

SCHAUMBURG POLICE DEPARTMENT

Policy and Procedure Manual



47-95 SMALL UNMANNED AIRCRAFT SYSTEMS

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I. DEFINITIONS

- A. Federal Aviation Administration (FAA)- A national authority with powers to regulate all aspects of civil aviation. These include the construction and operation of airports, the management of air traffic, the certification of personnel and aircraft, and the protection of US assets during the launch or re-entry of commercial space vehicles.
- B. Information – As defined within 725 ILCS 167/5, any evidence, images, sounds, data, or other information gathered by the unmanned aircraft.
- C. Parade – A march, procession, or other similar activity upon a public street, sidewalk, alley, or other public place, which requires a street closing or other traffic disruption. This does not include a political protest, march, demonstration, or other assembly protected by the First Amendment.
- D. Program Coordinator – Sworn supervisor and/or officer responsible for the management and supervision of the small unmanned aircraft program.
- E. Remote Pilot in Command – Person directly responsible for and is the final authority as to the operation of the small unmanned aircraft. This does not include a political protest, march, demonstration, or other assembly protected by the First Amendment.

- F. Routed Event – A parade, walk, or race that is hosted by the State or a county/municipality/township/park district.
- G. Small Unmanned Aircraft System (sUAS) – A small unmanned aircraft that does not carry a human operator, weighing less than 55 pounds on takeoff, and its associated elements, including communication links and the components that control the aircraft that are required for the safe and efficient operation of the aircraft.
- H. Special Event – Means a concert or food festival that is hosted by the State, County, Municipality, Township or park district, that is outdoors and open to the public and has an estimated attendance of 150 or more people in a unit of local government with a population less than 50,000; **250 or more people in a unit of local government with a population greater than or equal to 50,000, but less than 100,000**; 350 or more people in a unit of local government with a population greater than or equal to 100,000, but less than 500,000; 500 or more people in a unit of local government with a population 500,000 or more. This does not include a political protest, march, demonstration, or other assembly protected by the First Amendment.
- I. Team Leaders – One member from the Field Services Bureau and one member of the Investigations/Support Services Bureau who will be responsible for assisting the Program Coordinator in management and supervision of the small unmanned aircraft program.
- J. Visual Observer – The person designated by the remote pilot in command to assist the remote pilot in command and the person manipulating the flight controls of the aircraft to see and avoid other air traffic or objects aloft or on the ground.

II. PROCEDURES

- A. The Chief of Police shall appoint a sUAS Program Coordinator who is responsible for the management of the department's small unmanned aircraft program. The Program Coordinator ensures that policies and procedures conform to current laws, regulations, and best practices. Listed below are the following additional responsibilities of the Program Coordinator or their designee:
 - 1. Ensure authorized remote pilots in command have completed the required Federal Aviation Administration (FAA) and 14 CFR 107 training and department approved training in the operation, applicable laws, policies and procedures regarding use of the sUAS.
 - 2. Ensure the protocol for submission and evaluation of requests to deploy the sUAS, including urgent requests made during on-going or emerging incidents is being followed.

3. Ensure proper notification and signage is posted regarding sUAS deployment, when appropriate, including signage that will be posted at routed or special events.
4. Ensure the operational protocol governing the safe deployment and operation of a sUAS, along with documenting all missions.
5. Ensure pilots are performing sUAS inspection, maintenance and record keeping to ensure continuing airworthiness of a sUAS, up to and including its overhaul or life limits.
6. Ensure 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.
7. Ensure retention and purge periods are maintained in accordance with established records retention schedules.
8. Facilitate law enforcement access to images and data captured by the sUAS.
9. Recommend program enhancements, especially regarding safety and information security.
10. Conduct an annual year-end review of the program to determine the overall success of the program and to provide recommendations for improvements, if any. The report shall be forwarded to the Deputy Chief responsible for oversight of the program.
11. Coordinate remote pilot training covering a variety of scenario-based exercises on an ongoing basis.

B. Training Prior to Use of the sUAS

1. Prior to Authorization to operate a sUAS, assigned remote pilots must complete mandatory training provided by the department to obtain an understanding on how to use the sUAS and the procedures outlined in this policy.
2. Annually, assigned remote pilots will undergo refresher training on the equipment to ensure continued effective use, operation of the equipment and to incorporate changes, updates or other revisions to the FAA and/or 14 CFR 107 requirements, statutes or department policy. Additional training may be provided at periodic intervals for personnel displaying a substandard performance in the use of sUAS equipment.

3. Additional training will be provided at periodic intervals to ensure the continued effective use, operation and readiness of the equipment.

C. Department Use of sUAS

1. The police department must obtain applicable authorizations, permits, or certificates as required by FAA prior to deploying or operating the sUAS, and ensure these documents are current.
2. Use of the sUAS shall be limited to functions which support official law enforcement and public safety missions and must adhere to the limitations of the FAA waivers and/or Part 107 Licensure requirements.
3. Pursuant to the Illinois Drone as First Responders Act, 725 ILCS 167/15, the sUAS may not be used to gather information, except during the following types of situations:

- 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 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 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 the sUAS under this paragraph is limited to a period of 48 hours. Within 24 hours of the sUAS initiation under this paragraph, the pilot in command must report its use, in writing, to the state's attorney.

- d) To assist missing person investigations, engaging in search and rescue operations, or aiding a person who cannot otherwise be safely reached while not undertaking a criminal investigation.
- e) To obtain crime scene and traffic crash scene photography in a geographically confined and time-limited manner to document specific occurrences.

Use of the sUAS under this paragraph on private property requires either a search warrant or lawful consent to search. As it relates to

lands, highways, roadways or areas belonging to the state, a search warrant or consent to search is not required. Reasonable attempts shall be made to only photograph the crime scene or traffic crash scene and to avoid other areas.

- 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. There is no requirement that an official declaration of disaster or public health emergency prior to use.
 - g) To conduct an infrastructure inspection of a designated building or structure at the request of a local government agency. Reasonable attempts shall be made to only photograph the building or structure and to avoid other areas.
 - h) To demonstrate the capabilities and functionality of a police sUAS for public relations purposes, provided that no information is collected or recorded during such demonstration.
 - i) In response to a Public Safety Answering Point (PSAP) dispatched call for service, when the sole purpose for using the sUAS is for one or more first responders to locate victims, assist with immediate victim health or safety needs, or to coordinate the response of emergency vehicles and personnel to an emergency.
 - j) The use of a sUAS at a routed event or special event requires that:
 - (1) A notice is posted at the event location for at least 24 hours before the event and clearly communicates that sUAS may be used for the purpose of real-time monitoring of participants safety.
 - (2) A notice is posted, if practical, at major entry points to the event clearly informing the attendees that a sUAS may be used for the purpose of real-time monitoring of participants safety, and
 - (3) The sUAS is flown in accordance with Federal Aviation Administration safety regulations.
4. Scheduled flight requests to deploy the sUAS shall be made to the program coordinator who will confer with the Chief of Police or assigned designee.

5. Flight requests for use during an active, emergent situation may be authorized by a sworn supervisor in accordance with this policy. Appropriate notifications as to the deployment shall be made.
6. Whenever possible, if the sUAS will be flying within close proximity to a heliport or airport, which could create a hazardous situation for a manned aircraft, notification shall be made to the respective aviation facility.
7. When deemed appropriate by the Chief of Police or assigned designee, notification of the sUAS deployment shall be made to the public and/or media outlets.
8. At the conclusion of each deployment, flight recordings shall be securely downloaded and proper evidence procedures shall be followed.
9. The Schaumburg Police Department sUAS Team Flight Report shall be completed by the remote pilot after each deployment and submitted to their respective Team Leader.
10. All uses of the sUAS will be documented on a spreadsheet maintained by the Team Leaders and Program Coordinator.
11. A supplemental report by the pilot in command will be completed within the records management system, when necessary. Report information shall include the following, at minimum:
 - a) Reason for the flight, date, time and general flight location
 - b) Name of the supervisor approving the deployment and staff assigned
 - c) Summary of the activities covered, actions taken, and outcome of the deployment.

D. ROUTED EVENT AND SPECIAL EVENTS

1. Usage of an sUAS at a routed event or special event requires that:
 - a) A notice is posted at the event location for at least 24 hours before the event and clearly communicates that a sUAS may be used for the purpose of real-time monitoring of participants safety.
 - b) A notice is posted, if practical, at major entry points to the event clearly informing the attendees that a sUAS may be used for the purpose of real-time monitoring of participants safety, and

- c) The sUAS is flown in accordance with Federal Aviation Administration safety regulations.
2. The sUAS may also be used:
- a) In advance of an event, before the participants have begun to assemble, for the sole purpose of creating maps and determine access routes, staging areas, and traffic routes, providing that no personal identifying information is recorded and used in any criminal proceeding, or;
 - b) During the event to proactively support public safety personnel by monitoring the event footprint in real time.
 - (1) 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/fencing.
 - (2) To evaluate crowd size and density.
 - (3) To identify activity that could present a public safety issue for the crowd as a whole, including crowd movement.
 - (4) To assist in the response of public safety personnel to a real-time public safety incident at the event.
 - (5) To assess the traffic and pedestrian flow around the event in real time.

E. ACCIDENT REPORTING

1. The FAA requires notification of certain sUAS accidents. Pursuant to 14 CFR 107 Drone Operation & Certification Regulations, within 10 days after the accident, the remote pilot in command must report accidents to the FAA in the following situations:
 - a) Serious injury to any person or loss of consciousness.
 - b) Damage to any property, other than the sUAS, unless one of the following conditions is satisfied (a) the cost of repair including materials and labor does not exceed \$500.00 or (b) the fair market value of the property does not exceed \$500.00 in the event of a total loss.

2. The remote pilot in command is required to initiate a police report for any accident involving the sUAS. The police report shall include the following information:
 - a) Name and contact information for operators and witnesses.
 - b) Type of operation.
 - c) Type of device and registration number/certificate.
 - d) Event location and incident details.
 - e) Evidence collection such as photos, video, and device confiscation, if necessary.
3. When the accident meets the criteria listed under Section A, the remote pilot in command shall provide notification to the FAA by using the FAA's DroneZone Portal at: <https://faadronezone.faa.gov/#/>

F. PROHIBITED USE

1. The sUAS will not be used to:
 - a) Conduct random surveillance activities or requests for information.
 - b) Target a person based solely on individual characteristics such as, but not limited to race, ethnicity, national origin, religion, disability, gender, or sexual orientation.
 - c) Harass, intimidate, or discriminate against any individual or group.
 - d) Conduct personal business of any type.
 - e) Any situation outside what is specified within this policy.
2. sUAS deployments by the police department must also adhere to the operating procedures established by the FAA. These rules are outlined below, but are not limited to:
 - a) Conduct a pre-flight check to ensure the sUAS is in condition for safe operation.
 - b) Keep the sUAS in visual line of sight.
 - c) Fly at or below 400 feet above ground level or structure.
 - d) Fly at or below 100 mph.

- e) Yield right of way to manned aircraft.
 - f) Must not fly from a moving vehicle, except in rural areas.
 - g) During an emergency situation, deviations from policy are permitted.
3. The program coordinator shall request a certificate waiver from the FAA which authorizes deviation from specific regulations, if applicable. The certificate waiver will be granted when the FAA determines that the sUAS operation can be safely conducted under the terms of the certificate waiver.
 4. Personnel shall notify the program coordinator when he/she knows or has reason to know that he/she has a medical condition that would interfere with the safe operation of the sUAS.

G. PRIVACY CONSIDERATIONS

1. 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.
2. When there are specific and articulable grounds to believe that the sUAS will collect evidence of criminal wrongdoing and/or if the sUAS will be used in a manner that may intrude upon reasonable expectation of privacy, the department will obtain a search warrant prior to conducting the flight.

H. FACIAL RECOGNITION

During a flight, onboard facial recognition software that works in conjunction with the sUAS is prohibited unless,

1. The sUAS is being used 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 there is such a risk or
2. There is 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.

I. WEAPONS

It is prohibited to equip or use any firearm, weaponized laser, kinetic impact projectile, chemical agent or irritant, or any other lethal or non-lethal weapon on any sUAS.

J. INSPECTION AND CARE OF THE EQUIPMENT

1. The sUAS and related equipment shall be maintained in the state of operational readiness. Assigned officers shall use reasonable care to ensure the proper functioning of the sUAS equipment. Malfunctions shall be brought to the attention of the program coordinator as soon as possible. Extra caution must be taken to ensure the equipment is not stored in extreme temperatures.
2. Prior to use, assigned officers shall:
 - a) Using an equipment checklist, inspect the sUAS and related equipment to verify proper functioning and ensure the battery is fully charged in accordance with the manufacturer's recommendations.
 - b) Inspect the body of the sUAS, the charging and camera cables to look for signs of visible damage. Ensure the propeller blades are in flight worthy condition.

K. SECURITY OF RECORDINGS

1. Personnel should be aware that recordings may contain sensitive information and are responsible for ensuring compliance to the information in this policy. A breach in security, careless handling of the recording and/or intentional release of recordings to non-authorized individuals may jeopardize relationships with citizens, subject victims to an invasion of privacy, jeopardize prosecutions and endanger the safety of individuals.
2. All recordings are considered investigative property of the department. The utmost care and caution shall be taken to ensure the recordings are not mishandled or misused.
3. Employees shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner recordings without written authorization by the program coordinator.
4. Any violations related to unauthorized edits, alterations, and dissemination of this data shall be cause for disciplinary action.

5. Pursuant to 725 ILCS 167/25, the disclosure of information is prohibited, except to another government agency with permission from the program coordinator 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.
6. Records of sUAS usage, including flight path data, metadata, or telemetry information of specific flights, if available may be disclosed subject to the Freedom of Information Act.
7. Information gathered shall not be sold or disclosed to any person to whom disclosure is not authorized under 725 ILCS 167/25.
8. Nothing in 725 ILCS 167/25 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.

L. RECORDS RETENTION

1. Drone recordings are maintained in evidence.com and pursuant to 725 ILCS 167/20, shall be destroyed within the following timeframes.
 - a) Destruction within 30 days after being gathered pursuant:
 - (1) 725 ILCS 167/15(a) – Terrorist Attack
 - (2) 725 ILCS 167/15(2) – Search Warrant
 - (3) 725 ILCS 167/15(3) – Prevention of imminent harm to life, forestall imminent escape of a subject, or destruction of evidence.
 - (4) 725 ILCS 167/15(4) – Location of a missing person, search and rescue operation, or aiding a person who otherwise cannot be safely reached.
 - (5) 725 ILCS 167/15(5) – Crime scene and traffic crash scene photography
 - (6) 725 ILCS 167/15(6) – Disaster or public health emergency or
 - (7) 725 ILCS 5/167/15(9) – Call for service dispatched by a PSAP where the sole purpose is to locate victims, assist with victim health and safety needs, or to coordinate an emergency response.

- b) Destruction within 24 hours after being gathered pursuant to:

725 ILCS 167/15(10) – Routed event or special event.
 - c) All information gathered pursuant to 725 ILCS 167/15(7) – Infrastructure inspection 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.
2. Notwithstanding subsection 1 above, a supervisor may retain the gathered information if:
- a) There is reasonable suspicion that the information contains evidence of criminal activity.
 - b) The information is relevant to an ongoing investigation or pending criminal trial.
 - c) A supervisor deems that the information will be used exclusively for training purposes, provided that such information shall not contain any personally identifiable information; or
 - d) The information consists of only flight path data, metadata, or telemetry information of the sUAS.
3. When the recording does not fall under the statutory exemptions, documentation pertaining to use of the sUAS, such as location, date, time, scope of the mission is not subject to being destroyed within 30 days of a recording.
4. The retention of recordings that is exempt from the 30 day requirement is determined by the program coordinator or determined by the completion of the criminal investigation or criminal trial.

M. REPORTING

Annually, by April 1, the Program Coordinator shall report to the Illinois Criminal Justice Information Authority:

- 1. The number of sUAS owned by the police department.
- 2. The number of times a sUAS was used, including the date of use, time of use, reason for use, location, whether video was recorded and whether the video is designated for training purposes.

3. A copy of the department's latest sUAS policy shall also be included.

N. VIOLATIONS

1. The department shall immediately take action to any known violations of this policy or 725 ILCS 167/45(a) to prevent future violations through any one or more of the following means;
 - a) Training
 - b) Discipline, including progressive discipline.
 - c) Other means that will prevent repeated violations.
2. Any willful or wanton violations of this policy or of 725 ILCS 167/45(a) will result in the pilot being immediately removed from the drone program as well as enact any other measures to prevent future willful and wanton violations.

O. TRANSPARENCY

This policy shall be posted on the Village of Schaumburg Police Department's webpage.

P. INFORMATION FROM PRIVATE DRONES

This policy and its restrictions will apply to the Department's directed use of a sUAS owned by a private third party and information gathered by a sUAS voluntarily submitted to the department by a private third party in accordance with 725 ILCS 167/40.



SCHAUMBURG POLICE DEPARTMENT

DRONE TEAM - FLIGHT REPORT



Case Information				
Date of call out:	Time of call out:	Date of flight:	Flight Start Time: End Time:	Report number:
Location of flight:			sUAS:	
Pilot Information				
Report Pilot in Command/Licensed:	Visual Observers:		Private Property Consent by:	
Weather Information				
Winds:	Visibility:	Cloud cover:	Precipitation:	
Notes:				
Number AIRSPACE Completed				
1	Unrestricted airspace; TFR Check, NOTAMS, etc.			
2	Potential Obstructions and Hazard Check			
Number sUAS INSPECTION Completed				
1	Structure, Propellers, Battery, Crystal sky, and Controller Inspection			
2	Micro SD Examination/Inserted			
3	Anti-Collision Lighting (3 SM's) if Night Flight			
Number sUAS SET-UP Completed				
1	Attach Display to Controller, Cables			
2	Power Up Controller and sUAS, Check Battery Levels			
3	Remove sUAS from Case			
4	Attach Camera, Check Security of Camera			
5	Attach Propellers			
6	Final Pre-Flight Overall Inspection			
Number FLIGHT AREA EXAMINATION Completed				
1	Identify Perimeter and Flight Path-Hazards			
Number PERSONNEL BRIEFINGS Completed				
1	Notify Communications			
2	Brief Visual Observer (VO) and All Flight Crew (if applicable)			
3	Prepare Flight Area – Notify Bystanders			
4	Waivers in Hand			
5	Brief Area Personnel and Clear Scene, Give Alerts			
Number sUAS FLIGHT INFORMATION Completed				
1	Establish Take Off Location – 20' + Radius/No Overhead Obstruction			
2	Power Up Controller and Launch DJI Application			

3	Power Up sUAS	
4	Confirm JPG Capture Mode and Camera Transmission	
5	Confirm GPS Mode Activated (Green Light)	
6	Launch and Hover Check (Flight Control Responses, Telemetry)	
7	Begin Flight Operations	
Number sUAS RETURN FLIGHT		Completed
1	Check Hazards – Clear and Safe Landing Zone	
2	Remove, Inspect and Secure Propellers	
3	Remove, Inspect and Secure Cameras	
4	Remove sUAS Battery, Shut Down Controller and Crystal sky, Secure	