



# Madison County Emergency Management Unmanned Aircraft Systems

## Standard Operating Procedures

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### Purpose

The purpose of this policy is to establish guidelines and minimum standards for the use and oversight of unmanned aircraft systems (UAS), commonly known as “drones” and the associated storage, retrieval and dissemination of information obtained through the use of unmanned aircraft systems (UAS). The use of a UAS is not intended of general use or observation of areas where there is a reasonable expectation of privacy.

### Mission

The Madison County Emergency Management shall support and provide aerial observation of public safety incidents and first responder operations or augment lifesaving activities as allowed by law. All UAS missions shall adhere to the FAA regulations and shall not intentionally record or transmit images where a person would have a reasonable expectation of privacy unless authorized by law.

### Madison County Emergency Management UAS Operations

The Madison County Emergency Management UAS may only be utilized under the following circumstances:

- To assist in search and rescue operations.
- To provide aerial surveillance of damage caused by natural or manmade events.
- To assist in critical incident responses.
- To assist in firefighting operations.
- To help prevent imminent danger to life or serious damage to property.
- In circumstances that may improve law enforcement officer safety and other public safety incidents.
- For training, testing, evaluation, demonstration, or maintenance purposes.
- Other circumstances as approved by the Director of Madison County Emergency Management or his/her designee.

Absent a valid search warrant, no UAS will be used to gather evidence or other information from or at a place where an individual has a reasonable expectation of privacy. This restriction does not apply to the following circumstances:

- UAS deployment in a public place
- During an active search and rescue operation.
- If reasonable suspicion exists that UAS use is necessary to prevent imminent danger or possible life safety to any individual and/or property.

Madison County Emergency Management UAS shall not be used:

- To conduct random surveillance activities.
- To target any 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.
- With any type of weapon attached or affixed

The Director of Madison County Emergency Management will designate a UAS Program Coordinator who will be responsible for UAS operations. The UAS will be operated under Title 14 of the Code of Federal Regulations (14 CFR) Part 107, Small Unmanned Aircraft Systems and/or any existing Certificate of Authorization (COA) conditions. Only authorized pilots who have been designated by the UAS Program Coordinator shall be permitted to operate the UAS, and only under the direct supervision of a remote pilot-in-command (PIC), if they are not certified. The UAS Program Coordinator will ensure policies and procedures conform to current laws, regulations and best practices, and will have the following additional responsibilities:

- Coordinating the applications for Remote Pilot Airman Certificates and ensuring that rating is current prior to allowing certificate holder to act as remote pilot-in-command (PIC) of the UAS
- Coordinating any additional applications of Certificate of Authorization or Waiver (COA) and ensuring those COA's are current.
- Ensuring that all crew members have completed any required training relevant to their position.
- Developing and maintaining operation 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 documenting all missions.
- Developing UAS maintenance, inspections, and record keeping protocols to ensure continued airworthiness of the UAS up to and including its overhaul or life limits.
- Maintaining a log of all UAS deployments and completing an annual report summarizing UAS use.
- Ensuring established protocols are followed by monitoring and providing periodic reports on the program to the Director of Madison County Emergency Management or his/her designee.
- Developing minimum training and evaluation requirement for crew members for the purpose of maintaining skills and proficiency in operation and maintain records of that training.

A UAS may be deployed pursuant to a mutual-aid request with approval from the Director of Madison County Emergency Management, the UAS Program Coordinator or designee. UAS deployment for mutual-aid request will be in accordance with department training and this SOP.

### **Retention of Data**

All data captured by Madison County Emergency Management UAS operators will be retained for period of 30 calendar days. Madison County Emergency Management UAS operators may support entities requiring copies or custody of the data recorded by Madison County Emergency Management UAS platforms. 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. Data may be retained beyond the retention period for training purposes with approval from the Director of Madison County Emergency Management or his/her designee.

### **Training**

All personnel authorized to act as a UAS crew member shall receive appropriate training as directed by the UAS Program Coordinator. That training shall, at minimum, meet the requirements set forth by the FAA, and may be periodically adjusted to reflect operational needs and the latest safety information.