

SKOKIE POLICE DEPARTMENT

UNMANNED AIRCRAFT SYSTEM (UAS)

General Order: F-26

Replaces:

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Effective Date: 01 November 2023

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Drones As First Responders

POLICY:

It is the policy of the Skokie Police Department to utilize unmanned aircraft systems (UAS) to enhance law enforcement operations while also protecting lives and property. While doing so, Department members will exercise care to preserve the privacy and civil liberties of the public while also adhering to the applicable Illinois Compiled Statutes (ILCS) and Federal Aviation Administration (FAA) guidelines and regulations.

PROCEDURE:

I. Definitions:

- A. Unmanned Aircraft System (UAS)/ Drone: Any aerial vehicle that does not carry a human operator.
- B. Pilot in Command (PIC): A person who holds a valid FAA Part 107 Commercial Pilots License and is designated by the Skokie Police Department. During an authorized flight mission, the PIC is directly responsible for and is the final authority as to the operation of the UAS and the flight mission.
- C. Visual Observer (VO): A person who is designated by the PIC to assist the PIC and the person manipulating the flight controls of the UAS to see and avoid other air traffic or objects aloft or on the ground.
- D. UAS Program Coordinator (UPC): A sworn supervisor of the rank of Sergeant or higher who is appointed by the Chief of Police or their authorized designee that

shall be responsible for the overall management of the UAS program.

- E. Assistant UAS Program Coordinator (AUPC): A sworn officer that is appointed to assist the UPC in the overall management of the UAS program.
- F. Preflight Briefing: A mandatory process that is conducted by the PIC prior to a UAS flight mission which includes but is not limited to:
 - 1. Review of the flight mission, flight mission area, flight mission objectives, safety issues and issues of concern;
 - 2. Review of current and forecasted weather conditions;
 - 3. Review of operating limitations and safety issues such as battery charge, GPS strength and potential radio interference;
 - 4. Review of crew coordination and communication procedures;
 - 5. Review of emergency/contingency procedures including aircraft system failure, flight termination, divert and lost link procedures;
 - 6. Execution of all checklists; and
- G. Preflight Inspection: A mandatory process that is conducted by the PIC or their designee before every UAS flight utilizing the checklist included in Appendix A of this General Orders. The inspection is intended to ensure that the UAS is operational and ready for flight and that the control unit is functioning properly and has sufficient charge.
- H. Special Event: 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:

- i. 150 or more people in a unit of local government with a population that is less than 50,000.
 - ii. 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.
 - iii. 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
 - iv. 500 or more people in a unit of local government with a population that is 500,000 or more
- 4) A special event does not include any political protest, march, demonstration or other assembly protected by the First Amendment.

II. PRIVACY AND PROHIBITED USES:

A. Privacy

The use of a UAS may involve privacy considerations. Absent a warrant signed by a judge or exigent circumstances, pilots and observers shall adhere to FAA regulations and shall not purposefully transmit or record images of any location where a person would have a reasonable expectation of privacy. Pilots and observers shall take reasonable precautions to avoid inadvertently transmitting or recording images of areas where there is a reasonable expectation of privacy.

B. Prohibited Uses

The UAS shall not:

1. Be used to conduct random surveillance activities.
2. Be used to target a person or group of people solely based on characteristics such as but not limited to race, ethnicity, national origin, religion, disability, gender, or sexual orientation.

3. Be used to harass, intimidate, or discriminate against any individual or group of individuals.
4. Be used to conduct private and/or personal business.
5. Be weaponized (lethal and non-lethal).
6. Utilize onboard facial recognition software unless:
 - a) the Department 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
 - b) the Department 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.

III. Use of unmanned Aircraft Systems

- A. Only authorized operators who have completed the required Department authorized training in the use and application of the UAS shall be permitted to operate the UAS. All UAS flight mission must be in strict accordance with current FAA regulations and guidelines.
- B. The UAS, or 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 the Skokie Police Department shall require the express authorization of the Chief of Police or their authorized designee.
- C. The Skokie Police Department may not utilize the UAS to gather information except as authorized in (725 ILCS 167) Freedom from Drone Surveillance Act and Drones as First Responders Act which includes but is not limited to:

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 there is a risk.
2. 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.
3. 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 or their authorized designee must report its use, in writing, to the State's Attorney. (See Appendix B: Report to State's Attorney's Office of Small Unmanned Aircraft Flight Operations).

4. 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.
5. To search for a missing person while not also undertaking a criminal investigation.
6. Use during a disaster or public health emergency. May be used in order to see if a disaster or health emergency should be declared, to monitor weather or emergency and to survey damage or otherwise coordinate 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 while making

a 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.
10. (10) If the Department is using a drone at a routed event or special event. The use of a drone under this paragraph 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 Aviation Administration safety regulations.

Under this paragraph (10), the Department may also utilize a 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:

(I) 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;

(II) to evaluate crowd size and density;

(III) to identify activity that could present a public safety issue for the crowd as a whole, including crowd movement;

(IV) to assist in the response of public safety personnel to a real-time public safety incident at the event; and

(V) to assess the traffic and pedestrian flow around the event in real time.

IV. UAS DEPLOYMENT PROCEDURES:

Unless the PIC or other UAS flight team member is engaged in a law enforcement related activity while in direct contact with a member of the public, their body-worn camera (BWC) does not need to be activated. Once a flight mission is initiated, procedures including but not limited to the following shall be followed:

- A. A PIC for the authorized flight mission shall be established;
- B. A preflight briefing (referenced in this policy) shall be completed by the PIC or their designee;
- C. A preflight inspection (referenced in this policy) of the UAS shall be completed by the PIC or their designee;
- D. As soon as feasible, Skokie Communications personnel shall be notified of the location of the anticipated flight mission by the PIC or their designee via the

police radio;

- E. As soon as feasible, Skokie Communications personnel shall be notified via the police radio by the PIC or their designee once the UAS has taken flight;
- F. As soon as feasible, Skokie Communications personnel shall be notified via the police radio by the PIC or their designee once the UAS flight mission has been terminated; and
- G. At the conclusion of each UAS flight mission, the PIC or their designee shall make proper notification of the flight mission to the UAS Program Coordinator and submit a UAS flight report. When applicable, the PIC shall also complete a case supplemental report.

V. UAS PROGRAM COORDINATOR (UPC):

The Chief of Police or their designee will appoint a UAS Program Coordinator (UPC) who shall be a sworn supervisor of the rank of Sergeant or higher. The UPC will be responsible for the overall management of the UAS program. The UPC will ensure that Skokie Police Department UAS policies and procedures conform to the current laws, regulations, and best practices. The UPC will also have additional responsibilities that include but are not limited to:

- A. Maintaining a record of authorized members in the Skokie Police Department's UAS Program who have a valid FAA Part 107 Commercial Pilots License and ensuring that licenses are renewed prior to expiration.
- B. Ensuring that all authorized operators have completed current department-approved training in UAS operation, applicable laws and policies.
- C. Facilitating law enforcement access to images and data captured by the UAS.
- D. Developing operational protocols, such as, but not limited to, maintenance, pre-deployment information requirements, flight log requirements and after-action documentation.

- E. Ensuring that established protocols are followed by monitoring UAS use and providing periodic program reports to the Chief of Police.
- F. Reporting annually, by April 1, to the Illinois Criminal Justice Information Authority the number of UAS's owned by the Skokie Police Department (725 ILCS 167/35).
- G. Recommending enhancements regarding safety, information security, current technology and equipment at least annually.
- H. Develop and or coordinate in-service UAS training for members of the UAS Team at least on a quarterly basis.

VI. Information Disclosure:

(a) If the Department utilizes a drone under Section 15 of this Act, the Department shall destroy all information gathered by the drone within 30 days unless 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. The UAS program Coordinator may also retain information collected by the drone if they deem that the information will be used exclusively for training purposes, provided that any such information does not contain any personally identifiable information; or the information consists of only flight path data, metadata, or telemetry information of the drone. If the Department utilizes a drone at a routed or special event, information gathered by the drone must be destroyed within 24 hours after being gathered.

(b) 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.

(c) If the Department uses a drone under Section 15, it 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.

(d) Nothing in this Act 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.

(e) If the Department utilizes a drone to assist another agency, any information gathered by the drone shall be turned over to the agency that was assisted as soon as feasible. Information gathered by the drone while assisting another agency should not be maintained in the custody of the Skokie Police Department unless it meets one of the exceptions outlined in this policy or if it is related to an investigation being conducted by the Skokie Police Department.

VII. Reporting

(a) The Department 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 (of the Drones as First Responders Act), 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.

(b) The Department shall implement and make publicly available on its website the Department's policy governing the operation, use, administration, and oversight of its drone program.

VIII. Policy and Act Violations

(a) A violation of this policy or related acts will be investigated by the UAS Program Coordinator or their designee in accordance with Department General Order A-13, Internal Affairs.

(b) If the Department learns of a violation of this policy or related acts, the Department will take immediate action to prevent additional violations which will be in accordance with Department General Order A-13, Internal Affairs and may include but is not limited to: training, discipline, or other means that will prevent repeated violations.

(c) If the Department learns of willful and wanton

violations of this policy or related acts, the UAS Program Coordinator will immediately remove the UAS Pilot from the UAS Team and their actions will be investigated in accordance with Department General Order A-13, Internal Affairs.

Appendix A

PREFLIGHT CHECKLIST - UNMANNED AIRCRAFT SYSTEM (UAS)

Before Flight at Location:

1. Review goals of the authorized flight mission.
2. Review current and forecasted weather conditions.
3. Review crew coordination and communication procedures.
4. Review emergency/contingency procedures.
5. Notify Skokie Communications personnel via the police radio of the location of the anticipated flight mission.

At Location:

1. Remove the UAS from case.
2. Remove the UAS gimbal cover(s).
3. Unfold the UAS arms.
4. Check condition of the UAS propellers and confirm they are properly attached to the UAS. (If nicked, cracked, or deemed unsafe, replace propeller(s) before flight).
5. Place the UAS on launch site (level surface clear of any overhead obstacles).
6. Check the UAS battery status (If bulged, dented, or deemed unsafe, discard and replace).
7. Power on Wifi hotspot.
8. Remove the DJI Smart Controller from case and power on.
9. Launch the UAS application on the DJI Smart Controller.
10. Power on the UAS.
11. Locate "Ready to Go" message on the DJI Smart Controller.
12. Confirm GPS and Compass signals.
13. Confirm Return to Home (RTH) is set (50 feet/15 meters higher than highest point in the anticipated flight mission area).
14. Clear the area for takeoff.
15. Power on the UAS motors.
16. Take off.

After-Takeoff Checklist:

1. Hover the UAS approximately 10 feet above ground to confirm the UAS is hovering properly.
2. Confirm that both sticks on the DJI Smart Controller are operating correctly.
3. Notify Skokie Communications personnel via the police radio that the UAS has taken flight.

End-of-Flight-Mission Checklist:

1. Notify Skokie Communications personnel via the police radio that the UAS flight mission has ended.
2. Power off the UAS.
3. Remove the UAS battery and replace with fully charged battery. (If bulged, dented, or deemed unsafe, discard and replace).
4. Check condition of the UAS propellers and confirm they are properly attached to the UAS. (If nicked, cracked, or deemed unsafe, replace propeller(s)).
5. Attach gimbal cover(s).
6. Fold the UAS arms.
7. Return the UAS to the case.
8. Power off Wi-Fi hotspot.
9. Power off DJI Smart Controller and return to case.

Appendix B



Police Department

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www.skokie.org
SkokieVision Municipal Cable
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Council-Manager Government
Mayor George Van Dusen
Clerk Pramod C. Shah
Trustees Michele L. Bromberg
Karen Gray-Keeler
Ralph Klein
Randall E. Roberts
Edie Sue Sutker
Ilonka Ulrich
Manager John T. Lockerby
Counsel Michael M. Lorge

Awards and Distinctions
All America City Finalist

American Public Works Association (APWA) Accreditation
Commission on Accreditation for Law Enforcement Agencies (CALEA)
Commission on Fire Accreditation International (CFAI)
Fitch IBCA AAA Financial Bond Rating
Gold Level Clean Air Counts Community
Governor's Hometown Award
Government Finance Officers Association Budget Award
Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting
Illinois Law Enforcement Accreditation (ILEAP)
Insurance Services Office (ISO) Class One Fire Department
State of Illinois Certified Health Department
Tree City U.S.A. Distinction

Village of Skokie
Police Department

Report to State's Attorney's Office of Small Unmanned Aircraft Flight Operations

TO: Ms. Leturah Jackson
Cook County State's Attorney's Office

DATE:

FROM: Chief Brian Baker,
Chief of Police, Skokie Police Department

RE: Report of Law Enforcement Small Unmanned Aircraft Flight Operations pursuant to 725 ILCS 167/15(3)

This form is official notification that the Skokie Police Department conducted a small unmanned aircraft flight in accordance with 725 ILCS 167/15(3) for the purpose of:

- Preventing imminent harm to life
- Preventing imminent escape of a suspect
- Preventing the destruction of evidence

This small unmanned aircraft flight was conducted on from approximately hours until hours and was documented under Skokie Police RD#: - (copy attached).

Sincerely,

Chief Brian Baker,
Chief of Police, Skokie Police Department