



GENERAL ORDER

Arlington Heights Police Department

Order Number: 923

Effective Date: 8/15/2023

SUBJECT: SMALL UNMANNED AIRCRAFT SYSTEMS (SUAS)

923.1 Purpose

To establish procedures which govern the operation of Department owned Small Unmanned Aircraft Systems (SUAS) that require special training and authorization for deployment.

923.2 Procedure

It is the policy of the Arlington Heights Police Department to ensure authorized personnel are trained on the use of small unmanned aircraft systems (SUAS), to enhance the Department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of the SUAS will be in strict compliance to relevant statutes, The Illinois Drones as First Responders Act (PA 103-0101), the Illinois Freedom from Drone Surveillance Act (725 ILCS 167/) privacy rights, the Federal Aviation Administration, and 14 CFR 107 requirements.

I. Definitions

- a. **SMALL UNMANNED AIRCRAFT** - means an unmanned aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft, which does not carry a human operator
- b. **SMALL UNMANNED AIRCRAFT SYSTEM (SUAS)** - means a small unmanned aircraft and its associated elements (including communication links and the components that control the small unmanned aircraft) that are required for the safe and efficient operation of the small unmanned aircraft in the national airspace system
- c. **FEDERAL AVIATION ADMINISTRATION (FAA)** – The division of the United States Department of Transportation that inspects and rates civilian aircraft and pilots, enforces the rules of air safety and installs and maintains
- d. **UNMANNED AIRCRAFT CREWMEMBER** – A pilot, visual observer, payload operator or other person assigned duties for a SUAS during flight operations
- e. **VISUAL OBSERVER (VO)** – An unmanned aircraft crewmember designated by the Unmanned Aircraft Pilot who assists in the safe operation of the SUAS and keeps the SUAS in the Visual Line of Sight (VLOS) during flight operations.

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- f. REMOTE PILOT IN COMMAND (RPIC) - An unmanned aircraft crewmember exercising control over the SUAS during flight operations. The RPIC is responsible for, as the final authority as to the operation of the SUAS.
- g. QUALIFIED NON-CREW MEMBER – An Authorized designee of the Arlington Heights Police Department, its subsidiaries, or affiliates who has requisite knowledge to operate safely in the environment the SUAS is being flown, but may not act as a crew member
- h. UNMANNED AIRCRAFT SYSTEM COORDINATOR – A sworn member of the Arlington Heights Police Department responsible for overseeing the Small Unmanned Aircraft System Program at the Arlington Heights Police Department. The SUAS Coordinator reports directly to the SUAS Sergeant.
- i. DIGITAL MULTIMEDIA EVIDENCE – Digital records of images, sounds, video, and associated data
- j. TEMPORARY FLIGHT RESTRICTIONS – A restriction on an area of airspace due to the movement of government VIPs, special events, natural disasters, or other unusual events.
- k. NOTICE TO AIRMEN – A written notification issued to pilots before a flight, advising and warning them of circumstances that may potentially affect the safety of the flight
- l. NATIONAL TRANSPORTATION SAFETY BOARD (NTSB) - The National Transportation Safety Board is an independent Federal agency charged by Congress with investigating every civil aviation accident in the United States and significant accidents in other modes of transportation – railroad, highway, marine and pipeline
- m. INFORMATION – Means any evidence, images, sounds, data, or other information gathered by the small unmanned aircraft system.
- n. AUTHORITY – means the Illinois Criminal Justice Information Authority.
- o. DRONE – means any aerial vehicle that does not carry a human operator.
- p. LAW ENFORCEMENT AGENCY – means any agency of this State or a political subdivision of this State which is vested by law with the duty to maintain public order and to enforce criminal laws
- q. PARADE – means a march, procession, or other similar activity consisting of persons, animals, vehicles, or things, or any combination thereof, upon a public street, sidewalk, alley or other public place, which requires a street closing or otherwise requires stopping or rerouting vehicular traffic because the parade will not or cannot comply with normal and usual traffic regulations or controls. Parade

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does not include a political protest, march, demonstration, or other assembly protected by the First Amendment.

- r. ROUTED EVENT – means a parade, walk, or race that:
 - i. is hosted by the State of Illinois or a county, municipality, township, or park district;
 - ii. is outdoors and open to the public; and
 - iii. has an estimated attendance or more than 50 peopleROUTED EVENT does not include any political protest, march, demonstration or other assembly protected by the First Amendment.

- s. SPECIAL EVENT means a concert or food festival that:
 - i. is hosted by the State of Illinois or a county, municipality, township, or park district;
 - ii. is outdoors and open to the public; and
 - iii. has an estimated attendance of:
 - 1. 150 or more people in a unit of local government with a population that is less than 50,000;
 - 2. 250 or more people in a unit of local government with a population that is greater than or equal to 50,000 but less than 100,000;SPECIAL EVENT does not include any political protest, march, demonstration, or other assembly protected by the First Amendment.

II. Unmanned Aircraft System (UAS) Coordinator

- a. The Sergeant assigned to the UAS program will maintain oversight of the Small Unmanned Aircraft System Program and will be responsible for appointing a UAS Coordinator. The UAS Coordinator shall be responsible for managing the day-to-day operations of the program, under the direction of the UAS Sergeant.
- b. The UAS Coordinator shall ensure the following responsibilities are met:
 - i. Certifications and Training
 - a. Ensure that policies and procedures conform to current laws, regulations, and best practices
 - b. Coordinate the FAA Certification of Authorization (COA) and/or the 14 CFR 107 application process; ensure all certifications are current
 - c. Ensure authorized Remote Pilots in Command (RPIC) have completed the required Federal Aviation Administration (FAA) 14 CFR 107 training and department approved

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training in the operation, applicable laws, policies and procedures regarding use of the SUAS

ii. Deployment and Operation

- a. Develop uniform protocol for submission and evaluation of requests to deploy the SUAS, including urgent requests made during on-going or emerging incidents
- b. Developing operational protocols, such as, but not limited to, maintenance, pre-deployment information requirements, flight log requirements and after-action documentation
- c. Conducting inspections utilizing the department's authorized vehicle inspection form to ensure airworthiness of the Department SUAS(s) is maintained and is in continual operational readiness
- d. Recommend program enhancements, especially regarding safety and information security
- e. Implement a system for notification to the public and media outlets regarding SUAS deployment, when appropriate

iii. Records and Data Retention

- a. Develop protocols to ensure all data intended to be used as evidence is accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date/time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody
- b. Develop protocols to ensure record retention and purge periods are maintained in accordance with currently established record retention schedules
- c. Facilitate law enforcement access to images and data captured by the SUAS

iv. Reporting

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- a. Performing documented monthly inspections of equipment, flight logs, training, and maintenance records
- b. Conducting an annual documented assessment of equipment, deployments, training, program procedures and compliance with regulations as set forth by 725 ILCS 167 Freedom From Drone Surveillance Act submitted to the Chief of Police on or before February 1 of each calendar year
- c. Reporting annually, by April 1, to the Illinois Criminal Justice Information Authority the number of UAS's owned by the Arlington Heights Police Department pursuant to 725 ILCS 167/35.
- d. Additionally, reporting annually, by April 1, to the Illinois Criminal Justice Information Authority, the number of times a drone was used pursuant to each paragraph of section 15 (725 ILCS 167/15), including date of use, time of use, reason for use, location, whether video was recorded, and whether the video is designated for retention for training purposes. The report shall contain a copy of the agency's latest policy concerning drones as of the most recent April. The authorized list of deployments within section 725 ILCS 167/15 are detailed within Section III (Deployment Requirements), sub-section (b).

III. Deployment Requirements

- a. The Arlington Heights Police Department shall obtain applicable authorizations, permits, licenses and/or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the small unmanned aircraft system.
- b. Pursuant to 725 ILCS 167/15, the small unmanned aircraft system may not be used to gather information, except in the following cases:
 - i. To counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates that there is that risk.
 - ii. After first obtaining a search warrant based on probable cause issued under Section 108-3 of the Code of Criminal Procedure of 1963. The warrant must be limited to a period of 45 days, renewable by the judge upon a showing of good cause for subsequent periods of 45 days.

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- iii. Upon reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent harm to life, or to forestall the imminent escape of a suspect or the destruction of evidence.
 - a. The use of small unmanned aircraft system under this exception is limited to a period of 48 hours.
 - b. Within 24 hours of the initiation of the use of a small unmanned aircraft system under this exception, the chief executive officer of the law enforcement agency must report in writing the use of the small unmanned aircraft system to the local State's Attorney.
- iv. If not undertaking a criminal investigation, to locate a missing person, engaging in search and rescue operations, or aiding a person who cannot otherwise be safely reached.
- v. To obtain crime scene and traffic crash scene photography in a geographically confined and time-limited manner for purposes of documenting specific occurrences under the following conditions:
 - a. The use of a small unmanned aircraft system on private property requires either a search warrant based on probable cause under Section 108-3 of the Code of Criminal Procedure of 1963 or lawful consent to search.
 - b. The use of a small unmanned aircraft system on lands, highways, roadways, or areas belonging to this State or political subdivisions of this State does not require a search warrant or consent to search.
 - c. Any law enforcement agency operating the small unmanned aircraft system under this exception shall make every reasonable attempt to only photograph the crime scene or traffic crash scene and avoid other areas.
- vi. To obtain information necessary for the determination of whether a disaster or public health emergency should be declared, to manage a disaster by monitoring weather or emergency conditions, to survey damage, or to coordinate response and recovery efforts. There is no requirement that an official declaration of disaster or public health emergency prior to use.
- vii. To conduct an infrastructure inspection of a designated building or structure at the express request of a local government agency. Any law enforcement agency shall make every reasonable attempt to photograph only the building or structure and to avoid other areas.

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- viii. To demonstrate the capabilities and functionality of a police drone for public relations purposes, provided that no information is collected or recorded by the drone during such demonstration.
- ix. In response to Public Safety Answering Point (PSAP) dispatched calls for service, when the sole purpose for using a drone is for one or more first responders to locate victims, to assist with immediate victim health or safety needs, or to coordinate the response of emergency vehicles and personnel to an emergency. The Department's Public Safety Answering Point is Northwest Central Dispatch.
- x. If a law enforcement agency is using a drone at a routed event or special event.
 - 1. Notice is posted at the event location for at least twenty-four (24) hours before the event and clearly communicates that drones may be used at the upcoming event for the purpose of real-time monitoring of participant safety;
 - 2. Notice is posted, if practical, at major entry points to the event clearly informing the attendees that a drone may be used for the purpose of real-time monitoring of participant safety; and
 - 3. The drone is flown in accordance with Federal Aviation Administration safety regulations
- xi. In advance of any event, before event participants have begun to assemble, for the sole purpose of creating maps and determining appropriate access routes, staging areas, and traffic routes, provided that no personal identifying information is recorded and provided further that no recorded information is used in any criminal prosecutions; or
- xii. During the event to proactively support public safety personnel by monitoring the event footprint in real time:
 - 1. To detect a breach of event space, including a breach by an unauthorized vehicle, an interruption of a parade route, or a breach of an event barricade or fencing;
 - 2. To evaluate crowd size and density;
 - 3. To identify activity that could present a public safety issue for the crowd as a whole, including crowd movement;
 - 4. To assist in the response of public safety personnel to a real-time public safety incident at the event; and
 - 5. To assess the traffic and pedestrian flow around the event in real time
- c. The small unmanned aircraft system will only be operated by personnel who have been trained and certified in the operation of the system.

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- d. All flight operations shall be approved, prior to deployment, by the SUAS Sergeant or the On-Duty Patrol Bureau Supervisor.

IV. Deployment Procedures

- a. The small unmanned aircraft system shall be deployed and used only to support official law enforcement and public safety missions and be operated by personnel who have been trained and certified in the operation of the system.
- b. Prior to deployment, an assigned crew member will verify approval has been received from the SUAS Sergeant and/or the on-duty Patrol Bureau Supervisor.
 - i. Responsibility and authority during flight operations shall remain with the assigned small unmanned aircraft system crew member(s).
 - ii. Crew member(s) and the on-duty Patrol Bureau Supervisor maintain concurrent authority to suspend or terminate any flight operations based on environmental, operational, and/or any other safety considerations.
 - iii. Requests from outside agencies shall be directed to the on-duty Patrol Bureau Supervisor. The on-duty Patrol Bureau Supervisor will coordinate with an authorized Remote Pilot in Command (RPIC), if available, to ascertain whether flight operations may be conducted for the requested mission. The on-duty Patrol Bureau Supervisor will determine whether to approve deployment of small unmanned aircraft resources to assist outside agencies.
- c. A trained Visual Observer (VO), if available, should be utilized during all flight operations to maintain a Visual Line of Sight (VLOS).
- d. Certified personnel shall inspect and test the small unmanned aircraft system equipment and components prior to each deployment to verify the proper functioning and overall airworthiness of the device.
- e. The Remote Pilot in Command (RPIC), or authorized crew member shall determine the location of flight operations, check airspace restrictions, and obtain FAA authorization if required (i.e. Chicago Executive Airport or O'Hare International Airport), utilizing the LAANC approved application, "ALOFT," to obtain the pre-flight FAA authorization.
- f. Except for those instances where officer safety or investigation could be jeopardized and where reasonably possible and practical, the Department, or requesting agency, should consider notification to the public in the general area of the deployment.

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- g. All flights in support of a Call for Service, Incident/Offense Report, or other criminal matter will be documented in a written supplemental report. All flight time shall be accurately recorded. Reports shall include, but are not necessarily limited to, the following:
 - i. Name of requesting officer/agency and approving on-duty Patrol Bureau Supervisor
 - ii. Reason and circumstances surrounding the deployment
 - iii. Date, flight time (s) and location (s)
 - iv. Personnel assigned as crew members and respective responsibilities
 - v. Equipment utilized and pre-flight operational readiness of such equipment
 - vi. The LAANC confirmation number shall be included within the flight log
 - vii. Summary of activities performed, any actions taken, and outcomes from the deployment
- h. Copies of any deployment reports will be forwarded to the Sergeant of the SUAS Unit.

V. Restrictions

- a. The SUAS will not be used for the following activities:
 - i. Conduct random surveillance activities or requests for information
 - ii. Target a person based solely on individual characteristics such as, but not necessarily limited to, ethnicity, national origin, religions, disability, gender or sexual orientation
 - iii. Harass, intimidate or discriminate against any individual or group
 - iv. Conduct personal business of any type
 - v. Conduct any activity which gathers information as prohibited in the Freedom from Drone Surveillance Act (725 ILCS 167)
- b. Deployments of the SUAS shall meet operating procedures and restrictions as established by the FAA under 14 CFR Part 107 – Small Unmanned Aircraft Systems unless expressed authorization from the FAA is granted (i.e. waiver).

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- c. No person may manipulate the flights controls or a SUAS system or act as a Remote Pilot in Command (RPIC), Visual Observer, or direct participant in the flight operations if he/she knows, or have reason to know, that he/she has a physical or mental condition that would interfere with the safe operation of the SUAS.
- d. Use of facial recognition. A law enforcement agency operating a drone under this act (Drones as First Responders) is prohibited from using, during a flight, onboard facial recognition software that works in conjunction with the drone. A law enforcement agency operating a drone under this act is prohibited from using any information gathered by a drone with any facial recognition software, unless either (i) the law enforcement agency is using a drone to counter a high risk of a terrorist attack by a specific individual or organization and the United States Secretary of Homeland Security has determined that credible intelligence indicates that there is such a risk or (ii) the law enforcement agency possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent harm to life or to forestall the imminent escape of a suspect or the destruction of evidence (725 ILCS 167/17).
- e. Use of Weapons. A law enforcement agency operating a drone under this act (Drone as First Responders) is prohibited from equipping or using on a drone any firearm, weaponized laser, kinetic impact projectile, chemical agent or irritant, or any other lethal or non-lethal weapon (725 ILCS 167/18).

VI. Accident Reporting

- a. The FAA requires notification of certain SUAS accidents. Pursuant to 14 CFR 107 Drone Operation & Certification Regulations. Within 10 days after the accident, the Remote Pilot in Command (RPIC) must report accidents to the FAA in the following situations:
 - i. Serious injury to any person or loss of consciousness
 - ii. Damage to any property, other than the SUAS, unless one of the following conditions is satisfied
 - a. The cost of repair including materials and labor does not exceed \$500.00 or
 - b. The fair market value of the property does not exceed \$500.00 in the event of a total loss.
- b. The Remote Pilot in Command (RPIC) will complete an incident offense report for any accident involving the SUAS. The report shall include, at a minimum, the following information:

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- i. Name and contact information for operators and witnesses
 - ii. Type of operation
 - iii. Type of device and registration number/certificate
 - iv. Event location and incident details
 - v. Evidence collection such as photos, video, and device confiscation, if necessary/
- c. The SUAS Coordinator and assigned SUAS Sergeant shall be immediately notified of any accident involving the SUAS.

VII. Inspection and Care of Equipment

- a. The SUAS and related equipment shall be maintained in the state of operational readiness at all times.
- b. Assigned personnel shall use reasonable care to ensure the proper functioning of the SUAS equipment. Extra caution must be taken to ensure the equipment is not stored in extreme temperatures.
- c. Malfunctions shall be brought to the attention of the SUAS Coordinator as soon as possible.
- d. Prior to use, assigned personnel shall:
 - i. Inspect the SUAS and related equipment to verify proper functioning and ensure the battery is fully charged in accordance to the manufacturer's recommendations. Each pre-flight check shall be documented on the SUAS Pre-Flight Checklist (Appendix A) form.
 - ii. Inspect the body of the SUAS, the charging and camera cables to look for signs of visible damage. Ensure the propeller blades are in flight worthy condition.
- e. Log all flights in the SUAS Flight Log (Appendix B), noting the date, location, flight duration and reason for flight.

VIII. Training

- a. Department personnel who are assigned small unmanned aircraft system(s) operational responsibilities must complete a department approved training program to ensure proper use and operations.

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- b. Assigned personnel shall be trained in local and federal laws and regulations, as well as policies and procedures governing the deployment and use of the small unmanned aircraft system(s).
- c. Personnel acting in the capacity of a Remote Pilot in Command (RPIC) shall, at a minimum:
 - i. Obtain and maintain a FAA Remote Pilot Certification (to be renewed every two years)
 - ii. Successfully complete training requirements in any prescribed FAA Certificates of Authorization (COA) or waivers
 - iii. Participate in periodic training to ensure the continued effective use, operation, proper calibration and performance of the equipment. Periodic training shall also incorporate any changes, updates, or other revisions in Department policy, statutes, federal regulations and/or equipment.
 - iv. Demonstrate annual proficiency to the SUAS Sergeant.
- d. Personnel acting in crew member capacities, other than that of the Remote Pilot in Command (RPIC) may also be subject to any training requirements in any prescribed FAA Certificates of Authorization (COA) or waivers.
- e. The assigned SUAS Sergeant may suspend, or revoke, any crew member's authorization to conduct flight operations should circumstances indicate such action would be in the best interest of the Department.
- f. Copies of all training records shall be maintained by the UAS Coordinator. Copies of applicable training will be forwarded to the Support Bureau Supervisor (Training Coordinator) in the Administrative Services Division.

IX. Digital Media Evidence And Retention

- a. All digital media evidence shall be securely downloaded at the completion of each mission. The SUAS-certified operators will record information for each file that shall include the date, time, location, case reference numbers or other mission identifiers, flight path data, metadata, or telemetry information of specific flights, if available, and SUAS personnel involved in mission.
- b. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner SUAS digital media evidence without prior written authorization and approval of the Chief of Police, or designee.
- c. All digital media evidence shall be inventoried in accordance with General Order 83.2 Collection and Preservation of Evidence and retained no longer than necessary

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for purposes of training, investigation, or criminal prosecution in accordance with state record retention laws.

- d. Pursuant to the Freedom from Drone Surveillance Act:
 - i. Within 30 days from deployment, the Department shall destroy all information gathered by the SUAS, except:
 - a. There is reasonable suspicion that the information contains evidence of criminal activity, or
 - b. The information is relevant to an ongoing investigation or pending criminal trial.
 - ii. Within 24 hours from deployment, the Department shall destroy all information gathered from a routed event, (parade, walk, or race) or special event (concert or food festival), except:
 - a. There is reasonable suspicion that the information contains evidence of criminal activity, or
 - b. The information is relevant to an ongoing investigation or pending criminal trial
 - iii. Not disclose any information gathered by the SUAS, except that a supervisor may disclose particular information to another government agency if:
 - a. There is reasonable suspicion that the information contains evidence of criminal activity, or
 - b. The information is relevant to an ongoing investigation or pending criminal trial.

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APPENDIX 'A' – SUAS Flight Preflight Checklist

AHPD UAS Pre-Flight Checklist	
1	Check Weather Conditions Temp Range 14° - 104°, DewPoint Temp Spread > 3° if Air Temp 29° - 35°, No Precipitation, Wind <26 mph, Cloud Cover > 500ft, Visibility > 3 SM
2	Review Airspace Restrictions NOTAMS, TFR's, Other Restrictions
3	Identify Obstructions and Hazards As Required
4	Activate Anti-Collision Lighting
5	Activate Appropriate Emergency Lighting
6	Establish Minimum Obstacle Clearance Altitude (MOCA)
7	Submit LAANC Authorization Request
8	Establish Landing Zone
9	Notify Northwest Central Dispatch of UAS Deployment
10	Remote Controller Document Authorization Number Marked & Illuminated if necessary Document Operations in Case Report as required by General Order Battery Fully Charged, Landyard Attached, Antennas Extended, Powered On
11	Conduct Aircraft Inspection Alternate Batteries Charging (ABC)
12	Charged Battery Inserted & Secure
13	Fully Extended Arms
14	Inspect Rotors & Motors No Damage, Free & Smooth Rotation
15	Inspect Rotor Lock Detents No Damage
16	Inspect Rotor Retention Springs Strong, No Distention
17	Inspect Motor Mounts Secure
18	Inspect Fasteners Attached & Secure
19	Inspect Propellers No Damage
20	Gimbal Motion Free & Correct
21	Weight & Balance Verify
22	Install & Secure Payloads Attached if Necessary, Verify Locked
23	Power On Aircraft Verify Mode 2
24	Launch DJI Pilot App Verify Connect
25	Compass Verify Calibrated
26	GPS Satellites Verify > 8
27	Confirm RTH Altitude Set, Verify > MOCA
28	Set Max Altitude Set, Verify 120 M
29	Conduct Flight Test 10 - 10 - 10
30	Format SD card if needed, Begin Recording if required
Signature _____ Date _____	

NOTE: Size of the Preflight Checklist form has been reduced for purposes of documentation in this Order.

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APPENDIX 'B' – SUAS Flight Logbook



FLIGHT LOG

#	Date	Time	Case#	LAANC#	RPIC Star#	sUAS Make & Model	Location	Flight Time	Video Recorded	Video Retained	Purpose	Notes
1						Mavic 2ED Mavic 3T						
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NOTE: Size of the SUAS Flight Logbook form has been reduced for purposes of documentation in this Order.