

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject UNMANNED AIRCRAFT SYSTEMS PROGRAM	Policy Number EJ-1 Effective Date 06-24-20
Related Information Maricopa County Policy A2605 GE-3, <i>Property Management and Evidence Control</i> GH-2, <i>Internal Investigations</i> GJ-3, <i>Search and Seizure</i>	Supersedes <p style="text-align: center;">EJ-1 (03-14-18)</p>	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures that shall enable the deployment of unmanned aircraft systems (UAS), process requests for the use of UAS, and implement effective safety practices.

POLICY

It is the policy of the Office to ensure all UAS missions are conducted in accordance with the Federal Aviation Administration's (FAA) Small UAS Rule (Part 107), or other appropriate Federal Aviation Administration (FAA) authorized and applicable rules. If there is any inconsistency between this Office Policy and such federal rules, the federal rules shall govern, and all employees operating a UAS pursuant to this Office Policy shall be aware of and follow all federal rules. UAS missions shall be flown within the guidelines of Office Policy GJ-3, *Search and Seizure* to ensure they meet the legal requirements associated with search and seizure and Constitutional guarantees.

DEFINITIONS

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Federal Aviation Administration (FAA): An agency of the United States responsible for the control and use of navigable airspace within the United States. The FAA provides all rules and regulations regarding commercial use of UAS.

Federal Aviation Administration (FAA) Remote Pilot Certificate: A certificate issued by the FAA under the FAA's Small UAS Rule (Part 107), that demonstrates the pilot understands the regulations, operating requirements, and procedures for operating UAS's safely.

Federal Aviation Regulations (FARs): FAA rules governing all aspects of aviation operations, standards, and maintenance.

Mission Commander (MC): The Remote Pilot in Command (RPIC) having overall responsibility for performing the assigned UAS mission. The MC may have multiple RPICs under their control, each responsible for a single UAS.

Unmanned Aerial Vehicle (UAV): An unmanned aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

Unmanned Aircraft System (UAS): An Unmanned Aerial Vehicle (UAV) and associated elements (including communication links and the components that control the UAV) that are required for the pilot in command to operate safely and efficiently in the National Airspace System.

UAS Chief Pilot (UASCP): For the purpose of this policy, a sworn supervisor with UAS pilot qualifications. The responsibilities include, but are not limited to, UAS maintenance, pilot training and certification, statistical gathering, and general recordkeeping.

UAS Commander: The sworn commander responsible for the overall operation of the UAS program. Ensuring that the Office follows the rules and regulations established by the FAA as well as the FARs and to ensure that the use/deployment of the UAVs are within the guidelines set forth by this policy.

UAS Remote Pilot in Command (UASPIC): For the purpose of this Office Policy, an employee who has final authority and responsibility for the operation and safety of the flight of a UAS, regardless of the position or rank of another person on scene, and is designated as UASPIC before or during the flight.

Visual Observer (VO): A person acting as a flight crewmember to help see and avoid air traffic or other objects in the sky, overhead, or on the ground.

PROCEDURES

1. **Regulations:** All Unmanned Aircraft Systems (UASs) shall be operated based on federal regulations that apply to the Office under its current Certificate of Authorization (COA) or other appropriate Federal Aviation Administration (FAA) authorization.
 - A. All federal regulations regarding maintenance and remote pilot qualifications and responsibilities shall apply at all times.
 - B. The UAS is simply an extension of an employee's authorization and is subject to the same requirements of curtilage and the need for a search warrant (normal search warrant exceptions apply).
 - C. Every effort shall be made to ensure all safety considerations with UAS, and operations are maintained. In the least, it must be equivalent to the FARs required by the FAA, and the Occupational Safety and Health Administration (OSHA).
 - D. The UAS must be owned or leased by Maricopa County. Use of personally owned equipment is prohibited.
 - E. All UAS pilots shall possess an FAA Remote Pilot Certificate under the FAA's Small UAS Rule (Part 107).
 - F. Appointing Authorities must obtain from Risk Management written authorization to lease or purchase any UAS including a pre-insurance review.
 - G. Clear exterior markings shall indicate the UAS registration number and comply with current FAA Regulations.
 - H. The UAS shall have a Global Positioning Systems (GPS) or a Global Navigation Satellite Systems (GNSS), and Lost Link Procedure in case of loss.

2. **Requests for Unmanned Aircraft Systems:** All UAS functions and responses to calls for service shall be based on availability, the UAS capabilities, the nature of the request, and flight conditions. Circumstances which would justify a request for a UAS response may include crime and traffic collision scene imagery and video recording, public disorders requiring reconnaissance, searches for suspects and missing persons, participation in search and rescue operations, and service of high risk search warrants and tactical operation missions. UAS shall not be used for immigration enforcement.
 - A. The UASPIC has the ultimate responsibility for the prioritization of requests for assistance. All requests for a UAS mission shall be made through the Communications Division.
 - B. Whenever possible, a UASPIC shall respond to calls for assistance when requested by an UAS Supervisor.
 - C. Requests for a UAS response inside of Maricopa County which involves a coordinated search and rescue mission shall be organized through the Search and Rescue Coordinator or the agency responsible for the mission. Notification and approval shall be obtained through the UAS Supervisor or the UAS Commander, through the Communications Division.
 - D. Requests for a UAS outside of Maricopa County which involves a coordinated search and rescue mission, shall be received by the UAS Supervisor through the Communications Division and approved by the UAS Commander.
 - E. Notification and approval for requests for imagery and/or videography of crime scenes and/or traffic collision scenes shall be obtained through the UAS Supervisor and the UAS Commander, through the Communications Division.
 - F. Requests for a UAS response, which can be made in advance, shall be directed to the UAS Supervisor or the UAS Commander, for approval. Advance requests from all divisions may include, but are not limited to, the following:
 1. Surveillance or interdiction operations;
 2. Imagery and video recording missions;
 3. Search and rescue operations or training;
 4. Assistance to tactical operations;
 5. Service of high-risk warrants; and
 6. Public disorders requiring reconnaissance.
3. **Complaints From Members of the Public:** Complaints from members of the public related to noise or operating procedures shall be processed as specified in Office Policy GH-2, *Internal Investigations*.
4. **Operational Decisions:** Except where specifically stated in this Office Policy, the UASPIC of any UAS shall be the sole person in charge of its operational use, and their decision shall be final. Only those pilots meeting the requirements stated in the FAA Part 107 rules and regulations, or other appropriate FAA authorizations issued to the Office shall be allowed to operate the flight controls and other equipment of the UAS. This does not preclude an UAS Supervisor, the UAS Commander, or an Office Commander from ordering the cancelation or discontinuation of a UAS mission.

5. **Ground Safety Rules and Precautions:** Ground safety rules and personal precautions shall be observed while a UAS is on the ground. Non-emergency personnel and spectators shall be directed away from the UAS. Personnel shall not approach the UAS unless authorized to do so by the UASPIC.
6. **Training and UASCP Responsibilities:**
 - A. The Office's UAS Remote Pilot Certification program specifies the necessary training for UAS operators which includes, but is not limited to:
 1. An approved Part 107 Remote Pilot Certification Course; and
 2. The Flight Proficiency Rating Program, which includes hands-on flight training with unmanned aircraft systems to ensure pilots are capable of safely and effectively operating UAS.
 - B. The UASCP shall review FAA and FARs to ensure the UAS program is kept up to date with current information in order to maintain consistent, safe, and compliant standard.
 - C. The UASCP shall oversee and ensure pilots are in compliance with FARs related to UASs. This shall be documented and maintained within the TraCS application to ensure certifications are recorded. These documents may be provided annually to the FAA and as required by Maricopa County, state, and federal law or regulation.
7. **Evidence:** All evidence obtained from the use of the UAS shall be impounded, as specified in Office Policy GE-3, *Property Management and Evidence Control*.