

NORTHLAKE POLICE DEPARTMENT

GENERAL ORDER: 12-10

Effective Date: Review Date:

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SUBJECT:

ISSUED BY:

UNMANNED ARIEL SYSTEMS (UAS)

Ken Beres, Chief of Police

Distribution:

Amended:

ALL PERSONNEL

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I. PURPOSE

The purpose of this policy is to establish guidelines under which unmanned aerial systems (UAS) may be used, and the storage, retrieval and dissemination of images and data captured by such systems.

I. POLICY

Unmanned aerial systems may be utilized 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 a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

II. DEFINITIONS

Unmanned Aerial System (UAS) - A small unmanned aircraft or drone of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all supporting or attached systems designed for gathering information through imaging, recording or any other means.

III. PROCEDURES

A. PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can

include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

B. PROGRAM COORDINATOR

1. The Chief of Police will appoint a Program Coordinator who will be responsible for the management of the UAS program. The Program Coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:
 - a. Coordinate the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
 - b. Ensure that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
 - c. Maintain a uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.
 - d. Maintain protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
 - e. Ensure a system for public notification of UAS deployment is followed.
 - f. Ensure the operational protocol is followed governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
 - g. Maintain a protocol to fully document all missions
 - h. Maintain a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
 - i. Maintain protocols to ensure that all data intended to be used as evidence are 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 and 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.
 - j. Maintain protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
 - k. Facilitate law enforcement access to images and data captured by the UAS.

- I. Provide recommendations for program enhancements, especially regarding safety and information security.
- m. Ensure that established protocols are followed by monitoring and providing periodic program reports to the Chief of Police.

C. USE OF UAS

1. Only Northlake Police personnel who are authorized operators and have completed the required training shall be permitted to operate the department's UAS.
2. Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.
3. UAS operations are permitted during low light and nighttime operations with the use of a visual observer. An exception may be made to having a visual observer, but only under exigent circumstances.
4. While operating in low light or nighttime missions, caution should be made to operate the UAS outside of any bright or oscillating lights, allowing the observer and pilot an unobstructed view of the area to be flown.
5. Prior to UAS flight operations, an assessment of the area to be flown shall be conducted prior to flight.
6. The UAS, images and data produced by its use, shall not be used for personal business of any type. Any use of the UAS that is not specifically related to the operation or mission of this department shall require the express authorization of the Chief of Police or the authorized designee.
7. The Northlake Police Department may not use the UAS to gather information except as permitted by Illinois law (725 ILCS 167/15):
 - a. 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 there is a risk.
 - b. Pursuant to a search warrant based on probable cause. The warrant must be limited to a period of 45 days, renewable by a judge upon showing good cause for subsequent periods of 45 days.
 - c. Upon reasonable suspicion that under particular circumstances, swift action is needed to prevent imminent harm to life, forestall the imminent escape of a suspect or prevent the destruction of evidence. The use of a UAS under this paragraph is limited to a period of 48 hours. Within 24 hours of UAS initiation under this paragraph, the Chief of Police must report its use, in writing, to the State's Attorney.

- d. To locate a missing person while not also undertaking a criminal investigation.
- e. To obtain crime scene and traffic crash scene photography in a geographically confined and time-limited manner. The use of the UAS under this paragraph on private property requires either a search warrant or lawful consent to search.
- f. 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.

8. Privately or Owned UAS

This policy and its restrictions apply to any Department directed use of a privately owned UAS. Any information gathered by a UAS and voluntarily submitted to the Department by a private party shall comply with Illinois law (725 ILCS 167/40).

9. Pilots are authorized to assist outside agencies with the utilization of the department's UAS at the discretion of the on-duty supervisor. Assistance depends on the availability of a pilot and shift staffing. Any assistance needs to follow Northlake Police Department Policy and is subject to the reporting requirements outlined in section F. Command Staff will be notified anytime a Pilot assists an outside agency with the UAS.

D. PROHIBITED USE

The UAS video surveillance equipment shall not be used:

1. To conduct random surveillance activities.
2. To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
3. To harass, intimidate, or discriminate against any individual or group.
4. To conduct personal business of any type.
5. The UAS shall not be weaponized.

E. RETENTION AND DISCLOSURE OF UAS INFORMATION

1. Within 90 days of UAS use, the Program Coordinator or authorized designee shall destroy all information gathered by the UAS except when there is reasonable suspicion that the information contains evidence of criminal activity, or the information is relevant to an ongoing investigation or pending criminal trial (725 ILCS 167/20).

2. The disclosure of information gathered by the UAS is prohibited except to another government agency when there is reasonable suspicion that the information contains evidence of criminal activity, or the information is relevant to an ongoing investigation or pending criminal trial (725 ILCS 167/25).

F. REPORTING

In compliance with the Drones as First Responders Act [Public Act 103-0101] The Program Coordinator or authorized designee shall report annually, by April 1, to the Illinois Criminal Justice Information Authority the following information:

1. The number of drones owned by the Northlake Police Department.
2. The number of times a drone was used including:
 - a. The date of use.
 - b. The time of use.
 - c. The reason for use.
 - d. The location of use.
 - e. Whether the video was recorded and, whether the video is designated for retention or training purposes.
 - f. A copy of the agency's latest policy concerning drones as of April 1 of 2023.
3. The UAS pilots will notify the program coordinator any time a UAS is deployed in the field. The program coordinator will maintain a list of field deployments so the data can be submitted to the Illinois Criminal Justice Information Authority in a timely manner.



Ken Beres
Chief of Police