
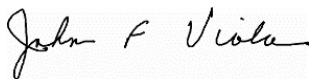


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|  | <h2 style="text-align: center;">HAVERFORD TOWNSHIP POLICE DEPARTMENT</h2> | |
| | <h3 style="text-align: center;">POLICIES AND PROCEDURES</h3> | |
| Subject: 1.10. 7 Unmanned Aircraft Systems (Drone) | | Number of Pages: 6 |
| Issue Date: March 2025 | Expiration Date: Until Amended or Rescinded | Distribution List: All Sworn Personnel |
| PLEAC Standards: 1.10.7 | | |
| Authorized By: Chief John F. Viola | | Signature:  |

Purpose

This policy is intended to provide Haverford Township personnel who are responsible for the deployment and use of small unmanned aircraft systems (“UAS”) - commonly referred to as “Drones,” with guidance as to how this technology and the information it provides may be used for law enforcement and public safety purposes in accordance with applicable Pennsylvania and Federal law.

Policy

It is the policy of the Haverford Township Police Department that only duly trained and authorized personnel may deploy a drone when such use is appropriate in the performance of their official duties, and where deployment and use, and the collection and use of any audio/video recordings or other data originating from or generated by the drone, conforms to FAA regulations, Pennsylvania and Federal Law, and the guidelines and procedures contained herein.

Definitions

Certificates of Waiver or Authorization (COA): An authorization issued by the Air Traffic Organization to a public operator for a specific UA activity.

Control Station (CS): An interface used by the remote Pilot in Command (PIC) to control the flight path of the small UA.

Electronic Multimedia Recordings (EMR): Digital recordings of images, video, sounds, and associated data obtained from the UAS.

FAA 14 CRF Part 107: The Federal regulations set forth by the Federal Aviation Administration (FAA) regarding sUAS operations in the National Air Space (NAS).

Small Unmanned Aircraft (sUA): A UA weighing less than 55 pounds that can be flown without the possibility of direct human intervention from within or on the aircraft. Also called a Remotely Piloted Aircraft (RPA), Remotely Operated Vehicle (ROV), Unmanned Aerial Vehicle (UAV), or Drone.

Small Unmanned Aircraft Systems (sUAS): A small UA and its associated elements that are required for the safe and efficient operation of the small UA in the National Air Space that includes the necessary equipment, network, and personnel to control a small UA.

Remote Pilot in Command (PIC): A person who holds a remote pilot certificate with a sUAS rating and has the final authority and responsibility for the operation and safety of a sUAS operation conducted under FAA 14 CFR Part 107.

Visual Observer (VO): A person acting as a flight crew member who assists the small UA remote PIC to see and avoid other air traffic or objects aloft or on the ground.

Procedure

I. General Operations

- A. The Haverford Township Police Department will obtain and maintain all applicable authorizations, permits, registrations, or certifications required by the Federal Aviation Administration (FAA) prior to making a UAV available for use. These authorizations, permits, registrations, and certificates will be maintained and kept current.
- B. All deployments of the Unmanned Aircraft System, outside of training flights, require authorization from the on-duty supervisor.

II. Required Training

- A. All officers assigned as UAS operators (Remote PICs) are required to successfully complete entry-level training prior to assuming duties as a UAS operator.
- B. These officers must obtain and maintain an FAA Remote Pilot Certificate (Part 107). (PLEAC 1.10.7 c)
 - 1. Any operator whose FAA certificate has expired shall immediately notify their supervisor.

- C. Each operator will conduct recurrent training as determined by the agency once every three years to ensure they remain proficient in all aspects of flight operations.
- D. Each operator will conduct training flights at least every six months to maintain proficiency.
- E. Additional training may be required in response to system changes, updates, or revisions.

III. Authorized Uses

- A. The department will utilize the Unmanned Aircraft System to provide an aerial perspective in responding to public safety emergencies and law enforcement incidents. Potential uses include, but are not limited to:
 - 1. Situational Awareness - To assist law enforcement decision-makers in understanding the nature, scale, and scope of an incident and for planning and coordinating an effective response.
 - 2. Search and Rescue - To assist missing person investigations, AMBER Alerts, Silver Alerts, and other search and rescue missions.
 - 3. Scene Documentation - To document crime scenes, accident scenes, or other major incident scenes.
 - 4. Visual Perspective - To provide an aerial visual perspective to assist in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security.
 - 5. Tactical Deployment - To support the tactical deployment of officers and equipment in emergency situations. (e.g., incidents involving hostages and barricaded persons, support for large-scale tactical operations).

IV. Pre-Deployment

- A. Prior to deployment of the Unmanned Aircraft System for any operation, the Remote Pilot in Command (PIC) will complete the following:
 - 1. Perform a pre-flight inspection of the Unmanned Aircraft (UA).
 - 2. Make any required notifications of the planned flight to the FAA or ATC as required.

3. If the purpose of the flight is investigative in nature, the PIC shall brief the responsible investigations personnel regarding the potential need for search warrants.

V. Flight Operations

A. The Remote Pilot in Command (PIC) will ensure the following during flight operations:

1. The flight is in compliance with all applicable FAA rules and regulations under Part 107 or applicable COAs.
2. The flight is in compliance with all Pennsylvania and Federal laws as applicable;
3. The flight is conducted safely by assessing the operating environment including, but not limited to:
 - a) The local weather conditions;
 - b) Local airspace and flight restrictions including TFRs (Temporary Flight Restrictions);
 - c) The location of persons and property on the surface and other ground hazards;
4. Be responsible to avoid any recordings where practical that might violate any citizen's right to privacy;
5. Maintain the ability to track and record the flight pattern and location of the Unmanned Aircraft (UA).

B. The Remote PIC has the ultimate authority to deploy or not deploy the UAS once the above factors have been evaluated.

C. When possible, a second certified PIC shall monitor the flight and assist as needed.

D. If a second PIC is not available, the PIC shall utilize a Visual Observer (VO) through all phases of flight. The VO shall ensure obstruction avoidance by maintaining a visual scan of the UAS and its flight path.

VI. Post-Deployment

A. After the completion of each deployment, the PIC will complete the following:

1. Perform an inspection of all equipment and note any damages;
 2. Complete a Department Flight Log;
 3. Ensure that all batteries are recharged in accordance with manufacturer guidelines;
 4. Return the UAS to the designated storage location;
 5. Complete an incident report or a supplemental report documenting the flight.
- B.** The PIC shall ensure that Electronic Multimedia Recording (EMR) is downloaded and saved.
1. EMR being retained as evidence shall be transferred to a thumb drive and placed into evidence in accordance with departmental policy.
 2. Any EMR not being saved as evidence or being retained for training purposes shall be retained for 60 days and then deleted.
 3. Any EMR that was collected for other agencies shall be completely turned over to the requesting agencies.

VII. Restrictions on Use

- A.** The UAS shall not be operated in an unsafe manner or in violation of FAA Regulations.
- B.** The UAS shall not be equipped with weapons of any kind.
- C.** The UAS and any related equipment, and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment are the sole property of the Haverford Township Police Department. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner any material without the approval of the Chief of Police or their designee.

VIII. Assistance to Non-Law Enforcement Agencies

- A.** If requested and approved by the Chief of Police or their designee, the UAS may be operated in support of other Township agencies.
- B.** Any EMR collected on these flights will be the property of the requesting agency and will be turned over to them. As such, all EMR will be then subject to their retention procedure.

IX. Maintenance

- A.** Minor maintenance and repair issues can be handled by officers assigned to UAS operations. Any maintenance action shall be documented in the flight log.
- B.** If a PIC finds an issue which cannot be easily repaired, the PIC shall:
 - 1.** Document the issue in an RMS report;
 - 2.** Send an email to the UAV Program Manager with the incident number and details of the issue;
- C.** The UAV Program Manager or their designee shall coordinate with a manufacturer-authorized location to have the UAV repaired.