

Gonzales Police Department



Unmanned Aircraft System Program 2024

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1. Preface

The following procedures are intended to promote safe, efficient, and lawful operation of the Gonzales Police Department small Unmanned Aircraft System (sUAS). Safety, above all else, is the primary concern in each and every operation, regardless of the nature of the mission.

2. Philosophy & Mission Statement

It shall be the mission of those personnel of Gonzales Police Department who are trained in the use of small Unmanned Aircraft Systems (sUAS), to use this resource to provide investigative support to all sections of this agency. The sUAS may respond to specific incidents to capture images and/or video that may assist investigators. To provide air support in locating missing persons and other Search and Rescue (SAR) missions.

It shall be the intent of every sUAS Remote Pilot in Command to make reasonable effort to not invade a person's reasonable expectation of privacy when operating the sUAS. When operating the sUAS, Gonzales Police Department Remote Pilots in Command abide by all FAA Regulations for flight and receive the proper authorization for flight.

3. Protection of Rights and Privacy

The protection of citizens civil rights and reasonable expectations of privacy will be a key component of any decision made to deploy the sUAS along with safety. sUAS Remote Pilots in Command and Visual Observers ensure the protection of private individuals' civil rights and reasonable expectations of privacy before deploying the sUAS. The Remote Pilots in Command and Visual Observers ensure and are held accountable for ensuring that operations of the sUAS intrude to a minimal extent upon the private persons and businesses. To accomplish this primary goal, Gonzales Police Department observes the following:

A. When the sUAS is flying, the Remote Pilot in Command should ensure that the onboard cameras are not focused on uninvolved occupied structures or persons whenever possible.

B. Gonzales Police Department does not conduct random surveillance activities. The use of the sUAS is tightly controlled and regulated.

C. All authorized missions for Gonzales Police Department UAS are for:

a. The primary mission of the Remote Pilot in Command is to provide investigative support to all sections of the department. The sUAS may respond to specific incidents to capture images and/or video that may assist investigators. These incidents may include but are not limited to tactical situations with SWAT, hostage/barricade situations, collision reconstruction, active shooters, officer involved incidents, tactical situations involving ARMOR or Homeland Security, and search and rescue. The sUAS's may be utilized for crime scene evidence documentation, to assist in insuring public and officer safety, and training purposes. The Remote Pilot in Command may get approval for other missions, if those missions are necessary to preserve the health, safety, and welfare of people and property within California. The Remote Pilot in Command must notify the sUAS Program Coordinator of said mission and get approval from the Operations Commander or his/her designee.

D. Gonzales Police Department sUAS operate strictly within the law and regulations. If in doubt, prior to operating the sUAS we ensure that the proper forms and applications are applied for and obtained. We balance all operations with the need to accomplish the mission while maintaining public privacy and the freedom from intrusion.

4. Definitions

Airworthiness: The measurement of a sUAS's suitability for safe flight.

Certificate of Authorization (COA): Is an authorization issued by the Federal Aviation Administration to a public Remote Pilot in Command for a specific sUAS granting approval for a specific flight operation.

sUAS Program Manual: A guide for crewmembers to follow in order to maintain a standard throughout the operation. Promotes a safe culture and informs crew of possible changes. Gives concrete rules to be followed.

Inspection: The routine examination of the sUAS to ensure its Airworthiness.

Program Coordinator (PC): The individual responsible for the administrative functions related to the sUAS Program including, but not limited to, Department-issued FAA waivers, aircraft registration, maintaining a current list of all certified RPIC and visual observers (VO). The PC will be responsible for the initial training of all Department RPICs and will create a quarterly training schedule be responsible for all Department training relating to the sUAS Program and its Remote Pilots in Command and Visual Observers. The PC will maintain all training records for all RPICs and VOs. The PC will be responsible for the maintenance, condition, and flight records of all Department sUAS and their associated equipment ensuring all aircraft meet FAA airworthiness requirements.

Remote Pilot in Command (RPIC): The individual responsible for the overall flight operations for a specific mission.

Small Unmanned Aircraft System (sUAS): A sUAS is a small, unmanned aircraft, and the equipment necessary for the safe and efficient operation of that aircraft. It is defined by statute as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

Visual Line-of-Sight (VLOS): A method of control and collision avoidance that refers to the Remote Pilot in Command or visual observer directly viewing the sUAS with human eyesight.

Visual Observer (VO): A trained person who assists the sUAS Remote Pilot in Command in the duties associated with collision avoidance. This includes, but is not limited to, avoidance of other traffic, clouds, obstructions, and terrain.

5. Administration

5.1 Operations Manual

- A. The policies and procedures contained in this manual are issued by the authority of the Chief of Police or his/her designee. As such it is an official business document of Gonzales Police Department.
- B. This manual is not intended to be all-inclusive, but as a supplement to other company guidelines, Federal Aviation Administration regulations, pre-flight safety checklists, aircraft manufacturers' approved flight manual, etc.
- C. This manual has been written to address sUAS operations as they existed when it was drafted. Equipment, personnel, environment (internal and external), etc., change over time. The management of change involves a systematic approach to monitoring organizational change and is a critical part of the risk management process. Given this, it is essential that this manual be continually updated as necessary. The entire manual must be reviewed, at a minimum, annually to assure it is up to date. Any changes to the manual will be communicated as currently dictated by department policy.
- D. A copy of the manual (electronic and/or paper) is issued to every person having sUAS responsibilities.

5.2 Organization

1. The sUAS Program is comprised of those personnel approved by the Operations Commander and includes the PC, RPIC's, VO's and others deemed necessary and has assignment as part of the sUAS Program.
2. Assignment to the sUAS Program is carefully selected by the Administration of the department to operate department issued sUAS's. These individuals will obtain and possess a current FAA Remote Pilot Certificate and have a working knowledge of the airspace within which the operation will take place and how that airspace fits into the National Airspace System (NAS).

5.3 Personnel

1. The sUAS PC is responsible for the overall direction and performance of the sUAS Program and exercises command and control over it.
2. sUAS PC Responsibilities:
 - a. Maintain all training and flight records for each RPIC, and VO assigned to the sUAS Program;
 - b. Maintain record of each FAA Remote Pilot Certificate
 - c. Maintain contact with the FAA and update regulations as they change
 - d. Maintain all flight and training records for each aircraft assigned to the sUAS Program.
 - e. Evaluate each sUAS mission requested and brief Operations Commander.
 - f. Maintain all maintenance records for each aircraft assigned to the sUAS Program;
 - g. Conduct all maintenance on each aircraft assigned to the sUAS Program
 - h. Obtain and maintain FAA issued 14 CFR Part 107.41 Airspace Waivers
 - i. Obtain and maintain FAA issued 14 CFR Part 107.29 Daylight Waiver
 - j. Ensure the Department follows FAA Regulation 14 CFR Part 107 or has obtained and maintains a current COA issued by the FAA
 - k. Conducts all initial training with RPIC's.
 - l. Performs quarterly proficiency training and testing with each RPIC.
 - m. Conduct annual Night Flight training and classroom instruction with each RPIC
 - n. Will provide updated industry standards and field exercises, as well as review current case law governing the use of Department sUAS's
3. Remote Pilots in Command:
 - a. To be considered for selection as an RPIC, applicants must meet the requirements set forth by the Operations Commander and the PC. They will possess or be able to obtain a Remote Pilot Certificate as required by the FAA.
 - b. Will attend and pass the initial RPIC course established by the PC along with the night flight certification course.
 - c. RPIC's selected shall be properly trained by a certified instructor.
 - d. RPIC's interacting with Air Traffic Control (ATC) or Terminal Radar Approach Control Facilities (TRACON) shall have sufficient expertise to perform that task readily. RPIC's must understand and comply with FAA Regulations applicable to the airspace where the sUAS operates.
 - e. A RPIC's primary duty is the safe and effective operation of the sUAS in accordance with the manufacturers' approved flight manual, FAA regulations and department policy and procedures. RPIC's must remain knowledgeable of all FAA regulations; sUAS manufacturer's flight manual and bulletins and department policy and procedures.
 - f. RPIC's will receive training on relevant Code of Federal Regulation (CFR's) such as the obligation to see and avoid other aircraft and Aeronautical training
 - g. RPIC's will conduct at least three training/mission flights to include three takeoffs and landings each month. These flights will be documented on the sUAS

Program Mission Report and maintained. Failure to maintain proficiency will result in suspension of flight status.

h. RPIC's may be temporarily removed from flight status at any time by the Operations Commander, Chief of Police, or the PC for reasons including performance, proficiency, physical condition, etc. Should this become necessary, the RPIC will be notified verbally and in writing of the reason, further action to be taken and expected duration of such removal.

i. The sUAS PC shall maintain a file for each RPIC which shall include copies of training records, flight incidents, etc. This file is reviewed in accordance with current department policy and procedures.

j. The RPIC's will ensure all flights are documented in the assigned aircrafts flight logbook after each and every flight.

4. Visual Observers

a. As required by the Department-issued 14 CFR Part 107 waivers, each RPIC will utilize a VO for operational mission flights. The RPIC can utilize other Department personnel as VOs to fulfill the requirement of the waivers. To mitigate the risk the RPIC may utilize more than one (1) VO. The RPIC will ensure they are aware of relevant CFRs, such as the obligation to see and avoid manned aircraft and the obligation to yield to all manned aircraft.

b. VO's must have been provided with sufficient training to communicate clearly to the RPIC any turning instructions required to stay clear of conflicting traffic and obstacles. VO's receive training on rules and responsibilities described in 14 CFR 91.111, Operating Near Other Aircraft, 14 CFR 91.13, Right-of-Way Rules, cloud clearance, in-flight visibility, and the pilot controller glossary including standard ATC phraseology and communication. 14 CFR 91.17, Alcohol or Drugs, applies to sUAS VO's.

5.4 Facilities

1. Department sUAS's will be housed and maintained at a facility designated by the assigned Operations Commander. This facility must be secured with limited access.
2. Personnel must not leave the designated facility without making sure the department sUAS equipment is secured.
3. All personnel are equally responsible for maintaining the facility in a neat, clean, and orderly fashion.
4. If the equipment is to be stored in a department vehicle. The RPIC will ensure the vehicle is secured and the equipment is secured out of the sight of the public.

5.5 Scheduling

1. To facilitate the broad use of the sUAS's, they shall be made available to all sUAS Program members.
2. To maintain a level of proficiency with the sUAS, RPIC's are required, as part of their acceptance into the sUAS Program, to attend training every quarter. Training is coordinated through the PC and announced in advance for scheduling purposes.

3. If a RPIC or VO cannot attend scheduled training. They will plan to attend training at a later date but will maintain required certifications.

5.6 Miscellaneous

1. Inquiries from the news media must be forwarded to the Gonzales Police Department Public Information Officer or Operations Commander. The PC, RPIC's, and VOs shall follow currently established department policy regarding interactions and inquiries from the media.
2. Requests for support from third parties will be responded to by the Operations Commander. Proper department policy and procedure, as well as FAA regulations must be followed when accepting mutual aid support for the sUAS.
3. Complaints or inquiries regarding sUAS operations must be referred to the Operations Commander or his/her designee.

6.Safety

6.1 SMS Policy

1. The Gonzales Police Department is committed to having a safe and healthy workplace, including:
 - a. The ongoing pursuit of an accident-free workplace, including no harm to people, no damage to equipment, the environment and property.
 - b. A culture of open reporting of all safety hazards in which management will not initiate disciplinary action against any personnel who, in good faith, disclose a hazard or safety occurrence due to unintentional conduct.
 - c. Support for safety training and awareness programs.
 - d. Conducting regular audits of safety policies, procedures, and practices.
 - e. Monitoring the sUAS community to ensure best safety practices are incorporated into the organization.
2. It is the duty of every member within the sUAS Program to contribute to the goal of continued safe operations. This contribution comes in many forms and includes always operating in the safest manner practicable and never taking unnecessary risks. Any safety hazard, whether procedural, operational, or maintenance related must be identified as soon as possible after, if not before, an incident occurs. Any suggestions in the interest of safety should be made to the sUAS PC.
3. If any member observes or has knowledge of an unsafe or dangerous act committed by another member, the sUAS PC is to be notified immediately so that corrective action may be taken.

6.2 Accident Notification and Investigation

All accidents or incidents during flight will be reported to the PC immediately, who will respond for the investigation. The Operations Commander or designee will also be notified immediately. These accidents or incidents will be thoroughly investigated and administratively reviewed by the sUAS PC. The PC will document the incident on a sUAS Accident/Incident for detailing the circumstances of the accident or incident on the factors that caused the accident or incident.

Upon completion of the investigation and administrative review, the PC will present the findings to the Operations Commander or designee. The RPIC and VO will document the accident or incident in an Officer's Report describing the type of mission flown along with the factors leading up to the accident or incident. They will document the scene and give a full description of any injuries or damage to the aircraft or other property. If unavailable, the RPIC will take photos to document any injuries or damage. Photos of the aircraft will be taken and documented in the report.

All Department members involved in an accident or incident involving a department sUAS shall immediately activate the BWC according to policy. In the event the involved party is "called out" and not wearing the BWC, the involved party will document the reason in a report. Once the review is complete, all members with BWC video will manually label and categorize the video as "Pending Review." This category will retain the video for four (4) years. The RPIC will download all available videos and photos from the sUAS.

All in-flight accidents will be reported to the FAA within 10 days if a serious injury or any loss of consciousness occurs. Serious injury is defined by FAA as any person requiring hospitalization, but the injury is fully reversible (including, but not limited to, head trauma, broken bone(s), or laceration(s) to the skin that requires suturing). Any property damage, other than to the sUAS, of a cost greater than \$500 must be reported. For all incidents meeting the definition of an accident or incident per FAA requirements will be investigated by the PC. The Operations Commander will respond to the scene. An Officer's Report will be completed detailing the incident by the RPIC and VO.

6.2.1 Aviation Safety Evaluation and Reporting/Hazard Assessment

RPIC's should immediately report any condition which may constitute a hazard utilizing the procedures outlined below. Those submitting an Aviation Safety Evaluation Report (ASER) / Hazard Assessment. All hazards pertaining to the aircraft will be documented on an ASER and all other hazards pertaining to facility, terrain, equipment, etc. will be documented on a Hazard Assessment.

Emergent Situations – RPIC's shall report situations of an emergent nature to their Air Crew that can assist in the immediate mitigation of the hazard. If the Air Crew cannot immediately assist in mitigation the PC will be notified to assist with mitigation. All information concerning the hazard, and the partial or complete mitigation of the hazard, shall be documented if aircraft related and a Hazard Assessment for all others. Once completed this documentation should be forwarded directly to the PC, and Operations Commander.

Non-emergent Situations - Hazards not requiring immediate attention, or which were immediately mitigated, should be reported prior to the completion of the employee's shift.

It is important that all hazards, including those which are immediately mitigated, be reported utilizing this form to ensure appropriate documentation and tracking of risk identification and mitigation trends within the sUAS Program.

6.3 Safety Officer –

1. In regard to safety, all members of the sUAS Program are responsible for the following:

- a. Ensuring all flight operations personnel understand applicable regulatory requirements, standards and organizational safety policies and procedures.
- b. Observe and control safety systems by monitoring all operations.
- c. Review standards and the practices of company personnel as they impact operational safety.
- d. Communicate all reported safety-related problems and the corrective action taken. If there were any in-flight problems (or learned experiences), the proper procedures for handling that problem should be discussed.
- e. Copy and circulate pertinent safety information.
- f. Copy and circulate emergency safety bulletins.
- g. Place any electronic copies of safety information or bulletins in a conspicuous location for all employees to access.
- h. It is emphasized again that safety is the responsibility of ALL members of the sUAS Program.

6.4 Safety Training

1. All members shall receive training in the following subjects prior to operating the sUAS:
 - a. Department's commitment to safety
 - i. IMSAFE
 - ii. SMS/Human Factors
 - b. Department Policy
 - c. sUAS member's role in safety
 - d. Emergency safety procedures
2. All members shall review the department safety policy and procedures on an annual basis and that review shall be noted in their training history.

6.5 Medical Factors

1. RPIC's along with VO's will follow the IMSAFE/SMS standards.
 - a. The IMSAFE checklist is created to help RPIC's, and VOs determine if they are fit to fly. This is critically important that every RPIC and VO conduct a personal pre-flight health assessment before operating any aircraft.
 - b. IMSAFE stands for:
 - i. **Illness:** Do you have current or recent illnesses that could affect flight?
 - ii. **Medication:** Have you been taking any meds that could impair your ability to fly?
 - iii. **Stress:** Are you experiencing unusual psychological pressure and/or anxiety?
 - iv. **Alcohol:** Have you had any alcohol in the last eight hours? Are you hungover?
 - v. **Fatigue:** Are you tired and/or not adequately rested?
 - vi. **Emotion:** Are you emotionally upset about anything?
2. RPIC's and VOs shall only deploy the sUAS when rested and emotionally prepared for the tasks at hand.
3. Physical illness, exhaustion, emotional problems, etc., seriously impair judgment,

memory, and alertness. The safest rule is not to act as a RPIC or VO when suffering from any of the above. Members are expected to "stand down" when these problems could reasonably be expected to affect their ability to perform flight duties.

4. A self-assessment of physical condition shall be made by all members during pre-flight activities.

5. Performance can be seriously hampered by prescription and over-the-counter drugs. The sUAS PC must be advised anytime such drugs are being taken. If it is determined that the medication being taken could hamper a RPIC or VO, that member shall be prohibited from the deployment or exercise.

6. No member shall act as a RPIC or VO within eight hours after consumption of any alcoholic beverage or while under the influence of alcohol. All RPIC's and VO's will conduct themselves in accordance with Department Policy General Fitness for Duty.

7. Training

7.1 Objective

The key to continued safe operations is by maintaining a professional level of competency. The first step in this process is establishing minimum qualifications for selecting members, and the second step involves training those personnel.

7.2 Instructors

1. The flight instructor will be a department approved training course, the sUAS PC or his/her designee. Such duties can include developing training courses, provide training, and student evaluation and documentation.
2. Duties of instructing new members shall fall upon those who are certified by the manufactures as flight instructors and have the most flight time and knowledge of sUAS operations. Instructors are designated by those within the program and approved by the sUAS PC.

7.3 Training Plans

1. All members have a training plan on file that outlines training objectives for the upcoming year. This training plan will be held in conjunction with the member's normal training file per department policy.
2. The approved training plan is developed by the sUAS PC and will be in accordance to manufacture requirements and the department's needs.
3. All missions and exercises are documented and count toward a member's training.
4. It is the member's responsibility to verify their training file contains all pertinent information.

7.4 Initial Training

All RPICs selected to fly Department-approved missions will be properly trained by either Department approved training course or Gonzales Police Department-certified instructors. Each RPIC will be required to attend a Department RPIC certification course along with passing a proficiency test established by the PC. The proficiency test will be in accordance with Standard Test Methods for Small Unmanned Aircraft Systems established by the Institute of Standards and Technology (NIST) and/or a practical test established by the PC. Each RPIC will have a

current working knowledge of the airspace intended for operations, ATC phraseology and communication requirements, specific aerodynamic factors, and the ability to obtain and interpret weather information. The RPIC will meet all requirements of 14 CFR Part 107. The RPIC will receive training on relevant CFRs, such as the obligation to see and avoid other aircraft and the ability to identify position for purposes of relaying position reports to the RPIC.

1. RPIC's and VO's must have completed sufficient training to communicate to the pilot any instructions required to remain clear of conflicting traffic. This training, at a minimum, shall include knowledge of the rules and responsibilities described in 14 CFR 91.111, Operating Near Other Aircraft; 14 CFR 91.113, Right-of-Way Rules: Except Water 12 Operations; and 14 CFR 91.155, Basic VFR Weather Minimums; knowledge of air traffic and radio communications, including the use of approved ATC/pilot phraseology; and knowledge of appropriate sections of the Aeronautical Information Manual.
2. In conjunction with fulfilling all training requirements for RPIC or VO duties, the new member must also become familiar with sUAS operations, the aircraft, and its equipment.
3. Any new member who fails to successfully complete the initial training may be denied as a member of the sUAS Program by the Operations Commander, Chief of Police, or the PC.
4. Before a member can fly as a RPIC, they must obtain his/her Remote Pilot Certificate issued by the FAA. Prior to flying any mission, the RPIC must complete training to include flight training. The RPIC must show proficiency of the flight training exercises and the airframe. This must be accomplished to show their ability and knowledge of the sUAS.

7.5 Recurrent Training

1. All members within the program shall maintain proficiency in their RPIC/VO abilities. All RPIC's will ensure they conduct at least three flights to include three take-offs and landings every 30 days. These flights will be documented and maintained. Failure to maintain proficiency will result in suspension of flight status for the sUAS Program. Members who do not have any documented training or flight time within a span of 30 days will have to show proficiency before being a RPIC/VO during a mission or exercise.
2. Once every quarter, the RPICs will be required to pass a proficiency test established by the PC. The proficiency test will be in accordance with Standard Test Methods for Small Unmanned Aircraft Systems established by NIST and/or a practical test established by the PC. Failure to maintain proficiency or pass the proficiency test will result in suspension from flight operations for the sUAS program.
3. If any of the RPICs fail the quarterly proficiency test, they will be given remedial training and afforded another opportunity to pass the proficiency test. If the RPIC fails to pass the second proficiency test, they will be suspended from flight operations until they are able to pass the proficiency test.
4. Recurrent training is not limited to actual operating/observer skills but includes knowledge of all pertinent sUAS/aviation matters.

7.6 Annual Training

The PC will conduct in-service training for each RPIC and provide updated industry standards and field exercises as well as review current case law governing the use of Department sUAS. The PC will conduct night flight training to include continual education and testing and classroom instruction with practical application during the hours of darkness.

7.6 Miscellaneous

1. Depending on the nature of the training request, all efforts are made to accommodate the hours of training so as little impact is made to staffing levels.
2. All requests for training shall be approved through the member's chain of command and timekeeping during those training hours are marked by the sUAS PC.
3. Members are encouraged to attend, and forward information on FAA sponsored safety seminars.
4. Training shall only be conducted at approved locations and follow the provisions within the approved FAA regulations.

8. General Operating Procedures

8.1 Request for sUAS Support

1. The Watch Commander should make appropriate mission requests with a RPICs.
2. If the request is outside the RPICs appropriate missions. The RPIC will notify the PC of the request with a brief description of the requested operation. The PC will then notify the Operations Commander of the request and a determination will be made to who will handle the request or if the request will be denied.
3. Requests for sUAS support can be made at any time during the day or night.
4. All Events Planning sUAS requests will be directed to the PC and the Operations Commander will be notified for approval. These requests will be filled and scheduled by the PC.
5. If a request for sUAS support is made by patrol. The PC will be contacted and briefed on the operation requested. The PC will then contact the Operations Commander or designee to determine if the request will be granted.
6. If dispatch receives a request from another jurisdiction for sUAS support. The request will be forwarded to the PC who will notify the Operations Commander who will determine if the request will be granted.

8.2 Call-out Procedure

1. The Operations Commanders will screen all initial requests for sUAS support.
2. The sUAS RPIC will screen the request using following factors:
 - a. Is the proposed use of the sUAS within the capabilities of the sUAS, the sUAS equipment, and personnel to perform?

- b. Does the proposed use of the sUAS fall within FAA regulations and department policies for sUAS usage?
- c. Can the sUAS be deployed safely given current weather conditions?
- d. If the sUAS deployment requires a warrant, has one been requested and approved?
- e. Are sufficiently trained and qualified personnel available to safely operate the sUAS?

3. The sUAS RPIC will either accept or decline the request for sUAS support. If the request is denied, the RPIC will provide a reason for declining the support and provide a written explanation to the Operations Commander and sUAS PC.

4. The sUAS RPIC will contact a certified VO, if required, or if one is not available, the RPIC can utilize an Officer at the scene as a VO. The sUAS RPIC is responsible for transporting the sUAS and all required equipment to the scene. Upon arriving at the requested location, the sUAS RPIC will contact the requestor to check in and receive a briefing on location. The sUAS RPIC will contact the requestor to check in and receive a briefing on the mission requested. The sUAS RPIC will make an on-scene determination of the ability of the sUAS to perform the requested mission safely and within department policies and FAA regulations.

5. Before all flights/missions, the RPIC will determine if he/she will operate under the established Gonzales Police Department's COA or 14 CFR Part 107. If operating under 14 CFR Part 107, the RPIC will refer to the Air Traffic Control/FAA grid maps to ensure all operations will be in accordance with their requirements. The RPIC will ensure all applicable waivers are followed in accordance with 14 CFR Part 107.41, Operation in Certain Airspace, or any other waiver the department is in possession of. The RPIC will then notify Air Traffic Control of the grid number and altitude they will be operating within. The RPIC will leave contact information with the on-duty Air Traffic Control Supervisor. If the RPIC determines he will operate under the Gonzales Police Department's COA, he will file an emergency COA (eCOA) if flights are in controlled airspace or outside the limits of the COA. The eCOA will be emailed <mailto:9-ATOR-HQ-SOSC@faa.gov> prior to flight. The RPIC will then file a NOTAM on the website: www.1800wxbrief.com/Website/uoa. This will be done before all operations.

6. If the sUAS RPIC determines that the use of the sUAS would violate department policy or FAA regulations. The sUAS RPIC will inform the requestor of the potential conflict along with recommendations for modifying the requested mission to conform to department policies and FAA regulations. If there is a change from the original approved mission. The sUAS RPIC will contact the Operations Commander and the sUAS PC. As soon as possible after the completion of the mission, the sUAS RPIC will make a full report of the circumstances and their concern through the sUAS PC.

7. RPIC will have sole discretion for declaring safety or violation of FAA rules. If the sUAS RPIC determines that a requested mission would violate department policy, FAA regulations, or endanger person or property, then the sUAS RPIC will respectfully inform the requestor of the reasons for refusing to operate the sUAS and contact the sUAS PC immediately. The sUAS will not be flown in this circumstance and the authority of the sUAS RPIC is absolute. The sUAS PC will then brief the Operations Commander.

8. If the sUAS RPIC determines that the requested mission will potentially damage the sUAS or its associated equipment. The sUAS RPIC will inform the requestor of their

concerns. The sUAS RPIC will fully document and send a report to the sUAS PC and Operations Commander.

8.3 Deployment Priorities

1. The sUAS shall not be used for the purpose of random surveillance.
2. In the event of multiple requests received simultaneously, requests will be prioritized based on the immediate need.

8.4 Flight Boundaries

1. Although there may be requests for sUAS support in restricted airspace, FAA regulations for sUAS restrict sUAS deployment inside restricted airspace.
2. At no time shall sUAS support be granted inside restricted airspace without first obtaining permission from the local FAA FSDO and approval by local authorities.
3. Maximum altitude shall not be set more than 400 feet per the FAA regulatory standards.
4. The RPIC will obtain the consent of all persons involved in the mission and ensure that only consenting persons will be allowed within 100 feet of the flight operation, and this radius may be reduced to 30 feet based upon an equivalent level of safety determination.

8.5 Minimum Personnel Requirements

1. Due to the nature of the mission, the minimum personnel required on **ALL** missions will be a RPIC and VO. Under no circumstances will a RPIC attempt to complete a deployment alone unless in Class G airspace and not in violation of a FAA issued waiver.
2. Although training is not considered a mission, an observer should be used.

8.6 Personnel Responsibilities for Deployments

OPEN COMMUNICATION ACHIEVES SAFE OPERATIONS

1. Remote Pilot in Command
 - a. The RPIC is directly responsible for and is the final authority over the actual operation of the sUAS.
 - b. RPIC's have absolute authority to reject a flight/mission based on personnel safety, the safety of the public, violation of department policy, or violation of FAA regulations. No member of Gonzales Police Department, regardless of status, shall order an RPIC to make a flight when, in the opinion of the RPIC, it poses a risk to the public, personnel, violates department policy, or is in violation of FAA regulations.
 - c. RPIC's are responsible for compliance with this manual, department policy, and FAA regulations.
 - d. The RPICs main duty during the deployment of the sUAS is to operate the sUAS safely while accomplishing the goals of the deployment.

- e. RPICs shall see-and-avoid any obstacle that will lessen safety during the mission.
- f. RPICs shall be responsive to the requests of the VO in order to accomplish the deployment.
- g. RPICs shall be responsible for documentation for mission training and updating of flight books.

2. Visual Observer

- a. VOs shall see-and-avoid any obstacle that will lessen safety during the mission.
- b. VOs are responsible for the operational aspect of the deployment.
- c. VOs may operate any attachments to the sUAS, allowing the RPIC to maintain complete focus on the operation of the sUAS.
- d. VOs shall remain alert for suspicious persons or activities on the ground and coordinate response by other sUAS unit members.
- e. VOs shall assist the RPIC in the main objective of safe operations of the sUAS.
- f. VOs shall be responsible for documentation for mission training and updating of flight records.

8.7 Personal Equipment

1. Although there is no specific uniform for the sUAS Program or required for proper operation of the sUAS, the RPIC and VO should take necessary measures to deploy in a professional manner, wear Hi-Visible vests when appropriate, and take into consideration that all deployments are subject to media requests.
2. RPICs/VOs will take into consideration the current weather conditions when planning to deploy and wear appropriate clothing to deploy comfortably.
3. RPICs/VOs should wear clothing that easily identifies them as Gonzales Police Department officers.

8.8 Third Party Equipment Evaluation

The Gonzales Police Department is continually requested to evaluate and test sUAS aircraft and associated equipment by third party companies. All requests will be directed to the PC and the Operations Commander. Prior to any evaluation of third party sUAS equipment, both the PC and Operations Commander must approve the evaluation. No one evaluation is the same. All evaluations will be coordinated through the PC and the Operations Commander who will determine the proper course and procedures for each evaluation. The purpose of all third-party equipment evaluations is to enhance operations within the sUAS Program of the Gonzales Police Department.

9. Pre-Flight/Post-Flight Actions

9.1 Inspections

1. RPICs and VOs are both responsible for a thorough preflight inspection of the sUAS.

2. Before and after each deployment (whether a mission or training), the RPIC and VO shall conduct a thorough inspection of the sUAS in accordance with the instructions contained in the manufacturer's user's manual.
3. Any issues found that will put in jeopardy the safe operation of the sUAS shall be documented and resolved immediately prior to flight with the sUAS PC.
4. It has been recognized that the use of a checklist is a significant method to combat sUAS accidents. A pre-flight checklist is contained with each sUAS Base Station and is utilized prior to each flight.
5. Any physical equipment that cannot be resolved on-site, and which has an impact on safety or the mission, will override the deployment. These issues will be resolved before any and all flights.

9.2 Pre-Flight Briefing

1. A pre-flight briefing will be conducted before each training or mission flight. This briefing will include the RPIC, VO, and lead investigator on scene. The briefing may include, but is not limited to:
 - a. Review of the current and forecasted weather conditions.
 - b. Review of the current mission's expected outcome/goals.
 - c. Review of current Notice to Airmen (NOTAMS) and Temporary Flight Restrictions that have been issued by the FAA for the proposed flight area via faa.gov.
 - d. Review proposed flight area, including maximum ceiling and floor.
 - e. Identify any mission limitations and safety issues such as GPS strength, potential radio interference, and battery charge.
 - f. Identify required video or digital photos needed.
 - g. Review emergency and contingency procedures including sUAS system failure, flight termination, divert, and lost link procedures.
 - h. Review communication procedures between the RPIC and VO. Verify numbers used to communicate with Air Traffic Control in the event of a flyaway or other flight emergency;
 - i. Conduct pre-flight inspection utilizing approved checklist;
 - j. Will always employ the sUAS with failsafe features that include return to launch;
 - a. Failsafe features will be set for a safe unpopulated area.
2. RPICs/VOs are responsible for cordoning off and control access to the takeoff and landing zones, to include emergency recovery/landing areas and the route of flight between them for the duration of flight operations.

9.3 Weather

1. Before each deployment the RPIC and VO will ensure that he/she gathers enough information to make themselves familiar with the weather situation existing throughout the area of deployment. The RPIC shall utilize FAA approved weather resources to obtain the latest and most current weather conditions.
2. An anemometer should be utilized in order to better estimate the wind speed and determine if it is within the capabilities of the airframe being flown.

3. RPICs and VOs should use the Beaufort Scale when making deployment decisions in regard to wind conditions.
4. The weather conditions reported for the operation shall be recorded in the pre-flight checklist.
5. The RPIC shall ensure that the flight will occur within FAA VFR weather requirements.
6. No flight will occur if the wind speed is 25 mph (28.8 Knots) or higher without consulting with the PC. At no time will a flight occur if the wind speed is 30 mph (34.5 Knots) or higher unless public safety or officer safety necessitates the flight.

9.4 Documentation

1. The RPIC will document prior to each and every flight. The RPIC will document current weather and all notifications. The pre-flight checklist will be accomplished and documented as well.
2. At the conclusion of each flight. All Department sUAS training and mission flights will be documented in a Mission Flight Report. This will be documented before the end of their shift or within 72 hours of the flight. The original report will include (at a minimum) the date, time, event number if applicable, and location, RPIC name, VO name, flight duration, requesting bureau, and whether the flight was a training or mission flight. The RPIC will describe the type of flight conducted including any training flights.

9.5 Planning

1. The RPIC and VO shall familiarize themselves with all available information concerning the deployment including, but not limited to, the weather conditions, hazards, description of the incident, deployment goals, etc.
2. RPICs will ensure that the location for take-off and emergency landing is adequate for a safe deployment.
 - a. The take-off/landing area should have a 25' diameter perimeter during the duration of the mission. Due to circumstances beyond the RPIC's control, the established 25' diameter may be adjusted.
 - b. At least one emergency landing area should be identified per deployment.
3. RPICs will ensure that they are aware of their surroundings in the event that an emergency landing is necessary. This includes the ability to recover the sUAS.

9.6 Checklists

Pre-Flight check lists will be utilized by department RPICs to ensure the highest level of safety for deployment. A pre-flight checklist will be kept with each department owned and maintained aircraft. Each RPIC will also accomplish a pre-flight checklist.

Post-Flight checklists will also be accomplished to ensure the continual airworthiness of each aircraft after flight.

9.7 Maintenance

1. RPIC's will document any and all aircraft discrepancies. It is the responsibility of the PC to ensure these logs are checked on a daily basis.

2. All maintenance on the department sUAS's will be conducted by the sUAS PC or his/her designee and documented.
3. Although there are a few parts on the sUAS that need servicing, it is necessary that the manufacturer's maintenance schedule is followed and properly documented.
4. Any issues that arise during maintenance that cannot be resolved by routine methods shall be forwarded to the manufacturer for further technical support.

9.8 Accident Reporting

All accidents or incidents during flight will be reported to the PC immediately, who will respond for the investigation. The Operations Commander, or designee will also be notified immediately. These accidents or incidents will be thoroughly investigated and administratively reviewed by the sUAS PC. The PC will document the incident on a sUAS Accident/Incident for detailing the circumstances of the accident or incident on the factors that caused the accident or incident. Upon completion of the investigation and administrative review, the PC will present the findings to the Operations Commander, or designee.

The RPIC and VO will document the accident or incident in an Officer's Report describing the type of mission flown along with the factors leading up the accident or incident. They will document the scene and give a full description of any injuries or damage to the aircraft or other property. If unavailable, the RPIC will take photos to document any injuries or damage. Photos of the aircraft will be taken and documented in the report.

All Department members involved in an accident or incident involving a department sUAS and have a body worn camera (BWC) will, unless incapacitated, immediately activate the BWC according to Gonzales Police Department policy. Once the review is complete, all members with BWC video will manually label and categorize the video as "Pending Review." This category will retain the video for five (5) years. The RPIC will download all available video and photos from the sUAS.

All in-flight accidents will be reported to the FAA within 10 days if a serious injury or any loss of consciousness occurs. Serious injury is defined by FAA as any person requiring hospitalization, but the injury is fully reversible (including, but not limited to, head trauma, broken bone(s), or laceration(s) to the skin that requires suturing). Any property damage, other than to the sUAS, of a cost greater than \$500 must be reported. For all incidents meeting the definition of an accident or incident per FAA requirements will be investigated by the PC. The Operations Commander shall be notified and may respond to the scene. An Officer's Report will be completed detailing the incident by the RPIC and VO after proper admonishments given in accordance with the Collective Bargaining Agreement.

9.9 Evidence

The RPIC will label and categorize recordings as soon as practical after the conclusion of the flight, but no later than 72 hours after the photos or videos were obtained. The RPIC will download the video within 72 hours of the video being obtained. Within 72 hours of obtaining crime scene photos, the RPIC will digitally attach the photographs to the associated case number in TracNet or download the files onto a CD/DVD and secure this disk into the Gonzales Police Department's evidence locker. This will be following Gonzales Police Department policy. All crime scene photographic requests will be submitted.

RPIC will not operate a sUAS for the purpose of gathering evidence or other information:

1. Within the curtilage of a residence, unless the RPIC is certain the lead investigator has obtained a warrant from the court of jurisdiction authorizing the use of the sUAS for that purpose. The warrant must specify the period for which the operation of the sUAS is authorized.
2. At any other location or upon any property at which a person has a reasonable expectation of privacy, unless the RPIC is certain the lead investigator has obtained a warrant from the court of jurisdiction authorizing the use of the sUAS for that purpose. The warrant must specify the period for which the operation of the sUAS is authorized.
3. For the purposes of reconnaissance on a residence, structure, or privately-owned land unless the RPIC is certain the lead investigator has obtained a warrant from the court of jurisdiction authorizing the use of the sUAS for that purpose, or if during a barricade/hostage situation, that information gathering is time sensitive and exigent circumstances exist. The warrant must specify the period for which the operation of the sUAS is authorized.

If a person provides written consent documented on a Consent to Search Form to the RPIC or lead investigator authorizing Gonzales Police Department to acquire information either about the person or the real/personal property of the person, the written consent must specify:

1. The information to be gathered.
2. The time, place, and manner in which the information is to be gathered by the RPIC or lead investigator.

Department members will not post, transmit, or otherwise disseminate any information, documents, photos, or videos to which members have access as a result of employment without written permission from the Chief of Police or designee.