

D. Criminal Investigations Authorization

When the Unmanned Aircraft System will be utilized for a Criminal Investigation involving potential 4th Amendment issues the investigating officer will notify and consult the St. Louis County Prosecutor's Office. If a search warrant is required, the investigator will follow standard operating procedures.

IV. Training

Officers selected to be Unmanned Aircraft Pilots will be required to complete Department approved training. The training will consist of at a minimum:

- (a) 24 hours of training that includes flight operations and ground station operations.
- (b) Online training and FAA Remote Pilot Certification (Part 107).
- (c) Flight Training shall consist of the following:

1. Pre-Flight Review Actions

Pre/Post Flight checklist

Proper assembly of the UAS

2. Ground Control Discussion

Discuss the responsibilities of those involved with ground control and their function.

Properly brief and debrief mission plan.

3. Conduct Flight

Properly displayed command and control of the UAS in take-off, flight and landing.

Pilots are required to have a minimum of three (3) take-offs and three (3) landings every 60 days.

Pilots will participate in a missioned based training bi-monthly.

Unmanned Aircraft Pilots will ensure that they continue training and education to remain proficient in all aspects of flight operations

V. Operations

PRE-DEPLOYMENT

Prior to deployment of the Unmanned Aircraft System for any operation, the Remote Pilot in Command (RPIC) will complete the following:

- (a) Obtain authorization from the Chief of Police or designee for operations other than training.
- (b) Perform a pre-flight inspection of the Unmanned Aircraft (UA) which includes:
 - 1. Location is authorized and safe to fly.
 - 2. Firmware is up-to-date for all components.
 - 3. Micro SD card is properly installed.
 - 4. Flight mode switch is in the GPS (P) mode on remote control (RC).
 - 5. Aircraft, controller and pilot display all powered on and communicating.
 - 6. Compass is calibrated. (If compass errors or travelled more than 30 miles)
 - 7. Motors start with no abnormal noises heard.
 - 8. Aircraft is tracking at least SI satellites. (Green flight status indicator)
 - 9. Check for consistent voltage on flight battery monitoring system.
- (c) Make any required notifications of the planned flight.
- (d) When being utilized for criminal investigations involving potential 4th amendment issues, the investigating officer will notify and consult the St. Louis County Prosecutor's Office. If a search warrant is required, the investigator will follow standard operating procedures.

FLIGHT OPERATIONS

The Remote Pilot in Command (RPIC) will ensure the following during flight operations:

- (a) The flight is in compliance with all applicable FAA rules and regulations under Part 107.
- (b) The flight is in compliance with all Federal and State laws.

- (c) The flight is conducted safely by assessing the operating environment that must include the local weather conditions, local airspace and any flight restrictions, the location of persons and property on the surface and other ground hazards. The Remote Pilot in Command (RPIC) has the ultimate authority to deploy or not deploy the Unmanned Aircraft System (UAS) once the above factors have been evaluated.
- (d) The Remote Pilot in Command (RPIC) will be responsible for any recordings that may violate any citizens' right to privacy
- (e) The Remote Pilot in Command (RPIC) will maintain the ability to track and record the flight pattern and location of the Unmanned Aircraft (UA).
- (f) Requests for assistance from outside agencies will be directed to the Office of the Chief of Police or designee. The decision to allow this will be based upon the availability of manpower and other relevant factors. If the request is granted, the Remote Pilot in Command (RPIC) will be guided by the procedures outlined in this General Order.
- (g) Pilots will record ALL official missions with the airframe's SD card and/or any storage device in conjunction with the DJI Crystalsky remote display.

POST DEPLOYMENT

The Remote Pilot in Command will complete the following upon completion of any flight:

- (a) Inspect batteries to ensure flight packs have no noticeable bulges or swelling.
- (b) Inspect propellers leading edges for cracks, chips and loose mounts.
- (c) Inspect motors to ensure they spin freely with no resistance from bearings.
- (d) Inspect the fuselage for cracks, loose fasteners, or abnormal movement.
- (e) Inspect moving parts to ensure they are not excessively loose or tight and are properly lubricated per OEM specifications.
- (f) Ensure an Incident Report is completed in the RMS under the Incident Type Unmanned Aircraft System Deployment (UASD).
- (g) Ensure any recorded Digital Multimedia Evidence is downloaded and entered into evidence in Evidence.com and will be retained for the duration of the call category retention period.

UAS AND PILOT OPERATOR LOG BOOKS

- (a) Pilots will log ALL flights properly in their department issued Operator Log Book.
- (b) Designated UAS Unit Commander will ensure the pilot's flights are properly logged.
- (c) All flights will be properly logged in the respective UAS log book.
- (d) Designated UAS Pilots will be responsible for ensuring all entries into the UAS log book are properly completed.
- (e) ALL sUAS and Operator/Pilot log books will be inspected by the UAS Unit Commander and/or Chief of Police monthly.

VI. Restrictions

A. WEAPONS

The Unmanned Aircraft (UA) will not be equipped with any weapons of any kind.

B. CRIMINAL INVESTIGATIONS

When the Unmanned Aircraft System is deployed to assist or gather evidence in a criminal investigation involving potential 4th Amendment issues, the investigating officer will notify and consult the St. Louis County Prosecutor's Office. If a search warrant is required, the investigator will follow standard operating procedures.

- (a) If an exigent circumstance exists which requires immediate deployment of the Unmanned Aircraft System, notification will be made to the St. Louis County Prosecutor's Office as soon as the situation allows.
- (b) This does not preclude the utilization of the Unmanned Aircraft System for the express purpose of photographing Crime Scenes or Fatal or Serious Injury Accident investigations.

C. FLIGHT OPERATIONS

- (a) The Unmanned Aircraft System will not be deployed unless a minimum of two Unmanned Aircraft Pilots are present for the entire flight, there will be a designated Pilot in Command (RPIC) and a designated Visual Observer and a third member of the department will be utilized to maintain scene security and restrict access to the pilots and the system at or near the control station (CS).
- (b) Under exigent circumstances the Unmanned Aircraft System can be operated below the minimum staffing restrictions with the approval of the Chief of Police or designee.

VII. DIGITAL MULTIMEDIA RECORDINGS

A. FLIGHT RECORDINGS

All flight recordings are the property of the Department and will be reviewed, copied or destroyed in accordance with this General Order, existing departmental rules and regulations and the Missouri Sunshine Law. The digital multimedia recordings may be considered evidence. All appropriate rules of evidence will be adhered to.

B. PROCEDURE

For any recordings made during the deployment of the Unmanned Aircraft System the following procedure will be adhered to:

(a) Upon completion of the deployment, the Remote Pilot in Command (RPIC) will ensure that the digital media recording of the flight is downloaded to an electronic storage device.

(b) The downloaded digital media recording will be reviewed by the Lieutenant in charge of the UAS program who will determine what has evidentiary value and what doesn't. Only those recordings that contain evidentiary value will be retained. Said recording will be stored on a digital storage device and entered into evidence. The act of placing the recording into evidence will be reflected in the report prepared by the UAS pilot.

C. RETENTION OF RECORDINGS

Digital multimedia recordings will be retained and safe-guarded as other forms of evidence by the Department.

VIII. MAINTENANCE, REPAIR AND DAMAGE

A. MAINTENANCE AND REPAIR

Most problems with the Unmanned Aircraft System can be handled by the officers that have been trained in the operation of the equipment utilizing information they received during their training. Any problems that cannot be corrected will be documented in an e-mail citing details of the malfunction or problem and submitted to the UAS Commander.

B. DAMAGE

When damage occurs (or is discovered) to any component of the Unmanned Aircraft System, it will be documented on an Incident Report and forwarded through the chain of

command to the Chief of Police. The report will include the extent of the damage and how it occurred.

BY ORDER OF:

A handwritten signature in black ink, appearing to read "Stewart Glenn". The signature is written in a cursive style with a long horizontal flourish at the end.

STEWART GLENN
Interim Chief of Police

SG:ms