

	Southern Illinois University–Carbondale Department of Public Safety	
	DIRECTIVE: 41.10	
	SUBJECT: DRONE OPERATIONS	
	EFFECTIVE DATE: AUGUST 20, 2025	REVIEWED DATE: AUGUST 20, 2025
		REVISED DATE: August 20, 2025
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POLICY:

The Southern Illinois University Carbondale Department of Public Safety shall establish the Drone First Responder (DFR) program to enhance response capabilities, increase situational awareness, and improve officer and community safety through the deployment of Unmanned Aircraft Systems (UAS) as first responders to emergency calls. Any use of the UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations, and department policy.

DEFINITIONS:

“Certificate of Authorization (COA) refers to the authorization given by the Federal Aviation Administration (FAA) granting permission to fly the UAS within specific boundaries.

“Pilot” is a member of the Department of Public Safety who is trained and authorized to control a UAS during flight.

“DFR” refers to Drone First Responder, a program utilizing drones dispatched ahead of or alongside traditional law enforcement response.

“UAS” refers to Unmanned Aircraft Systems (drones), including aircraft, ground control stations and data links.

“Remote Pilot in Command (RPIC)” refers to the certified individual responsible for the operation and safety of the UAS.

PROCEDURE:

41.10.1 PROGRAM COORDINATOR

The following shall govern the program coordinator who will be responsible for the management of the DRF program.

- A. The Chief of Police will appoint a program coordinator who will be responsible for the management of the DRF program. The program coordinator will ensure that policies and procedures conform to the current laws, regulations and best practices.

- B. Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as applicable for Department of Public Safety operations.
- C. Ensuring 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 DFR.
- D. Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g. natural disasters, search and rescue, emergency situation to safeguard human life).
- E. Developing operational protocols governing the deployment and operations of a DFR including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- F. Developing a protocol for fully documenting all missions.
- G. Developing a DFR inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a DFR, up to and including its overhaul or life limits.
- H. Developing 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.
- I. Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- J. Facilitating law enforcement access to images and data captured by the UAS.
- K. The DFR Program Coordinator shall conduct an annual needs assessment to ensure that training is conducted within unit capabilities, department policy, and training guidelines as established by the FAA.

41.10.2 USE OF DRONE FIRST RESPONDERS (DFR)

The following shall govern the use of Drone First Responders:

- A. Request to deploy the DFR shall be forwarded to the Shift Supervisor or their designee for approval.
- B. Only authorized pilots who have completed the required training shall be permitted to operate the DFR.
- C. 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, command staff should be consulted.
- D. DFR operations should only be conducted consistent with FAA regulations.
- E. Pursuant to a search warrant based on probable cause.
- F. 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.

- G. To locate a missing person, engage in search and rescue operations, or aid a person who cannot otherwise be safely reached while not also undertaking a criminal investigation.
- H. To obtain crime scene and traffic crash scene photography in a geographically confined and time-limited manner.
- I. 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.
- J. To locate victims, assist with victims' immediate health or safety needs, or coordinate the response of emergency vehicles and personnel, when dispatched to an emergency.
- K. In advance of or during a routed event or special event, as defined in 725 ILCS 167/5, for those uses allowed under 725 ILCS 167/15. The notice for Unmanned Aircraft System (UAS) use in these instances should be posted at a time, place and manner as required by 725 ILC 167/15.

41.10.3 PROHIBITED USE

The following shall govern the prohibited use of the Drone First Responder:

- A. To conduct random surveillance activities.
- B. 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.
- C. To harass, intimidate, or discriminate against any individual or group.
- D. To conduct personal business of any type.
- E. The UAS shall not be weaponized (725 ILCS 167/18).

41.10.4 PRIVACY

The following provides procedures for assuring privacy consideration:

- A. Operators will consider the protection of individual civil rights and the reasonable expectation of privacy as a key component or any decision made to deploy the UAS.
- B. Operators will take reasonable precautions to avoid inadvertently recording or transmitting images that infringe upon an individual's right to privacy.

41.10.5 TRAINING

The following shall outline Drone Operations Unit training for operational readiness:

- A. Drone Operations Unit members shall complete initial training to include engaging in readiness exercises approved and coordinated by the Agency.
- B. Approved Tactical Response Team pilots will conduct periodic task specific training independent of the Drone Operations Unit.

By Order Of:

A handwritten signature in black ink, appearing to read "Benjamin Newman", is written over a light pink rectangular background.

Director of Public Safety
Chief of Police