

## Unmanned Aerial System Procedures

### 603.1 PURPOSE AND SCOPE

Discretionary

The purpose of this procedure is to direct members in the use of unmanned aerial systems within the limits of department policy.

### 603.2 PILOT IN COMMAND PROCEDURES

Agency Content

- (a) A UAS will be operated solely by members assigned to the DCSO UAS Unit
- (b) Ensure authorization for UAS deployment is obtained from the UAS Supervisor.
- (c) Ensure you are authorized to fly pursuant to the airspace designation.
- (d) For emergencies where the airspace restricts UAS deployments, contact the FAA Special Government Interest Office (SGI) at 202-267-8276 and request authorization.
- (e) If SGI is contacted and authorization is granted you will need to notify the UAS supervisor.
- (f) At the conclusion of the UAS deployment and complete the FAA Emergency Request Form and forward to both the SGI Office and UAS Supervisor.
- (g) Ensure the UAS can be deployed in a safe manner. This includes checking the weather utilizing an appropriate application like ALOFT.
- (h) Inspect and test the UAS prior to each deployment pursuant to DCSO Form D-113 to verify proper functionality and airworthiness. The completed DCSO Form D-113 will be forwarded to the UAS supervisor via email within 48 hours of UAS deployment.
- (i) Operate a UAS in accordance with an issued COA, BLOVS waiver, Part 107 remote pilot certificate, or any other waiver issued by the FAA.

### 603.3 DEPLOYMENT AND USE

Discretionary **MODIFIED**

- (a) All deployments of UAS will be authorized by the UAS Supervisor prior to deployment and conform to a Certificate of Authorization (COA) issued to Dutchess County and/or a remote pilot airman certificate Part 107 with a small UAS rating.
- (b) A UAS must be used in a manner that is consistent with the requirements and protection of the Constitution of the United States, the New York State Constitution, and applicable statutory authorities.
- (c) A UAS will be operated solely by members assigned to the DCSO UAS Unit.
- (d) The PIC will inspect and test the UAS prior to each deployment to verify proper functionality and general airworthiness. A DCSO form D-113 must be completed before and after each deployment of a UAS.

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- (e) All DCSO UAS unit pilots will only operate a UAS in accordance with an issued COA, BLOVS waiver, Part 107 remote pilot certificate, or any other waiver issued by the FAA.
- (f) UAS pilots will only operate by visual line of sight unless BLVOS is authorized by a COA or waiver.
- (g) The PIC and VO shall review the intended flight pattern of the UAS for hazards prior to each deployment and during deployment, including weather.
- (h) The PIC shall not exceed an altitude of 400 feet above ground level (AGL) unless otherwise authorized in a COA or to avoid a collision with another aircraft or object.
- (i) In Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport, the operator must obtain prior authorization by contacting Air Traffic Control or a COA.
- (j) The PIC will ensure the deployment of a UAS is within the UAS guidelines for the current weather including wind velocity. Wind velocity can be obtained by using mobile applications like ALOFT.
- (k) The UAS supervisor and/or unit coordinator will coordinate maintenance, repairs and updates of all UAS.
- (l) The Pilot in Command and Visual Observer will be in direct voice contact at all times. In the event a V.O. is being utilized during a UAS deployment and direct communication is lost the with that the person, the P.I.C. will return the aircraft to the home point and reestablish communication with the V.O. by an means available.
- (m) A search warrant must be obtained to secure images or video of personal property enclosed by fence or similar method unless exigent circumstances exist. A search warrant must be obtained to look within a closed structure using thermal imaging technology unless exigent circumstances exist.
- (n) All requests for mutual aid deployments of a UAS must be directed to the UAS supervisor for authorization to ensure the request is consistent with this policy.
- (o) Any complaints made by the public regarding the use of a UAS by members of the DCSO UAS Unit shall be handled pursuant to the DCSO Internal Affairs Bureau policy found in section 2.17.

#### **603.4 DIGITAL EVIDENCE/MEDIA STORAGE, REVIEW, RETENTION AND PUBLIC INSPECTION PROCEDURES**

**Discretionary** **MODIFIED**

- (a) The P.I.C. will provide all digital evidence/media secured by the UAS to the Unit Administrator within 48 hours of deployment. This shall be on a universal serial bus (USB) with the file name including the incident number and date.
- (b) The Unit Administrator will store the digital evidence/media in accordance with existing DCSO evidence policies.
- (c) All retained UAS digital evidence/media, unless exempted, shall be open for public inspection. Any and all public disclosure of digital evidence must be consistent with the Sheriff's Office record release policy and applicable statutes regarding, but not

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limited to, evidence discovery and disclosure pursuant to the Freedom of Information Law (FOIL).

- (d) Digital evidence/media captured or recorded by a UAS will be the sole property of the Dutchess County Sheriff's Office.
- (e) In the event a UAS deployment is in conjunction with an arrest, all relevant captured data will be provided to the Deputy of record for the arrest and entered into evidence pursuant to DCSO policy.

#### **603.5 MUTUAL AID PROCEDURES**

##### **Agency Content**

Use of DCSO UAS in conjunction with an outside agency UAS and/or Aviation unit is authorized if the following conditions are met:

- (a) The outside agency is notified of a DCSO UAS deployment.
- (b) A mechanism to communicate with either a command post or the PIC of another agency (radio, phone) has been established.
- (c) The joint operation can be executed in a safe manner.

#### **603.6 UAS LOST LINK EMERGENCY PROCEDURES**

##### **Agency Content**

- (a) Set the RTH point prior to deployment (See DCSO pre-flight checklist form D-113). RTH should activate and return the aircraft to the home point. If that fails see below.
- (b) Maintain VLOS. If operating BVLOS pursuant to a waiver manipulate the aircraft in an attempt to establish VLOS.
- (c) Restart the controller which will initiate the paring process with the aircraft. If the remote fails to pair with the aircraft see below.
- (d) Attempt to fly the aircraft home manually. If you are unable to return the aircraft home see below.
- (e) Record the drones last location, altitude and heading.
- (f) Land the aircraft in a secondary location if safe to do so or land the aircraft at a pre-determined secondary landing sight.
- (g) Notify ATC (Hudson Valley Airport) if you have a lost link and you are unable to fly the aircraft home manually whether or not you are in controlled airspace.
- (h) If the aircraft crashes contact the DCSO UAS supervisor who will organize a search effort to locate the aircraft and notify the FAA.

#### **603.7 IN-FLIGHT EMERGENCY PROCEDURES**

##### **Agency Content**

- (a) Emergencies are considered, but not limited to the following:
  1. Any operation to avoid a collision with a person, object, or another aircraft.

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2. A lost link or fly away is considered an emergency if the P.I.C. does not immediately gain control of the aircraft or land the aircraft safely. Refer to the lost link procedures for further.
  - (b) P.I.C. must give way to all other aircraft during deployment.
  - (c) During an emergency the P.I.C. may deviate from the rules outlined in Part 107 or an issued COA to avoid a collision with another aircraft, object, or person.
  - (d) Pursuant to the lost link procedures the ATC may need to be contacted.
  - (e) In the event an emergency occurs during operation the P.I.C. will contact the UAS supervisor and report the incident as soon as possible.

#### **603.8 UAS STORAGE**

##### **Agency Content**

- (a) UAS Equipment including Intelligent battery charging stations shall be stored indoors where the temperature does not go below 50 degrees or above 80 degrees at all times when off-duty.
- (b) Storage of UAS and Intelligent battery charging stations in vehicles is prohibited.
- (c) In the event you are not able to secure your assigned UAS equipment indoors within the above temperature parameters the UAS shall be stored at DCSO HQ.
- (d) Deputy Sheriff's on leave for a period of 3 days or more shall secure their assigned UAS at HQ in a location as designated by the UAS supervisor.