

**City of Salinas**  
**Unmanned Aerial System (UAS) Operations**  
**Draft Policy Date: July 11, 2017**

**PURPOSE AND SCOPE**

The purpose of this policy is to establish guidelines for the City of Salinas use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

**DEFINITIONS**

Definitions related to this policy include:

Unmanned Aerial System (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV) or drone, and all of the supporting or attached systems designed for gathering information through imaging, recording, photography or any other means.

Pilot-in-Command: A person that meets the requirements as defined in the City of Salinas UAS General Operations Manual. This person is authorized to fly a UAS for the City of Salinas.

Observers: Is a person that meets the requirements as defined in the City of Salinas UAS General Operations Manual.

Required observers: Is an observer that is required for flight operations in congested airspace or other conditions as defined in the City of Salinas UAS General Operations Manual.

Authorized Designee: A person designated as a point of contact during emergency events and defined in the City of Salinas UAS General Operations Manual.

Lost Link: A loss of communication or remote control of the UAS.

**POLICY**

Unmanned aerial systems may be utilized to enhance effectiveness, timeliness, safety and cost savings of City activities that achieve Strategic Plan goals. Any use of a UAS will be in strict accordance with constitutional and privacy rights, State Law, existing City policy and Federal Aviation Administration (FAA) regulations. Use by City of Salinas Public Safety shall be managed and regulated by their respective policies and procedures as well as relevant State and Federal law.

**PRIVACY**

The use of the UAS potentially involves privacy considerations. The Pilot-in-Command and 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 (e.g., residence, yard, enclosure). A Pilot-in-Command and observers shall take

reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is a reasonable expectation of privacy.

## **PROGRAM GOVERNANCE**

The City Manager will appoint a UAS Steering Committee that shall be responsible for the management of the UAS program. The Committee will ensure that policies and procedures conform to current laws, regulations, safety and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process, ensuring that the COA is current and overseeing the Part 107 certification;
- Ensuring that all authorized Pilots-in-Command and required observers have completed all required FAA and City training in the operation, applicable laws, policies and procedures regarding use of the UAS;
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require authorization from the authorized designee, depending on the type of mission;
- Developing and implementing a system for public notification of UAS deployment;
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities;
- Developing a protocol for fully documenting all missions in each flight and on a separate UAS use report;
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits;
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules and FAA requirements;
- Recommending program enhancements, particularly regarding safety and information security;
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the City Manager; and

- Yearly audit of the use records, procedures, and policies;

### **USE OF UAS**

Only an authorized Pilot-in-Command (including contractors) who has completed the required training shall be permitted to operate the UAS.

UAS operations should only be conducted during daylight hours and a UAS should not be flown over populated areas without FAA approval.

### **PROHIBITED USE**

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- To harass, intimidate or discriminate against any individual or group.
- To conduct personal business of any type.
- To deploy or carry weapons. The UAS shall not be weaponized.

### **RETENTION OF UAS DATA**

Data collected by the UAS and any associated reporting as required by the FAA, shall be retained as provided in the established records retention schedule.