

**I.Purpose:** A drone's ability to reach inaccessible or dangerous locations has an advantage over manned helicopters because they eliminate the risk to human life. UAS have the potential to help in search and rescue missions by covering more ground and keeping officers safe by providing an eye in the sky in dangerous situations. The UAS (Unmanned Aircraft System) will be used to enhance public safety and to assist law enforcement search and rescue operations.

**A. Tactical Operations:** The UAS will be used to enhance and support tactical operations in areas of the Henry County Sheriff's Office should a request for assistance be made and approval authorized. SWAT (Special Weapons and Tactics) and narcotics operations, and detectives during the execution of warrants, may utilize UAS to provide real time situational awareness of the target during high-risk operations. The ability to provide this aerial view may enhance officer safety and document movements of officers and civilians.

**B. Search and Rescue:** Unmanned systems equipped with a thermal / optical camera and multi-sensor navigation systems are designed to find people in rugged outdoor environments. The ability to use this aircraft to search large areas quickly using the attached technology equipment will improve the resolution of search and rescue operations.

**C. Crime and Collision Scene:** The UAS can also be used for crime scene over watch; as well as, used to document and record crime scenes and accident scenes.

**II.Policy:** It is the policy of this agency to use UAS in coordination with law enforcement officers conducting specific missions as guided by the by the Federal Aviation Administration (FAA). This policy is designed to minimize risk to persons, property, and aircraft during the operation of the UAS while safeguarding constitutional protections and privacy interests of all persons.

### **III. Definitions:**

**A.** "Drone" means any aerial vehicle that does not carry a human operator.

**B.** "Information" means any evidence, images, sounds, data, or other information gathered by a drone.

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

**D.** "Routed event" means a parade, walk, or race that:

1. is hosted by the State of Illinois or a county, municipality, township, or park district;
2. is outdoors and open to the public; and
3. has an estimated attendance of more than 50 people.

**4.** "Routed event" does not include any political protest, march, demonstration, or other assembly protected by the First Amendment.

**E.** "Special event" means a concert or food festival that:

1. is hosted by the State of Illinois or a county, municipality, township, or park district;
2. is outdoors and open to the public; and
3. has an estimated attendance of:
  - a. 150 or more people in a unit of local government with a population that is less than 50,000;
  - b. 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;
  - c. 350 or more people in a unit of local government with a population that is greater than or equal to 100,000 but less than 500,000; or
  - d. 500 or more people in a unit of local government with a population that is 500,000 or more.
  - e. "Special event" does not include any political protest, march, demonstration, or other assembly protected by the First Amendment.
  - f. "Authority" means the Illinois Criminal Justice Information Authority.
- G. Operator (UA Pilot): The individual responsible for the overall flight operations of a specific mission.
- H. Observer: Monitor the flight characteristics of the aircraft while in communication with the operator to ensure proper flight and that the aircraft remains clear of obstacles and low flying air traffic. The individual responsible for the operation of all camera and remote sensing functions during UAS operations.
- I. Your agency has two options to operate drones:
  - a. Designate individual members of your team to earn FAA drone pilot certificates and fly under the rules for small unmanned aircraft systems (sUAS).
    1. Most drone pilots operate under the sUAS rule, which is commonly known as Part 107 after the designated section of the federal code. Part 107 defines requirements for drone pilots and drones, and it sets operational limits for drone usage.
  - b. Receive an FAA certificate of authorization (COA) to function as a "public aircraft operator" that can self-certify its drone pilots and drones.
    1. Rather than certify pilots and register aircraft under Part 107, your agency may choose instead to request a COA from the FAA to become a public aircraft operator. This would allow your agency to self-certify your drone pilots and drones for flights to perform governmental functions.
2. The first step is to ask your legal department to draft a Public Declaration Letter that certifies your agency as a governmental entity and send it to the FAA. The FAA will send you a user ID and password to the UAS COA Online Application System, where you can complete your application. This process can take up to 60 days.

3. For more information about the COA process, please visit [www.faa.gov/go/COA](http://www.faa.gov/go/COA)

#### IV. Procedures:

- A. A law enforcement agency may not use a drone to gather information.

**Exceptions:** (725 ILCS 167/15)

1. 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.
2. If a law enforcement agency first obtains 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.
3. If a 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. The use of a drone under this paragraph (3) is limited to a period of 48 hours. Within 24 hours of the initiation of the use of a drone under this paragraph (3), the chief executive officer of the law enforcement agency must report in writing the use of a drone to the local State's Attorney.
4. If a law enforcement agency is not undertaking a criminal investigation but is attempting to locate a missing person, engaging in search and rescue operations, or aiding a person who cannot otherwise be safely reached.
5. If a law enforcement agency is using a drone solely for crime scene and traffic crash scene photography. Crime scene and traffic crash photography must be conducted in a geographically confined and time-limited manner to document specific occurrences. The use of a drone under this paragraph (5) 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. The use of a drone under this paragraph (5) 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. Any law enforcement agency operating a drone under this paragraph (5) shall make every reasonable attempt to only photograph the crime scene or traffic crash scene and avoid other areas.
6. If a law enforcement agency is using a drone during a disaster or public health emergency, as defined by Section 4 of the Illinois Emergency Management Agency Act. The use of a drone under this paragraph (6) does not require an official declaration of a disaster or public health emergency prior to use. A law enforcement agency may use a drone under this paragraph (6) to obtain information necessary for the determination of whether or not a disaster or public health emergency should be declared, to monitor weather or emergency conditions, to survey damage, or to otherwise coordinate response and recovery efforts. The use of a drone under this paragraph (6) is permissible during the disaster or public health emergency and during subsequent response and recovery efforts.
7. To conduct an infrastructure inspection of a designated building or structure at the express request of a local government agency. Any law enforcement agency operating a drone under

this paragraph (7) shall make every reasonable attempt to photograph only the building or structure and to avoid other areas.

- 8.** 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.
  - 9.** 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. As used in this paragraph (9), "Public Safety Answering Point" and "PSAP" have the meaning given to those terms in Section 2 of the Emergency Telephone System Act.
  - 10.** If a law enforcement agency is using a drone at a routed event or special event. The use of a drone under this paragraph (10) requires that:
    - a.** notice is posted at the event location for at least 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;
    - b.** 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
    - c.** the drone is flown in accordance with Federal
    - d.** Aviation Administration safety regulations.
    - e.** A law enforcement agency may use the drone:
      - i.** in advance of an 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 prosecution; or
      - ii.** during the event to proactively support public safety personnel by monitoring the event footprint in real time:
        - a.** 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;
        - b.** to evaluate crowd size and density;
        - c.** to identify activity that could present a public safety issue for the crowd, including crowd movement;
        - d.** to assist in the response of public safety personnel to a real-time public safety incident at the event; and
        - e.** to assess the traffic and pedestrian flow around the event in real time.
- B.** Use of facial recognition. (725 ILCS 167/17)
- 1.** A law enforcement agency operating a drone 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.

**C. Use of Weapons. (725 ILCS 167/18)**

1. A law enforcement agency operating a drone 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.

**D. When the UAS is being flown the onboard cameras will be turned so as to be facing away from occupied structures, etc. to minimize inadvertent video or still images of uninvolved persons.**

- E. All video and still images will be maintained in strict compliance with agency policies and procedures and Illinois law.**

**F. The UAS unit will not conduct random surveillance activities. The use of the UAS will be tightly controlled and regulated the Chief Deputy/Sheriff or their designee.**

**G. The authorized missions for the UAS are:**

1. Video/photographs for investigative support (Homicide Scene, SWAT)
2. HAZMAT Response
3. Search and Rescue
4. Barricaded persons / Hostage situations / Active Shooters
5. Traffic collisions
6. Disaster Response (Floods, Tornado Damage, etc.)
7. Bomb Threats
8. All other requested uses will be approved by the Chief Deputy/Sheriff or their designee prior to deploying the UAS.
9. If UAS is going to be used over a residential property for an investigation a warrant shall be obtained unless the UAS Commander can articulate probable cause that exigent circumstances exist. The warrant should be obtained as soon as practical.

**H. Emergency Authorizations and Operations:** To support emergency responders and other entities affiliated with them, the FAA can quickly issue authorizations for responses to natural disasters and other emergencies. For more information, please visit: [www.faa.gov/go/EmergencyWaiver](http://www.faa.gov/go/EmergencyWaiver)

**I. The UAS program will operate strictly within the law and regulations. If in doubt, prior to operating the UAS the Chief Deputy/Sheriff or their designee will ensure that warrants are applied for and obtained. The agency will balance all operations with the need to accomplish the mission while maintaining public privacy and the, freedom from intrusion.**

**J.** A committee will be formed and meet at least annually, or when legal or regulatory issues arise, for the purpose of reviewing the existing UAS policy and procedures as well as new technologies and laws and regulations on UAS usage. The committee chaired by the Chief Deputy/Sheriff will consist of personnel from UAS unit such as the UAS Unit Commander, Operators and Observers, Professional Standards / Internal Affairs, Special Operations, Detectives and Patrol representatives, civilians who have specialized knowledge of UAS operations such as the Manufacture or FAA representatives. A copy of the policies and procedures (electronic and/or paper) will be issued to every person having UAS responsibilities.

**K. Personnel:**

**1.** The Chief Deputy/Sheriff will designate a command level officer to be the UAS Unit Commander. The commander shall report directly to the Chief Deputy/Sheriff or their designee. The UAS Commander shall be responsible for the overall direction and performance of the UAS unit.

**2.** Responsibilities:

**a.** Selection of UAS personnel

**b.** Maintaining all training, flight and maintenance records for each operator and observer as well as individual airframes,

**c.** Maintain contact with the FAA and regulations as they change, calling for committee meeting when necessary to maintain up to date policies and procedures.

**d.** Evaluate airframes based on mission needs.

**e.** Prepare a written "After Action - Mission Report" and brief the Chief Deputy/Sheriff or their designee.

**3. Operators:**

**a.** An operator's primary duty is the safe and effective operation of UAS in accordance with the manufacturers' approved flight manual, FAA regulations and agency policy and procedures. Operators must remain knowledgeable of all FAA regulations, UAS manufacturer's flight manual and bulletins and agency policy and procedures.

- b. Operators may be temporarily removed from flight status at any time by the UAS Commander, or the Chief Deputy/Sheriff for reasons including performance, proficiency, physical condition, etc. Should this become necessary, the operator will be notified verbally and in writing of the reason, further action to be taken and expected duration of such removal.

4. **Observers:** must have been provided with sufficient training to communicate clearly to the operator any turning instructions required to stay clear of conflicting traffic. An observer's primary duty is to operate the UAS's equipment including cameras, FLIR, radio communications with patrol units as well as be an observer for anything that may affect the operator's primary duty (see and avoid).

**L. Outside Jurisdiction - Request for Support – Mutual Aid:**

- 1. Requests for support from other government agencies within, or outside the jurisdiction of this agency will be forwarded to the UAS Commander who after consideration will either deny the request outright because the request is clearly outside the policy of the agency or forward the request to the Chief Deputy/Sheriff or their designee for approval for use of the UAS. Proper policy and procedure, as well as FAA regulations shall be followed when accepting mutual aid support for the UAS.

**M. Safety: The Henry County Sheriff's Office is committed to having a safe and healthy workplace, including:**

- 1. The ongoing pursuit of an accident free workplace, including no harm to people, no damage to equipment, the environment and property.
- 2. A culture of open reporting of all safety hazards in which management will not initiate disciplinary action against any personnel who, in good faith, disclose a hazard or safety occurrence due to unintentional conduct.
- 3. Support for safety training and awareness programs.
- 4. Conducting regular audits of safety policies, procedures, and practices.
- 5. Monitoring the UAS unit to ensure best safety practices are incorporated into the unit.

6. It is the duty of every member within the UAS unit to contribute to the goal of continued safe operations. This contribution may come in many forms and includes always operating in the safest manner practicable and never taking unnecessary risks. Any safety hazard, whether procedural, operational or maintenance related should be identified as soon as possible after, if not before, an incident occurs. Any suggestions in the interest of safety should be made to the UAS Commander.

7. If any member observes, or has knowledge, of an unsafe or dangerous act committed by another member, the UAS Commander is to be notified immediately so that corrective action may be taken.

8. In regards to safety, all members of the UAS unit are responsible for the following:

- a. Ensuring all flight operations personnel understand applicable regulatory requirements, standards and organizational safety policies and procedures.
- b. Observe and control safety systems by monitoring all operations.
- c. Review standards and the practices of agency personnel as they impact operational safety.
- d. Communicate all reported safety related problems and the corrective action taken. If there were any in-flight problems (or learned experiences)
- e. Reading and understanding all pertinent safety information.
- f. Reading and understanding all emergency safety bulletins.
- g. It is emphasized again that safety is the responsibility of ALL members of the UAS unit.

5. **Medical Factors:**

a. Operators and Observers should only deploy the UAS when rested and emotionally prepared for the tasks at hand.

- b. Physical illness, exhaustion, emotional problems, etc., can seriously impair judgment, memory, and alertness. The safest rule is not to act as an operator or observer when suffering from, any of the above. Members are expected to "stand down" when these problems could reasonably be expected to affect their ability to perform flight duties.
- c. A self-assessment of physical condition shall be made by all members during pre-flight activities.
- d. Performance can be seriously hampered by prescription and over the counter drugs. Many medications cause drowsiness and hamper sound decision making abilities and reaction. The UAS commander will be advised anytime such drugs are being taken. If it is determined that the medication being taken could hamper an operator or observer, that member shall be prohibited from the deployment or exercise.
- e. No member shall act as an operator or observer within eight hours after consumption of any alcoholic beverage, or while under the influence of alcohol.

## 6. **Operational Hazard and Occurrence Report (OHOR) and Investigations**

- a. Occurrences are unplanned safety related events, including accidents and incidents that could impact safety.
- b. A hazard is something that has the potential to cause harm. The systematic identification and control of all major hazards is foundational to safety.
- c. The **OHOR** concept provides a mechanism to report hazards and occurrences, real and perceived, to those responsible for UAS operations.
- d. There is no specific **OHOR** form. The information provided is what is important. Incidents should be documented without hesitation to report any anticipated, current, or experienced safety hazard, or occurrence. Further, the **OHOR** can be submitted anonymously, and to whatever level in the chain of command of this agency to get the matter proper attention, without fear of reprisal.

- e. Every hazard and/or occurrence will be investigated, with the results and corrective action taken communicated to all members. The investigation will be conducted by the UAS Commander and a designee of the Chief Deputy/Sheriff who has authority over internal investigations. Due to the technical aspects of the UAS operations an independent subject matter expert may be necessary in some cases to assure a thorough and complete investigation.
  
- f. ALL UAS MEMBERS ARE AUTHORIZED TO TAKE ACTION TO CORRECT A HAZARD if in that member's opinion delay will result in accident or injury. The UAS Unit Commander will be notified immediately in such situations.

**7. Training:**

- a. The key to continued safe operations is by maintaining a professional level of competency. The first step in this process is establishing minimum qualifications for selecting members, and the second step involves training those personnel.
  
- b. In conjunction with fulfilling all FAA requirements for operator/observer duties, the new member will also become familiar with the agency UAS operations, and its related equipment.

**8. Call Out Procedures / Use of the UAS:**

a. When feasible a supervisor will screen all initial requests to use a UAS from patrol or investigation units. All reasonable requests will be forwarded to the UAS Commander for consideration. In the absence of the supervisor the dispatcher will forward the request to the UAS Commander.

b. UAS Commander will screen the request using the following factors:

i. Is the proposed use of UAS within the capabilities of the UAS equipment and personnel to perform?

- ii. Does the proposed use of the UAS fall within the FAA and agency policies and regulations for UAS usage?
  - iii. Can the UAS be deployed safely given current weather conditions?
  - iv. If the UAS deployment requires a warrant has one been requested and approved?
  - v. Are sufficient trained and qualified personnel available to safely operate the UAS?
- c. The UAS Commander will either accept or decline the request for UAS support. If the request is denied the UAS commander will provide a reason for declining the support request to the requestor. If the UAS Unit Commander accepts the support request he/she will contact the Chief Deputy/Sheriff or their designee for final authorization or denial.
- d. If the Chief Deputy/Sheriff or their designee accepts the support request the UAS Commander will contact a UAS operator and observer who will be provided all available mission information.
- e. The UAS operator is responsible for transporting the UAS and all required equipment to the scene. Upon arriving at the requested location the UAS operator will contact the on scene Incident Commander and will check in and receive a briefing on the mission requested. The UAS operator will make an on scene determination of the ability of the UAS to perform the requested mission safely and within agency and FAA policies and procedures.
- f. If the UAS operator determines that the use of the UAS would violate agency policy or directives then the UAS operator will inform the Incident Commander of the potential conflict along with recommendations for modifying the requested mission to conform to the agency policies and procedures. As this is a change from the original approved mission the UAS operator will contact the UAS Commander for direction on how to proceed. As soon as possible after the completion of the mission, the UAS operator will make a full report of the circumstances and their concerns to the UAS Commander.
- g. UAS operators will have sole discretion for declaring safety or violation of FAA rules. If the UAS operator determines that a requested mission would violate FAA rules or endanger civilians, then the UAS operator will respectfully inform the Incident Commander of the reasons for refusing to

operate the UAS and contact the UAS Commander immediately. **The UAS will not be flown in this circumstance and the authority of the UAS operator is absolute.**

- h.** If the UAS operator determines that the requested mission will potentially damage the UAS or its associated equipment the UAS operator will inform the Incident Commander of their concerns. The UAS operator will contact the UAS Commander as this is a deviation of the originally approved mission, The UAS operator will fully document and send a report to the UAS Commander.
  
- i.** **The UAS shall not be used for the purpose of random surveillance.**
  
- j.** If several separate requests for UAS support are received simultaneously, they shall be prioritized. In general terms, requests for UAS support are prioritized as:

i. Life Safety

ii. Evidence / Documentation

## **9. FAA Operational Limits:**

- a.** Although there may be requests for UAS support outside the jurisdiction of this agency the FAA restricts deployment to certain areas.
  
- b.** At no time shall UAS support be granted outside this agency's jurisdiction without first obtaining an emergency FAA and approval by the UAS Commander.
  
- c.** Drones flown by remote pilots must weigh less than 55 lbs. This limitation includes any attached equipment or cargo, such as emergency aid in search-and rescue operations.

- d. Remote pilots cannot fly their drones more than 400 feet above ground level (or more than 400 feet above the top of structures like communications towers).
- e. Remote pilots must receive FAA authorization to fly in airspace near airports. They may use an automated system called Low Altitude Authorization and Notification Capability (LAANC).
- f. Other limitations include not flying over people or at night. Your agency may apply for waivers to certain rules. To request a waiver, visit [faa.gov/uas/request\\_waiver](http://faa.gov/uas/request_waiver).
- g. No FAA airworthiness certificate is required to fly sUAS under Part 107, but your team must register each aircraft with the FAA. The remote pilot must confirm that an aircraft is in condition for safe operation before each flight.
- h. Line of Sight: All UAS operations shall be conducted within line of sight of the Operator or observer such that the Operator or Observer may detect and avoid hazards such as aircraft or property.
- i. In a time of extreme emergencies to safeguard human life, first responders require the capability to operate their unmanned aircraft (UAS) beyond visual line of sight (BVLOS) to assess the operational environment such as a fire scene at a large structural fire, to conduct an aerial search on a large roof area for a burglary in progress, or to fly over a heavily forested area to look for a missing person. To support public UAS operators acting in an active first responder capacity, the FAA may approve "First Responder Tactical Beyond Visual Line of Sight" (TBVLOS) waivers to 14 CFR 91.113(b).

These temporary BVLOS flights are flown to both reduce risk to first responders and to ensure the safety of the communities they serve. The FAA will issue in advance, upon receipt of a complete and accurate application, a 14 CFR 91.113(b) waiver that will allow temporary UAS TBVLOS operations within specific conditions and requirements as described in the information below:

1. The First Responder must already be flying under a valid Part 91 Certificate of Authorization
2. TBVLOS is only to be used in extreme emergency situations to safeguard human life.

## **10. Minimum Personnel Requirements:**

a. Due to the nature of the law enforcement mission, the minimum personnel required on ALL missions will be an operator and observer. Under no circumstances will an operator attempt to complete a deployment alone.

b. Although training is not considered a mission, an observer will be used.

## **11. OPEN COMMUNICATION ACHIEVES SAFE OPERATIONS:**

a. The operator is directly responsible for, and is the final authority over the actual operation of the UAS.

b. Operators have absolute authority to reject a flight based on personnel safety or violation of FAA regulations. No member of this agency, regardless of rank, shall order an operator to make a flight when, in the opinion of the operator, it poses a risk to personnel or is in violation of FAA regulations.

c. Operators are responsible for compliance with this manual, agency policy and procedure and FAA regulations.

d. The operator's main duty during the deployment of the UAS is to operate the UAS safely while accomplishing the goals of the deployment.

e. Operators shall see-and-avoid any obstacle that will lessen safety during the mission.

f. Operators shall be responsive to the requests of the observer in order to accomplish the deployment.

g. Operators shall be responsible for documentation for their mission training and updating of their flight books.

- h. Observers are responsible for the law enforcement aspect of the deployment.
- i. Observers shall operate any attachments to the UAS, allowing the operator to maintain complete focus on the operation of the UAS.
- j. Observers shall remain alert for suspicious persons or activities on the ground and coordinate response by ground units.
- k. Observers shall monitor the radio updates.
- l. Observers shall be responsible for documentation for their mission training and updating of their flight books.

**12. Personal Equipment:**

- a. Operators/Observers shall wear eye protection at all times while the UAS is in flight.
- b. Although there is no specific uniform for the UAS unit or required for proper operation of the UAS, the operator/observer should take necessary measures to deploy in a professional manner. Operators and observers will wear clothing that easily identifies them as members of this agency.
- c. Operators/Observers will take into consideration the current weather conditions when planning to deploy, and wear appropriate clothing to deploy comfortably.
- d. Use of the radio, cell phone or other device is strictly prohibited **by the operator** during flight.

**13. Pre-Flight/Post-Flight Actions:**

- a. Operators/Observers are both responsible for a thorough preflight inspection of the UAS.
- b. Before and after each deployment (whether an incident or training), the operator and observer shall conduct a thorough inspection of the UAS in accordance with the instructions contained in the manufactures user's manual.
- c. Any issues found that will put in jeopardy the safe operation of the UAS shall be documented and resolved immediately prior to flight.
- d. It has been recognized that the use of a checklist is a significant method to combat UAS accidents. A pre-flight and post-flight checklist will be conducted in accord with the manufactures instruction and will be utilized prior to each flight.
- e. Any physical equipment that cannot be resolved on-site, and which have an impact on safety or the mission, will override the deployment. These issues will be resolved before flight.

**14. Weather:**

- a. Before each deployment the operator/observer will ensure that he/she gathers enough information to make themselves familiar with the weather situation existing throughout the area of deployment. The operator shall utilize FAA approved weather resources to obtain the latest and most current weather conditions.
- b. An anemometer or wind meter should be utilized in order to better estimate the wind speed and determine if it is within the capabilities of the airframe being flown.
- c. Operators/Observers should use the Beaufort Scale when making deployment decisions in regards to wind conditions. This scale can be located in the manufacture's user's manual.
- d. The weather conditions reported for the operation shall be recorded in the flight log.

- e. The operator shall ensure that the flight will occur within FAA VFR (Visual Flight Rules) weather requirements.
- f. Inspection and weather will be documented prior to flight within the log book.

**15. Planning:**

- a. The operator/observer shall familiarize themselves with all available information concerning the deployment including, but not limited to, the weather conditions, hazards, description of the incident, deployment goals, etc.
- b. Operators will ensure that the location for take-off and emergency landing is adequate for a safe deployment.
- c. The take-off/landing location should be clearly marked and identifiable with electric flares and short cones.
- d. At least one emergency landing area should be identified per deployment.
- e. Operators will ensure that they are aware of their surroundings in the event that an emergency landing is necessary. This includes the ability to recover the UAS.

**16. Documentation:**

- a. After each flight, the operator will complete a statement documenting the UAS operations.
- b. After each deployment, all video obtained by the UAS Operation will be submitted to evidence in accordance with agency policy and Illinois Law.

- c. Aerial photography (still or video) shall be stored in accordance with agency policy and procedure and Illinois Law.
- d. The operator of the UAS is responsible for evidence handling as well as writing any supporting documentation for the incident.

**17. Maintenance:**

- a. Although there are few parts on the UAS that need servicing, it is necessary that the manufacturer's maintenance schedule is followed and properly documented.
- b. Any issues that arise during maintenance that cannot be resolved by routine methods shall be forwarded to the manufacturer for further technical support.
- c. Maintenance and service records associated with the UAS shall be maintained by the UAV Commander for UAV of the agency.
- d. Operators and or supervisors of Unmanned Aircraft Systems (UAS) shall maintain manufactures software updates and or operating requirements.

**N. Information retention.**

- 1. If a law enforcement agency uses a drone, the agency shall destroy all information gathered by the drone in accordance with (725 ILCS 167/20).

**O. Information Disclosure: (725 ILCS 167/25)**

- 1. If a law enforcement agency uses a drone under the agency shall not disclose any information gathered by the drone, except that a supervisor of that agency may disclose particular information to another governmental 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.
- 2. Records of drone usage, including flight path data, metadata, or telemetry information of specific flights, if available, may be disclosed subject to the Freedom of Information Act and rules adopted under that Act.

3. A law enforcement agency that uses a drone under shall neither sell any information gathered by the drone nor disclose any information gathered by the drone to any person to whom disclosure is not authorized under this Section.
4. Nothing prevents the disclosure of information through a court order or subpoena in connection with a criminal proceeding or if the disclosure is in regard to a completed traffic crash investigation.

**P. Reporting.** (725 ILCS 167/35)

1. If a law enforcement agency owns one or more drones, then subsequent to the effective date of this Act, it shall report in writing annually by April 1 to the Authority the number of drones that it owns, the number of times a drone was used pursuant to each paragraph of Section 15, including the 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 1.
2. On July 1 of each year, the Authority shall publish on its publicly available website a concise report that lists every law enforcement agency that owns a drone, and for each of those agencies, the number of drones that it owns, the number of times a drone was used pursuant to each paragraph of Section 15, including the date of use, time of use, reason for use, location, whether video was recorded, 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 1.
3. Each law enforcement agency that uses a drone shall implement and make publicly available on its website the law enforcement agency's policy governing the operation, use, administration, and oversight of its drone program.

**Q. Policy Violation.** (725 ILCS 167/45)

1. If the agency learns of violations, the agency shall immediately take actions to prevent future violations of the Act and policy through any one or more of the following means:
  - a. training,
  - b. discipline, including progressive discipline for repeat violations, or other means that will prevent repeated violations of the Act or policy by members of this agency.
  - c. If this agency learns of willful and wanton violations of the Act or policy, this agency shall immediately remove the pilot from its drone program and take action to prevent future willful and wanton violations of the Act and policy.