

SPRINGFIELD POLICE DEPARTMENT

<input checked="" type="checkbox"/> DEPARTMENT DIRECTIVE <input type="checkbox"/> DIVISION DIRECTIVE		DIRECTIVE NUMBER 26-027	OPS-10
<input checked="" type="checkbox"/> GENERAL ORDER <input type="checkbox"/> NOTICE <input type="checkbox"/> SPECIAL ORDER <input type="checkbox"/> LEGAL NOTICE			ISSUE DATE 03/02/26
SUBJECT: SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS)	DISTRIBUTION A,B	REVISION DATES 10/09/23, 03/02/26	EFFECTIVE DATE 03/02/26
REFERENCES: 720 ILCS 167/ Freedom from Drone Surveillance Act FAA 14 CFR Part 107 Small Unmanned Aircraft Systems			RESCINDS: OPS-10/23-005

I. PURPOSE

The purpose of this policy is to establish guidelines under which small unmanned aircraft may be utilized, and the storage, retrieval and dissemination of images and data captured by such systems.

II. POLICY

It is the policy of the Springfield Police Department to ensure authorized personnel are trained on the use of small unmanned aircraft systems, hereinafter referred to sUAS, to enhance the department’s mission of protecting lives and property when other means and resources are not available or are less effective. The sUAS shall be operated in strict compliance with Illinois State law, Federal law, and applicable Federal Aviation Administration (FAA) regulations.

III. DEFINITIONS

For the purpose of this general order, the following terms have the following meanings:

- A. Control station – Any interface used by the remote pilot to control the flight path of the small unmanned aircraft
- B. Controlled airspace – Airspace where Air Traffic Control (ATC) services are provided (Class A, B, C, D and E). Airspace that is under direct control of the ATC, except for Class E.
- C. Declaration of compliance – a record submitted to the FAA that certifies the small unmanned aircraft conforms to the Category 2 or Category 3 requirements.
- D. Digital Multimedia Evidence (DME) - Digital recording of images, sounds, and associated data.
- E. Federal Aviation Administration (FAA) – The division of the United States Department of Transportation that inspects and rates civilian aircraft and pilots, enforces the rules of air safety, and installs and maintains air navigation and traffic control facilities.
- F. Information – means any evidence, images, sounds, data, or other information gathered by a drone.
- G. Pilot in Command (PIC) – The Springfield Police Department employee authorized to operate the sUAS and who (1) has final authority and responsibility for the operation and safety of the flight; (2) had been designated as pilot in command before or during the flight; and (3) holds the appropriate category, class, and type rating, if appropriate, for the conduct of the flight.
- H. 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.

- I. Public Safety Answering Point (PSAP) – means the primary answering location of an emergency call that meets the appropriate standards of service and is responsible for receiving and processing those calls and events according to a specified operational policy.
- J. 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. A Routed event does not include any political protest, march, demonstration, or other assembly protected by the First Amendment.
- K. Small unmanned aircraft/Small unmanned aircraft system (sUAS) or Drone – an unmanned aircraft and its associated elements, weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft and does not carry a human operator.
- L. 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 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 more. A Special event does not include any political protest, march, demonstration, or other assembly protected by the First Amendment.
- M. Surveillance – With respect to an owner, tenant, occupant, invitee, or licensee of privately owned real property, the observation of such persons with sufficient visual clarity to be able to obtain information about their identity, habits, conduct, movements, or whereabouts; or with respect to privately owned real property, the observation of such property’s physical improvements with sufficient visual clarity to be able to determine unique identifying features or its occupancy by one or more persons.
- N. Uncontrolled airspace – airspace where Air Traffic Control (ATC) services are not provided (Class G airspace)
- O. Visual observer – a person who is designated by the remote pilot in command to assist the remote pilot in command and the person manipulating the flight controls of the small UAS to see and avoid other air traffic or other objects aloft or on the ground.

IV. PROCEDURES

A. Administration

All deployments of sUAS must be specifically authorized by the Chief of Police or their designated representative. The Springfield Police Department has adopted the use of sUAS to provide an aerial visual perspective in responding to emergency situations and exigent circumstances, and shall otherwise obtain a search warrant based on probable cause when using the sUAS for any other purpose. The Springfield Police Department shall not use the sUAS to gather information, except as provided under 725 ILCS 167/15. The sUAS may be used for the following objectives:

1. Situational Awareness/Disaster Response: 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 during a disaster or public health emergency, as defined by Section 4 of the Illinois Emergency Management Agency Act. The use of a sUAS under this section does not require an official declaration of a disaster or public health emergency prior to use. The Department may use the sUAS 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;
2. Search and Rescue: To assist missing person investigations, not criminal investigations, including but not limited to, AMBER alerts, Silver Alerts, and other search and rescue missions in order to aid an individual who cannot be safely reached;
3. Scene Documentation: To document a crime scene, accident scene, or other major incident scene (e.g., disaster management), aid in the reconstruction of crime scene, scene of traffic accident, and large scale scenes as deemed appropriate. Also to assist in the management of police response to an incident and provide video/ audio recording as deemed appropriate. 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 sUAS under this paragraph 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 sUAS under this paragraph 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. The Springfield Police Department shall make every reasonable attempt to only photograph the crime scene or traffic crash scene and avoid other areas when operating a sUAS under this section.

4. Terrorism Response: To counter a high risk of a terrorist attack by a specific individual or organization of the United States Secretary of Homeland Security determines that a credible intelligence indicates that there is such a risk;
5. Imminent Danger to Life or Serious Damage to Property: If the Department possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent danger to life, to forestall the imminent escape of a suspect or the destruction of evidence.
 - a. The use of a drone under this paragraph is limited to a period of 48 hours. Within 24 hours of the initiation of the use of a drone under this paragraph, the Chief of Police or their designee must report in writing the use of a drone to the Sangamon County State's Attorney's office.
6. Search warrant: The sUAS may be used if the Department 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.
7. Infrastructure Inspection: To conduct an infrastructure inspection of a designated building or structure at the express request of a local government agency. The Department shall make every reasonable attempt to photograph only the building or structure and is to avoid operating the sUAS in other areas. All information gathered pursuant to this section shall be turned over to the requesting local government agency as soon as practicable, and all gathered information shall be destroyed immediately after the information has been turned over.
8. Demonstrations: The Department may use the sUAS 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. Response to Public Safety Answering Point (PSAP): To respond to PSAP dispatched calls for service, when the sole purpose for using the sUAS 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. Routed or Special Events: If the Department is using the sUAS at a Routed or Special event, the following is required:
 - a. Notice must be posted at the event location for at least 24 hours before the event and clearly communicate that drones may be used at the upcoming event for the purpose of real-time monitoring of participant safety;
 - b. Notice must be 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 must be flown in accordance with Federal Aviation Administration safety regulations. The Department 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 to: (1) 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; (2) evaluate crowd size and density; (3) identify activity that could present a public safety issue for the crowd as a whole, including crowd movement; (4) assist in the response of public safety-personnel to a real-time public safety incident at the event; and (5) assess the traffic and pedestrian flow around the event in real time.

All information gathered pursuant to this section shall be destroyed within 24 hours after being gathered.

B. General procedures for sUAS use

1. The Department will obtain all applicable authorizations, permits, registrations or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the sUAS, and these authorizations, permits, registrations and certificates will be maintained and current.
2. The sUAS will only be operated by personnel (pilots and crew members) who have been trained and certified in the operation of the system.
3. There will be at least one Visual Observer for any law enforcement or public safety related sUAS mission.
4. The FAA sUAS facility map will be used to check airspace restrictions. Smart phone applications such as AIRMAP or UAV FORECAST can be used to supplement facility maps.
5. The uUAS certified personnel shall utilize a pre-flight checklist to inspect and test sUAS equipment prior to each deployment, to verify the proper functioning and the airworthiness of the device.
6. 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.
7. 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.
8. All sUAS flights will be documented on an electronic database. All information regarding the flight will be documented including:
 - a. Flight time start, end and total flight time;
 - b. The reason for the flight;
 - c. The date, time and location of the flight;
 - d. The supervisor that authorized the sUAS flight;
 - e. All officers/supervisors assigned to the flight including the Pilot in Command (PIC)
 - f. A summary of the activities covered in the flight;
 - g. Actions taken;
 - h. Outcomes from the deployment.
9. Except for those instances where officer safety or investigation could be jeopardized, and were reasonably possible and practical, supervisor should consider notifying the public.
10. During routine police investigations, if there are specific and articulable ground to believe that the sUAS will collect evidence of criminal wrongdoing and/if the sUAS will be used in a manner that may intrude upon reasonable expectations of privacy, the agency will obtain a search warrant prior to the flight.

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 training for such missions.
2. The sUAS shall not be operated in an unsafe manner or in violation of Illinois laws, Federal Laws or FAA regulations.
3. The sUAS shall not be equipped with weapons of any kind.
4. The sUAS shall weigh less than 55 pounds, be properly registered with the FAA, and have proper FAA registration markings. The sUAS must have functioning position lights if it is to be flown within twilight hours, and have a maximum groundspeed of 100 MPH.
5. Wind speed must be within limits published by the UAS Manufacturer, with no severe weather or thunderstorms within 5 miles.
6. The sUAS will be used only in visual line-of-sight (VLOS). The unmanned aircraft must remain within VLOS of the remote PIC, the person manipulating the flight controls of the small UAS, and the visual observer. At all times the small unmanned aircraft must remain close enough to the remote PIC to be capable of seeing the aircraft with vision unaided by any device other than corrective lenses.
7. The sUAS may not operate over any persons not directly participating in the operation, not under a covered structure, and not inside a covered stationary vehicle.
8. The sUAS will be operated with a maximum altitude of 400 feet above ground level (AGL) or, if higher than 400 feet AGL, remain within 400 feet of a structure.
9. The sUAS must yield right of way to other aircraft.
10. The PIC cannot act as a remote pilot in command or VO for more than one unmanned aircraft operation at one time.
11. No operations from a moving aircraft.
12. No operations from a moving vehicle unless the operation is over a sparsely populated area.

13. No flight will be conducted in the same area as manned public safety aircraft unless two way communication has been established between the sUAS PIC or VO and the manned aircraft PIC or aircrew. Joint operations will only be conducted if all crews are in agreement. Part of the joint mission planning will be lost communication and/or visual contact responses for both PICs. If there is any dispute, the UAS PIC will defer to the manned aircraft while that aircraft is working in the area. UAS and manned aircraft will keep altitude separation of at least 500 feet vertically. It is preferred that the two aircraft will also remain separated laterally with different geographic operational areas.
 14. The use of onboard facial recognition software that works in conjunction with the drone during flight is strictly prohibited, unless either (i) the Department is using the drone to counter a high risk of a terrorist attack by a specific individual or organization and the United State Secretary of Homeland Security has determined that credible intelligence indicates that there is such a risk or (ii) 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.
 15. The Department 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. Additional regulations and operations for sUAVs will be found in FAA 14 CFR 107.29 Daylight Operation COA. The PIC will be responsible for understanding, abiding and following all FAA specific and current regulations. If there is a conflict between this General Order and the current FAA regulations, the FAA regulations will be followed.
1. Altitude and distance
 - a. The maximum flight deck altitude will be 200 feet AGL;
 - b. The distance of operation will not exceed 300 feet.
 2. Operations

All operations will be conducted by a Remote Pilot in Command and Visual Observer

 - a. The PIC will be FAA 107A Certified;
 - b. The PIC and visual observer must be able to be in visual and verbal communication without the use of a radio or mobile device at all times.
 3. Aircraft and scene lighting
 - a. No person may operate a small unmanned aircraft system at night unless:
 - 1) The remote PIC of the sUAS has completed an initial knowledge test or training; and
 - 2) The sUAS has lighted anti-collision visible for at least 3 statute miles that has a flash rate sufficient to avoid a collision. The remote PIC may reduce the intensity of, but may not extinguish, the anti-collision lighting if he or she determines that, because of operating conditions, it would be in the interest of safety to do so.
 - b. Surface area of operations will be as well lighted, as possible.
 4. Pre-flight operations
 - a. If possible, the PIC and Visual Observer will walk the area of the planned operation to look for any obstructions;
 - b. Optimal Surface Area Lighting of the area of operation will be used.
 5. Privacy Considerations
 - a. Use of the sUAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and visual 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. Operators and visual observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy.

7. All access to sUAS DME must be specifically authorized by the Chief of Police or his or her designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.

F. Reporting

1. If the Department owns one or more drones, the Deputy Chief of Field Operations shall submit an annual report by April 1 to the Illinois Criminal Justice Information Authority, describing the number of drones owned by the Department, the number of times a drone was used pursuant to Section IV of this General Order, 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.

V. POLICY VIOLATIONS

- A. In the event that the sUAS is used for any other purpose other than described in Section IV of this General Order, the Department member involved shall be subject to discipline. In the event the Department learns of any willful or wanton misuse of the sUAS under this General Order, the Pilot will immediately be removed from the Department's drone program and subject to discipline.

JOE BEHL, CHIEF OF POLICE