**Purpose of Policy**

This policy is intended to establish the rules for the use of unmanned aerial systems (UAS) including retrieval and dissemination of images and data captured by the UAS. This policy applies to the use of UAS by (AGENCY NAME) departments and (AGENCY NAME) contractors.

**Definition**

An UAS is an unmanned aircraft of any type that is capable of sustaining flight, whether remotely controlled or preprogrammed; and all the supporting or attached hardware designed for gathering information through photography, video recording, or any other means. It is an aerial system or device that is not designed, manufactured, or modified after being manufactured to be controlled directly by a person from within or on the aircraft, aerial system, or device. UAS are also commonly referred to as unmanned aerial vehicles or drones.

**Policy**

It is the policy of the (AGENCY NAME) to utilize UAS to enhance the department’s ability to\_\_\_\_\_\_\_\_\_. Any application of the UAS will be in accordance with Federal, State, and City laws, including constitutional privacy rights, search and seizure regulations, and Federal Aviation Administration (FAA) regulations.

**Privacy Considerations**

Personnel operating UAS shall only collect information using UAS, or use UAS collected information, to the extent that such collection or use is consistent with and relevant to an authorized purpose. Under no circumstances may recordings from UAS be used for personal purposes. The (AGENCY NAME) is prohibited from using the UAS data to collect information on individuals or private property, except for purposes as strictly defined above as a public safety or public interest purposes.

For all authorized UAS use, (AGENCY NAME) departments will retain all UAS collected data for a period not to exceed one year, as defined by 28 Code of Federal Regulation (CFR) Part 23. Exemptions to the data retention limit may be granted by the (AGENCY’S GENERAL MANAGER) in special circumstances.

**This model form/template must be customized to meet your Agency’s needs.**

**Authorized Uses**

* XXXXXXX
* XXXXXXX
* XXXXXXX

**Prohibited Uses**

The UAS shall not be used for the following:

* To conduct random surveillance activities.
* To target a person based solely on individual characteristics, such as but not limited to race, ethnicity, national origin, religion, disability, gender, or sexual orientation.
* To harass, intimidate, or discriminate against any individual or group.
* To conduct personal business of any type.

**Prohibited Zones**

The UAS may not be used within five miles of an airport unless approved by the FAA.

**Authorized Operators and Public Safety**

Only personnel who have successfully completed the required training shall be permitted to operate an UAS.

An UAS operator must always maintain a visual line of sight with an UAS in-flight. UAS may only reach a maximum altitude of 400 feet above ground level. An UAS operator may only operate one UAS at a time.

Any UAS used by the (AGENCY NAME) may not have any distracting lighting, flagrant coloring, or lasers that may otherwise distract drivers.

**Flight Logs**

Each authorized UAS operator will maintain a flight log. Operators will log the date, flight time, and locations of all UAS deployments. They will also note, the case number, incident type, automated flight, or manual flight, and whether photo images or video were captured during the flight.

**Program Coordinator**

The (AGENCY’S GENERAL MANAGER) will designate (NAME) to oversee the UAS Program. Their duties will include the following:

* Ensuring that policies and procedures conform to current laws, regulations, and best practices.
* Establishing a training standard for operators that meets FAA requirements.
* Overseeing the selection and training of operators.
* Maintaining and updating the Certificate of Authorization (COA) with the FAA.
* Overseeing procurement and maintenance of UAS equipment.
* Review of UAS deployments to ensure compliance with policies and operating procedures.
* Conducting audits of flight logs semiannually.

**Retention of Data**

Photographs and videos collected by UAS shall be retained in accordance with (AGENCY NAME) Records Retention Schedules.

**Enforcement**

All UAS must adhere to all FAA Temporary Flight Restrictions.