
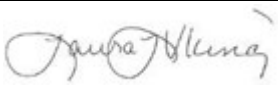


<b>General Order</b>		<b>Issued: 08/15/2022</b>	<b>GO 2.2.04</b>
	<b>Formerly Classified as:</b> DEP 2-41.5a Unmanned Aerial Systems (UAS)		
	<b>ILEAP Standards:</b>		
	<b>Approved:</b> 	<b>Revised:</b>	
<b>Chapter Title: OPERATIONS</b>			<b>Page 1 of 5</b>
<b>Subject: UNMANNED AERIAL SYSTEMS (UAS)</b>			

## I. PURPOSE

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

## II. POLICY

- A. It is the policy of the McHenry County Conservation District Police Department that duly trained and authorized department personnel may deploy sUAS when such use is appropriate in the performance of their official duties, and where deployment and use, and the collection and use of any audio/video recordings or other data originating from or generated by the sUAS, are in compliance with the policy provisions provided herein and applicable law.
- B. This general order is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

## III. DEFINITIONS

- A. *DIGITAL MULTIMEDIA EVIDENCE (DME)*: Digital recording of images, sounds, and associated data.
- B. *MODEL AIRCRAFT*: A remote controlled aircraft used by hobbyists that is built, produced, manufactured, and operated for the purposes of sport, recreation, and/or competition.
- C. *UNMANNED AIRCRAFT SYSTEM (UAS)*: A system that includes the necessary equipment, network, and personnel to control an unmanned aircraft.

- D. *SMALL UNMANNED AIRCRAFT SYSTEMS (SUAS)*: UAS systems that utilize UAVs weighing less than 55 pounds and are consistent with Federal Aviation Administration (FAA) regulations governing model aircraft.
- E. *UAS FLIGHT CREWMEMBER*: A pilot, visual observer, payload operator or other person assigned duties for a UAS for the purpose of flight or training exercise.
- F. *UNMANNED AIRCRAFT PILOT*: A person exercising control over a UA/UAV/UAS during flight.

#### **IV. PROCEDURES**

##### **A. Administration**

All deployments of sUAS must be specifically authorized by the Chief of Police or authorized supervisory personnel. This agency has adopted the use of sUAS to provide an aerial visual perspective in responding to emergency situations and exigent circumstances, and for the following objectives

1. **Situational Awareness**: To assist decision makers (e.g., incident command staff; first responders; city, county, and state officials) in understanding the nature, scale, and scope of an incident—and for planning and coordinating an effective response.
2. **Search and Rescue**: To assist missing person investigations, AMBER Alerts, Silver Alerts, and other search and rescue missions.
3. **Tactical Deployment**: 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. **Visual Perspective**: To provide an aerial visual perspective to assist officers in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security.
5. **Scene Documentation**: To document a crime scene, accident scene, or other major incident scene (e.g., disaster management, incident response, large-scale forensic scene investigation).
6. **Patrol and District Property Documentation**: To assist members of the department documenting and patrolling the District properties that are not easily assessable by foot or vehicle or contains plants or animals of a sensitive nature. Documenting District properties for natural resource or public information purposes.

**B. Procedures for sUAS Use**

1. The department must obtain applicable authorizations, permits, or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the sUAS, and these authorizations, permits, and certificates shall be maintained and current.
2. The sUAS will be operated only by personnel (pilots and crew members) who have been trained and certified in the operation of the system.
3. The sUAS-certified personnel shall inspect and test sUAS equipment prior to each deployment to verify the proper functioning of all equipment and the airworthiness of the device.
4. The sUAS equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that an appropriate repair can be made, or a replacement unit can be procured.
5. The sUAS equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the department.
6. All flights will be documented on a form or database designed for that purpose, and all flight time shall be accurately recorded. In addition, each deployment of the sUAS shall include information regarding the reason for the flight; the time, date, and location of the flight; the name of the supervisor approving the deployment and the staff assigned; and a summary of the activities covered, actions taken, and outcomes from the deployment.
7. Except for those instances where officer safety or investigation could be jeopardized—and where reasonably possible and practical, supervisors should consider notifying the public.
8. Where there are specific and articulable grounds to believe that the sUAS will collect evidence of criminal wrongdoing and/or if the sUAS will be used in a manner that may intrude upon reasonable expectations of privacy, the department will obtain a search warrant prior to conducting the flight.
9. The sUAS is property of the McHenry County Conservation District and may be used by trained members of other departments or divisions in compliance with their policy.

**C. Restrictions on Using the sUAS**

1. The sUAS shall be deployed and used only to support official law enforcement and public safety missions or data collection for natural resource or public information purposes.
2. The sUAS shall not be operated in an unsafe manner or in violation of FAA rules.
3. The sUAS shall not be equipped with weapons of any kind.

**D. Data Media Exchange (DME) Retention and Management**

1. All DME shall be handled in accordance with existing policy on data and record retention, where applicable.
2. All DME shall be securely downloaded at the completion of each police mission. The sUAS-certified operators will record information for each file that shall include the date, time, location, and case reference numbers or other mission identifiers—and identify the sUAS personnel involved in mission.
3. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner sUAS DME without prior written authorization and approval of the Director of Public Safety or designee.
4. All access to sUAS DME must be specifically authorized by the Chief of Police or designee, and all access will be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
5. Files should be securely stored in accordance with department policy and state records retention laws and retained no longer than necessary for purposes of training or for use in an investigation or prosecution.

**E. sUAS Supervision and Reporting**

1. Supervisory personnel shall manage all deployments and uses of sUAS to ensure that officers equipped with sUAS devices utilize them in accordance with policy and procedures.
2. An authorized sUAS supervisor or administrator will audit flight documentation at regular intervals. The results of the audit will be documented. Any changes to the flight time counter will be documented.
3. The Chief of Police or designee shall complete and publish an annual report documenting the Police Department's deployment and use of sUAS devices.

**F. Training**

1. All personnel that operate the sUAS system shall complete federally mandated training and possess licensing prior to operating the sUAS system as a pilot or co-pilot.
2. Police personnel who are assigned sUAS duties must complete a department-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 and proper calibration and performance of the equipment and to incorporate changes, updates, or other revisions in policy and equipment.
3. All department personnel with sUAS responsibilities, including command officers, shall be trained in the local, state, and federal laws and regulations, as well as, policies and procedures, and updates governing the deployment and use of sUAS.