

Unmanned Aerial System

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines under which unmanned aerial systems (UAS) may be used, and the storage, retrieval and dissemination of images and data captured by such systems.

The purpose of the UAS is to enhance law enforcement and public safety operations. A UAS may be used only while exercising the utmost care to preserve the privacy and civil liberties of the public. To that end, the UAS policy was prepared in accordance with Freedom from Drone Surveillance Act (725 ILCS 167-1 et seq.) and applicable Federal Aviation Administration regulations, and also supports the American Civil Liberties Union's recommendations listed in their Protecting Privacy from Aerial Surveillance - Recommendations for Government Use of Drone Aircraft publication.

Attachments:

[UAS Accident Incident Notification Procedures](#)

[Preflight Checklist 2023](#)

[HPPD SAO Drone Use Notification 2023](#)

605.1.1 DEFINITIONS.

Digital Multi-Media Evidence (DME): Digital recording of images, sounds, and associated data.

Drone Surveillance Act: The Illinois Freedom from Drone Surveillance Act, 725 ILCS 167/1 et seq., as may be amended.

Parade: A march, procession, or other similar activity consisting of persons, animals, vehicles or things, or any combination thereof, upon a public street, sidewalk, alley, or other public place, which requires street closings or otherwise requires stopping or rerouting vehicular traffic because the parade will not or cannot comply with normal and usual traffic regulations or controls. "Parade" does not include a political protest, march, demonstration or other assembly protected by the First Amendment.

Routed Event – A parade, walk, or race that is hosted by the State of Illinois or county, municipality, township or park district that is outdoors, open to the public and has an estimated crowd attendance greater than 50 people. It does not include any political protest, march, demonstration or assembly protected by the First Amendment.

Small Unmanned Aircraft System (SUAS): an unmanned aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.

Special Event: A concert or food festival that is hosted by the State of Illinois or a county, municipality, township or park district that is outdoors, open to the public and has an estimated crowd attendance or more than 150 people in a local government with a population less

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than 50,000. It does not include any political protest, march, demonstration or assembly protected by the First Amendment.

Unmanned Aircraft (UA), Drone, or Unmanned Aerial Vehicle (UAV): an aircraft operated without the possibility of direct human intervention from within or on the aircraft.

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)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

UAS Flight Crew member: A pilot, visual observer, payload operator, or other person assigned duties for a UAS for the purpose of flight or training exercise.

Unmanned Aircraft Pilot: A person exercising control over a UA/UAV/UAS during flight.

605.2 POLICY

Unmanned aerial systems may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

Any proposed changes to this policy shall be brought to the City Manager for review and approval prior to implementation.

605.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators 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). Operators 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.

605.4 DEPLOYMENT REQUIREMENTS

- (a) The Highland Park Police Department shall obtain applicable authorizations, permits, or certificates required by the FAA, prior to deploying or operating the UAS, and these authorizations, permits, and certificates shall be maintained and current.
- (b) The UAS will be operated only by Unmanned Aircraft Pilots who have been trained and certified in the operation of the system, and authorized by the Chief of Police or designee.
- (c) Only certified personnel shall inspect and test UAS equipment prior to each deployment to verify the proper functioning of all equipment, and the airworthiness of the device.

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- (d) The UAS equipment is the responsibility of UAS Flight Crew members and will be used with reasonable care to ensure proper functioning.
 - 1. Equipment malfunctions shall be brought to the attention of the UAS Coordinator.
- (e) The UAS equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Department.
- (f) All flights will be documented in an applicable written report, with the exception of additional training and for required maintenance, and all flight times shall be accurately recorded.
 - 1. Each deployment of the UAS shall include information regarding the reason for the flight, the time, date, and location of the flight.
 - 2. The name of the supervisor approving the deployment and the staff assigned; and
 - 3. A summary of the activities covered, actions taken, and outcomes from the deployment.
- (g) Except for those instances which officer safety or investigation could be jeopardized, and where reasonably possible and practical, the Department will notify the public in the general area of the deployment. In addition, general public communication may be issued when the UAS is used including but not limited to notification via the City of Highland Park web site and social media.
- (h) If a drone is being used at a Routed Event or Special Event, notice must be posted at the event location at least 24 hours before the event at major points to the event, clearly informing the attendees that a drone may be used to monitor participant safety.

605.5 PROGRAM COORDINATOR

- a. Auditing flight documentation at regular intervals. The results of the audit and any changes to the flight time counter will be documented by memorandum.
- b. Conducting semi-annual inspections of equipment and report damage, missing equipment, and the need for maintenance or replacement parts.

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for department operations.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.

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Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.

- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment, in coordination with the City's Communication Manager.
- Developing operational protocols 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.
- 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 to ensure that 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. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, especially regarding safety and information security.
- Auditing flight documentation at regular intervals. The results of the audit and any changes to the flight time counter will be documented by memorandum.
- Conducting semi-annual inspections of equipment and report damage, missing equipment, and the need for maintenance or replacement parts.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.
- Developing procedures for the use of facial recognition software to evaluate information gathered by a UAS, as permitted by 725 ILCS 167/17.
- Ensuring that the department's current UAS policy is posted on the department's website (725 ILCS 167/35).

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605.6 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

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 no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

The UAS, or images and data produced by its use, shall not be used for personal business of any type. Any use of the UAS that is not specifically related to the operation or mission of this department shall require the express authorization of the Chief of Police or the authorized designee.

The Highland Park Police Department may not use the UAS to gather information except as permitted by Section 15 of the Drone Surveillance Act, as follows:

- (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. 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 a UAS under this paragraph is limited to a period of 48 hours. Within 24 hours of UAS initiation under this paragraph, the Chief of Police must report its use, in writing, to the State's Attorney.
- (d) To locate a missing person, engaging in search and rescue operations or aiding a person who cannot otherwise be safely reached.
- (e) To obtain crime scene and traffic crash scene photography in a geographically confined and time-limited manner. The use of the UAS under this paragraph on private property requires either a search warrant or lawful consent to search.
 1. The use of a UAS on private property requires either a search warrant based on probable cause under Section 108-3 of the Code of Criminal Procedures of 1963, or lawful consent to search.
 2. The use of UAS on lands, highways, roadways, or areas belonging to the State or political subdivisions of this State does not require a search warrant or consent to search.
 3. The Department shall make every reasonable attempt to only photograph the crime scene or traffic crash scene, and 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

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or emergency conditions, to survey damage, or to coordinate response and recovery efforts.

1. The use of UAS does not require an official declaration of a disaster or public health emergency prior to use.
 2. The use of a UAS is permissible during the disaster or public health emergency and during subsequent response and recovery efforts.
 3. After each use of the UAS, the Deputy Chief or the Chief's designee, will review the usage of the UAS, including but not limited to, the digital multi-media recordings and associated data, to ensure compliance with this policy.
- (g) To conduct an infrastructure inspection of a designated building or structure at the request of a local government agency. The drone operator must make reasonable efforts to attempt to photograph only the building or structure.
- (h) To demonstrate the capabilities and functionality of a police drone for public relations purposes, provided that no information is collected or recorded.
- (i) In response to Public Safety Answering Point (PSAP) dispatched calls for service, when the sole purpose is to locate victims, assist with victim health/safety needs, or to coordinate the emergency response.
- (j) At a routed or special event, but only as follows: there must be notice posted at least 24 hours prior to the event that clearly communicates real-time monitoring may be used at the upcoming event for participant safety in accordance with Section 10 of the Drone Surveillance Act.
1. The notice for UAS use in these instances should be posted at a time, place, and manner as required by 725 ILCS 167/15.

All deployments of UAS must be specifically authorized by the Chief of Police, the Chief's designee, or a sworn supervisor. The City Manager will be notified as soon as it is practicable and will notify the City Council thereafter. Training flights conducted in accordance with this policy do not require authorization or notification.

The UAS will operate in accordance with the Freedom from Drone Surveillance Act (725 ILCS 167) and shall be deployed and used only to support official law enforcement and public safety missions. However, in the event that this policy differs from the Freedom from Drone Surveillance Act, this policy will prevail.

605.6.1 PRIVATE UAS OWNERS

This policy and its restrictions apply to the department's directed use of a UAS owned by a private third party and information gathered by a UAS voluntarily submitted to the Department by a private third party (725 ILCS 167/40).

605.6.2 FACIAL RECOGNITION WITH UAS

Facial recognition software onboard a UAS shall not be used during a flight (725 ILCS 167/17). Use of facial recognition software to evaluate information gathered by a UAS is permissible only under those circumstances described in 725 ILCS 167/17.

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605.7 FEDERAL AVIATION ADMINISTRATION (FAA) OPERATIONAL LIMITATIONS

- (a) Operations will be conducted in accordance with 14 C.F.R. Part 107, unless a Certificate of Waiver or Authorization (COA) is obtained from the Federal Aviation Administration (FAA). Only the Chief of Police or Chief's designee, may authorize seeking a COA from the FAA.
- (b) Flight operations shall be visible line of sight (VLOS) only. At all times, the UAS must remain close enough to the operator or visual observer to see the aircraft with vision unaided by any device other than corrective lenses.
- (c) The UAS may not operate over any person(s) not directly involved in the operation, unless in compliance with Part 107 amendments.
- (d) The UAS must yield the right of way to other aircraft, manned or unmanned.
- (e) The use of a visual observer is required for all nighttime operations (after civil twilight).
- (f) First person view camera cannot satisfy "see-and-avoid" requirement, but can be used as long as requirement is satisfied in other ways.
- (g) The UAS must not exceed a maximum airspeed of 100 mph (87 knots)
- (h) The UAS must remain below an altitude of 400 feet above ground level.
- (i) The UAS must only operate when the minimum weather visibility is 3 miles or greater from the control station.
- (j) No UAS Flight Crew member may operate more than one unmanned aircraft operation at one time.
- (k) A preflight inspection of the small unmanned aircraft by a UAS Flight Crew member is required before flight and must be documented on a Preflight Checklist.
- (l) UAS Flight Crew members must stay out of airport flight paths and restricted airspace areas, and obey any FAA Temporary Flight Restrictions (TFRs) (<http://tfr.faa.gov/tfr2/list.html> or 1-800-WX-BRIEF), unless pre-authorization was granted through the LAANC system or controlling air tower.

605.8 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized in accordance with Section 18 of the Drone Surveillance Act. The UAS shall not be operated in an unsafe manner, in violation of the Freedom of Drone Surveillance Act (725 ILCS 167), and/or FAA rules. The UAS shall not be modified in any manner

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from the manufacturer's specifications or fitted with additional equipment without the authorization of the Chief of Police or designee.

Pursuant to Section 17 of the Drone Surveillance Act, the UAS operator is prohibited from using facial recognition software during a flight in accordance with 725 ILCS 167/17.

Pursuant to Section 45 of the First Responder Drone Act, Department pilots violating this Act shall be subject to progressive discipline, which may include additional training. Each violation will be reviewed by the UAS Coordinator for a recommendation on how to prevent future violations. Pilots who commit willful and wanton violations of the Act shall be immediately removed from the UAS program and their actions subject to Departmental investigation in accordance with the Employee Personnel Complaints Policy.

605.9 RETENTION AND DISCLOSURE OF UAS INFORMATION

Within the timeframes set forth in Section 20 of the Drone Surveillance Act, the Records Section supervisor shall destroy all information gathered by the UAS except 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 (725 ILCS 167/20).

The disclosure of information gathered by the UAS is prohibited except to another government agency 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 (725 ILCS 167/25).

All digital multi-media evidence (DME) shall be securely downloaded at the completion of each mission. The UAS certified operators will record information for each file that shall include the date, time, location and case report numbers, and identify the UAS operators involved in the mission.

- DME shall not be edited, altered, duplicated, copied, shared or otherwise distributed in any manner without prior written authorization and approval of the Chief of Police or designee.

605.10 REPORTING

The UAS Coordinator shall report annually, by April 1, to the Illinois Criminal Justice Information Authority the number of UAS's owned by the Highland Park Police Department, the number of times a drone was used pursuant to each paragraph of Section 15, including the date of use, time of use, reason for use, location, whether video was recorded, and whether the video is designated for retention for training purposes.

The report shall contain a copy of the department's current UAS policy (725 ILCS 167/35). The report shall also be provided to the City Manager no later than April 1 of each year to be shared with the City's Corporate Authorities.

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605.11 OVERSIGHT

- (a) The UAS Coordinator shall provide an annual report to the Chief of Police outlining the number of deployments in the field, locations of the incidents, applicable case report numbers, and any unusual circumstances surrounding the deployments during the preceding calendar year. The report shall be provided by the City Manager no later than April 1 of each year to be shared with the City Council.
- (b) The UASC shall establish a safety management system to track accidents, incidents, or mishaps (collectively, "events") involving department sUAS, determine the root cause of such events, develop procedures to mitigate adverse occurrences, and communicate the findings and procedures to Department UAS Flight Crewmembers.
- (c) The City shall make the Department's policy governing the operation, use, administration and oversight of the program available publicly on the City's website.

605.12 ACCIDENT REPORTING

- (a) Immediately after a mishap, incident or accident involving an Unmanned Aircraft, the Pilot in Command must provide initial notification to the UASC. Mishaps, incidents, and accidents may require notification of the Federal Aviation Administration (FAA), the National Transportation Safety Board (NTSB), or both.
 1. FAA notification should be made via the FAA Drone Zone website, <https://faadronezone.faa.gov/#/>, or such other website as the FAA may use for reporting in the future.
 2. Certain accidents also require notification to the National Transportation Safety Board (NTSB) via call to the agency's 24-hour Response Operations Center.
- (b) Refer to the "UAS Accident Incident Notification Procedures" attachment for instructions on reporting criteria and notification requirements to the FAA and NTSB.

605.13 TRAINING

Personnel who are assigned UAS must complete a Department approved training program to ensure proper use and operations.

- All training flight operations will take place on public property, or private property where permission and approval is granted, and the recording of any flight data shall be for the sole purpose of gaining an understanding of the features of the UAS.

Additional training may be required at periodic intervals to ensure the continued effective use and operation, proper calibration and performance of the equipment, and to incorporate changes, updates, or other revisions in policy and equipment.

All Department personnel with UAS responsibilities shall also be trained in the local and federal laws and regulations, as well as policies and procedures governing the deployment and use of the UAS.

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605.14 DISCLOSURE OF UAS INFORMATION

Information gathered during an inspection of the infrastructure of a designated building or structure shall be given, as soon as practicable, to the requesting local government agency before it is destroyed (725 ILCS 167/20).

The disclosure of information gathered by the UAS is prohibited except (725 ILCS 167/25):

- (a) To another government agency 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.
- (b) Pursuant to a court order or subpoena in connection with a criminal proceeding.
- (c) In regard to a completed traffic crash investigation.

Available records of drone usage (e.g., flight path data, metadata, telemetry information of specific flights) may be disclosed subject to the Freedom of Information Act, 5 ILCS 140/1 et seq., and rules adopted under it (725 ILCS 167/25).

605.15 COMPLIANCE WITH THE FREEDOM FROM DRONE SURVEILLANCE ACT

If a determination is made that a member has violated the Act, the Department shall take prompt and appropriate action (e.g., training, discipline) (725 ILCS 167/45). If a determination is made that a UAS pilot has willfully violated the Act, the Department shall promptly remove the pilot from its UAS program and take other appropriate action (see the Personnel Complaints Policy) (725 ILCS 167/45).

Attachments

UAS Accident.pdf

UAS Accident/Incident Notification Procedures

Certain accidents involving Unmanned Aircraft require reporting to the Federal Aviation Administration (FAA), the National Transportation Safety Board (NTSB), or both.

1. Should an accident occur during operation of a Department of Police sUAS, notify the UASC immediately, or as soon as safely practical.
2. Review the guidelines below addressing both FAA and NTSB notification requirements.
3. If it is believed that notification of the FAA or NTSB is required, notify the Chief of Police or the Chief's designee.

FAA Notification

1. No later than 10 calendar days after an accident, notify the FAA of all accidents/mishaps involving UAS operations where any of the following occur:
 - a. At least serious injury to any person or any loss of consciousness.
 - b. Damage to any property, other than the sUAS, unless:
 - i. The cost of repair (including materials and labor) does not exceed \$500; or
 - ii. The fair market value of the property does not exceed \$500 in the event of total loss.
2. The FAA accident report must be made within 10 calendar-days of the operation that created the injury or damage. The report may be submitted via the FAA DroneZone website, <https://faadronezone.faa.gov/>. Be prepare to provide the following information:
 - a. sUAS remote PIC's name and contact information;
 - b. sUAS remote PIC's FAA airman certificate number;
 - c. sUAS registration number issued to the aircraft, if required (FAA registration number);
 - d. Location of the accident;
 - e. Date of the accident;
 - f. Time of the accident;
 - g. Person(s) injured and extent of injury, if any or known;
 - h. Property damaged and extent of damage, if any or known; and
 - i. Description of what happened.
3. The following accidents, while not reportable to the FAA, are to be reported to the UASC.
 - a. Any incident/mishap that results in an unsafe/abnormal operation including but not limited to
 - i. A malfunction or failure of the unmanned aircraft's on-board flight control system (including navigation)
 - ii. A malfunction or failure of ground control station flight control hardware or software (other than loss of control link)
 - iii. A power plant failure or malfunction
 - iv. An in-flight fire
 - v. An aircraft collision
 - vi. Any in-flight failure of the unmanned aircraft's electrical system requiring use of alternate or emergency power to complete the flight
 - vii. A deviation from any provision contained in a COA issued by the FAA
 - viii. A deviation from an Air Traffic Control clearance or instruction.

- ix. A lost control link event resulting in
 1. Fly-away, or
 2. Execution of a pre-planned/unplanned lost link procedure.
- b. Initial reports (verbal) should be made as soon as possible.

NTSB Notification

1. Immediate notification to the NTSB is required for any accident in which a person suffers death or serious injury. 49 C.F.R. § 830.5.
2. Notification of “substantial damage” to the unmanned aircraft is only required for aircraft weighing more than 300 lbs. Id. § 830.2.
3. For NTSB notification purposes:

Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Substantial damage means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered “substantial damage” for the purpose of this part.

4. Make NTSB Reports to the NTSB Response Operations Center at 844-373-9922 or 202-314-6290. See www.nts.gov. Include the following information, or as much of it as is available:
 - (a) Type, nationality, and registration marks of the aircraft;
 - (b) Name of owner, and operator of the aircraft;
 - (c) Name of the pilot-in-command;
 - (d) Date and time of the accident;
 - (e) Point of departure (and point of intended landing, if different);
 - (f) Position of the aircraft with reference to some easily defined geographical point;
 - (g) Number of persons killed and number seriously injured;
 - (h) Nature of the accident, the weather and the extent of damage to the aircraft, so far as is known; and
 - (i) A description of any explosives, radioactive materials, or other dangerous articles carried or other hazards associated with the accident.

Preflight Checklist 2023.pdf



HIGHLAND PARK POLICE DEPARTMENT

1677 Old Deerfield Rd, Highland Park IL. 60035 Phone (847) 432-7730 ★ Facsimile (847) 433-0180

UAV Preflight Checklist

Original Case Number: _____ UAV Use Case Number: _____

Date of Deployment: _____ Deployment Start Time: _____ End Time : _____

Location of Deployment: _____ Drone: M210 Mavic 2 M30T

Conditions: **Check Use Authorization** **Check Airspace Classification** **Check METAR** **Check For TFR**
Temp: _____ Cloud Ceiling: _____ Visibility: _____ Wind: _____

Controller Checklist: Extend Antenna

Battery	Screen	Extra Equipment	Optional
Install Batteries Where Needed	Mount IPAD to Controller	Install Lanyard if Needed	Connect to HotSpot if needed
Controller /	Set Brightness	Connect Controller to IPAD	

Aircraft Checklist: Check for any damage or mounting screws loose

Frame	Props	Battery	Payload
Landing gear locked	Checked for Damage	Do they Require Heating	IR Camera Bay 1 & Locked
Arms extended & secure	Installed & Locked	Install Tb55 & Locked	S30 Zoom Bay 2 & Locked
		Voltage 4.25v or greater/cell	Drop System If Needed
		Are the Batteries Paired	Additional Lighting if needed

Set Proper Return To Home Altitude

Identify wind direction and hover for 10 seconds. Check Controls for Responsiveness

Continue to Check Battery Voltage for Fluctuations and Land Prior to **3.7v** per cell at hover w/ m210

Allow Batteries to Cool Prior to Recharge

DON'T FORGET A SUPPLEMENT

Pilot: _____

DroneSense:

In Dronesense software enter Organization ID: HPPDIL
Sign on using your assigned credentials and enter your PIN
Select Either **Training Mission** or **Fly Mission** where applicable
Add Mission using the Add button and enter an incident number then select Join. Fly Mission

DJI Method: (If DroneSense Issues) DJI Pilot App

DJI username: hppd-drone@cityhpil.com Pw: hppddrone01

Helpful sites: <https://www.weather.gov/epz/>

Flying in restricted airspace? Permission can be granted

Flight permissions can be requested in restricted areas by taking advantage of the SGI system by calling the FAA's System Operations Support Center at 202-267-8276

Here are the types of authorizations and waivers that are eligible for expedited review under the SGI process:

- Flying in airspace (including controlled airspace and disaster Temporary Flight Restrictions) and/or at altitudes not otherwise permitted
- Flying Beyond Visual Line of Sight (BVLOS)
- After calling the SOSC, the operator must also send the request via email to 9-ator-hq-sosc@faa.gov.

To comply with reporting requirements please indicate on sheet and in your supplement the exception allowing the use of the UAV for your incident. Create a UAV Deployment Incident

Deployment Case Number: _____ **Exception:** _____

Exception 1: Terrorist Attack
30 days to destroy

Exception 2: Search Warrant
30 days to destroy

Exception 3: Prevent harm to life, forestall escape, destroy evidence
30 days to destroy

Exception 4: Missing Person Without Criminal Investigation
30 days to destroy

Exception 5: Traffic Crash Scene Photography
30 days to destroy

Exception 6: Disaster or Public Health Emergency
30 days to destroy

Exception 7: Infrastructure Inspection
Data turned over asap then destroyed

Exception 8: Demonstrate Capabilities of Drone
No video or images allowed

Exception 9: In Response to PSAP or Emergency Call
30 days to destroy

Exception 10: Use During Routed or Special Event
24 hour destruction (Required Signs 24 Hours Prior)

HPPD SAO Drone Use Notification 2023.pdf



HIGHLAND PARK POLICE DEPARTMENT

1677 Old Deerfield Rd, Highland Park IL. 60035 Phone (847) 432-7730 ★ Facsimile (847) 433-0180

Attention: _____ County State’s Attorney Date: _____

The following is a notification from the Highland Park Police Department on behalf of Chief L. Jogmen, pursuant to the Illinois Drone Surveillance Act, and the Drones As First Responders Act specifically 725 ILCS 167/15, which states that the act does not prohibit the use of a drone by a law enforcement agency: If a law enforcement agency meets any one of ten exceptions under the law. The use of a drone under this paragraph requires the chief executive officer or his designee report in writing the use of a drone to the local State's Attorney.

Below are the details of a recent deployment that was conducted, as authorized in 725 ILCS 167/15

Date of Deployment: _____ Deployment Start Time: _____

Length of Deployment: _____ # of drones deployed: _____

Location of deployment: _____

Outside Agency Request (circle one): YES NO Agency: _____ Case Number: _____

Unmanned aerial vehicle exception: _____ Data or Media used for training: YES NO

Video footage recorded (circle one): YES NO Is the video being kept as evidence: YES NO

Was any drone video footage obtained from a private third party: _____

HPPD Report # (if applicable): _____ Title of Report (if applicable): _____

Charges authorized (indicate if Misd. or Felony): _____

HPPD Drone pilot(s) who conducted the deployment: _____

Supervisor authorizing the deployment: _____

Summary of reasonable suspicion (attach additional pages or report if necessary): _____

Date/Time this notification was submitted to the S.A.: _____

Person submitting this notification to the S.A.: _____

Notification shall be made via email or fax: (Not Applicable if Training)

Lake County	Cook County
Lake County State’s Attorney’s Office State’s Attorney Eric Rinehart Cc: Legal Assistant Jacquelyn Quinn and Lauren Callinan 18 North County Street Waukegan, Illinois 60084 Telephone: 847-377-3034 Email: jquinn@lakecountyil.gov & lcallinan@lakecountyil.gov	Cook County State’s Attorney’s Office State’s Attorney Kim M. Foxx 69 W. Washington Chicago, IL. 60602 Telephone: 312-603-1880 Fax: 312-603-9690 Email: statesattorney@cookcountyil.gov