WILL COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE GENERAL ORDER	Distribution ENFORCEMENT	General Order Number **7.09**
	Original Issue Date 10/12/2024	Reissue/Effective Date 10/12/2025
Order Title: **SMALL UNMANNED AIRCRAFT SYSTEMS**	CALEA Accreditation Standard:	Section 7
	Rescinds:	
Section Title: **SPECIAL OPERATIONS**	 **Milke Kelley, Sheriff of Will County**	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

I. PURPOSE

The purpose of this policy is to provide personnel who are assigned responsibilities associated with the deployment and use of small unmanned aircraft systems (sUAS) with instructions on when and how this technology and the information it provides may be used for law enforcement and public safety purposes in accordance with all applicable State and federal laws and regulations.

II. POLICY

The use of the unmanned aircraft system (sUAS) by the Will County Sheriff's Office is expected to enhance deputy and public safety. Anticipated mission deployments will include but limited to; accident scene documentation, outdoor crime scene documentation, search for missing persons, disaster recovery, SRT operations, training and other authorized uses pursuant to 725 ILCS §167/1, *et. seq. the Freedom from Done Surveillance Act*.

The Will County Sheriff's Office sUAS program is designed to assist law enforcement by providing increased situational awareness, enhanced deputy safety, and act as a force multiplier to improve operating efficiently. This policy will set forth how the sUAS program will operate the aircraft in coordination with law enforcement deputies conducting a specific mission.

This policy is designed to minimize risk to people, property, and aircraft during the operation of the sUAS while continuing to safeguard the right to privacy by all persons.

III. DEFINITIONS

Camera Operator (CO): The CO is responsible for control of the camera/FLIR unit of the sUAS.

Defined Incident Perimeter: The location determined for the operation of the sUAS during a specific mission. The maximum operating height of the UAS is 400 feet subject to exceptions allowed by the FAA.

Digital Media Video Files (DMVF): Digital Multimedia Files consist of all digital recordings, to include but not limited to audio, video, photographs, and their associated metadata. Metadata includes digital identifiers that are captured as part of the actual recording, such as date / time, GPS coordinates, labeling, etc.

Drone: Pursuant to *725 ILCS §167/5*, means any aerial vehicle that does not carry a human operator.

Ground Control Station: Consists of the Operator Control Unit and the Ground Control Station. The GCS provides the interface between the Pilot in Command (PIC) and the sUAS.

Information: Pursuant to *725 ILCS §167/5*, means any evidence, images, sounds, data, or other information gathered by a drone.

Observer: The Observer is responsible for the visual observation of the sUAS while in flight.

Pilot in Command (PIC): The PIC is the person directly responsible for the operation of the sUAS. The PIC can abort any flight that is deemed to be unsafe due to weather or other circumstances.

Post Flight Inspection: Conducted by the PIC to ensure that the sUAS has not suffered any damage or mechanical issues after the mission is completed.

Pre-Flight Briefing: A discussion held by the Team Leader and/or Pilot in Command prior to aircraft launch which shall include but not be limited to:

1. Review of mission goals and objectives including handoff procedures.

2. Review of current and forecasted weather conditions and weather limitations on the mission.

3. Identification of the mission, mission area, any issues on concern or limitations and safety issues such as battery charge, GPS strength and potential for radio interference.

4. Review of proposed flight area.

5. Review of communications procedures between the PIC, Observer, Camera Operators and any other ground support.

6. Review of emergency/contingency procedures including aircraft system failure, flight termination, divert and lost link procedures.

7. Review of video or still picture images available as determined by the mission.

8. Execution of the pre-flight checklist. Pre-Flight Inspection - Conducted by the PIC to ensure the sUAS is operational and ready for flight. Also ensures that the control unit is operating properly and charged.

Safety Deputy: The Safety Deputy is responsible for providing support during sUAS operations. The responsibilities of the Safety Deputy can be completed by the Observer.

Team Leader: The Team Leader is appointed by the Will County Sheriff. This individual is responsible for reviewing and approving the use of the sUAS for any law enforcement mission as well as the overall care and maintenance of the sUAS. Additionally, the Team Leader is responsible to ensure that any person that operates the sUAS, or has a responsibility with the sUAS operation, is properly trained.

The Team Leader will assign a PIC and CO to each law enforcement use of the sUAS prior to the mission being carried out. The Team Leader has full oversight responsibility of all logistical and administrative elements of sUAS operations. The Team Leader does not have to be physically present at the site of a sUAS operation, however the Team Leader does have to review and approve each operation with the appointed PIC of the sUAS prior to it being carried out. Once a PIC is appointed, the PIC will perform a pre-flight and post-flight inspection of the sUAS before and after each mission. Pre-flight and post-flight inspection forms will be filled out by the PIC and submitted to the Team Leader.

IV. sUAS PROCEDURES

A. Illinois Drone Regulations (*725 ILCS §167/1, et. seq*)

1. *Except as provided in 725 ILCS §167/15, a law enforcement agency may not use a drone to gather information.*

2. *725 ILCS §167/15 states that the Freedom from Drone Surveillance Act (725 ILCS §167/1, et. seq.) does not prohibit the use of a drone by a law enforcement agency:*

   (1) 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 that there is that risk.

   (2) If a law enforcement agency first obtains a search warrant based on probable cause issued under Section 108-3 of the Code of Criminal Procedure of 1963. The warrant must be limited to a period of 45 days, renewable by the judge upon a showing of good cause for subsequent periods of 45 days.

(3) If a law enforcement agency possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent harm to life, or to forestall the imminent escape of a suspect or the destruction of evidence. The use of a drone under this paragraph (3) is limited to a period of 48 hours. Within 24 hours of the initiation of the use of a drone under this paragraph (3), the chief executive deputy of the law enforcement agency must report in writing the use of a drone to the local State's Attorney.

(4) If a law enforcement agency is not undertaking a criminal investigation but is attempting to locate a missing person, engaging in search and rescue operations, or aiding a person who cannot otherwise be safely reached.

(5) If a law enforcement agency is using a drone solely for crime scene and traffic crash scene photography. Crime scene and traffic crash photography must be conducted in a geographically confined and time-limited manner to document specific occurrences. The use of a drone under this paragraph (5) on private property requires either a search warrant based on probable cause under Section 108-3 of the Code of Criminal Procedure of 1963 or lawful consent to search. The use of a drone under this paragraph (5) on lands, highways, roadways, or areas belonging to this State or political subdivisions of this State does not require a search warrant or consent to search. Any law enforcement agency operating a drone under this paragraph (5) shall make every reasonable attempt to only photograph the crime scene or traffic crash scene and avoid other areas.

(6) If a law enforcement agency is using a drone during a disaster or public health emergency, as defined by Section 4 of the Illinois Emergency Management Agency Act. The use of a drone under this paragraph (6) does not require an official declaration of a disaster or public health emergency prior to use. A law enforcement agency may use a drone under this paragraph (6) to obtain information necessary for the determination of whether or not a disaster or public health emergency should be declared, to monitor weather or emergency conditions, to survey damage, or to otherwise coordinate response and recovery efforts. The use of a drone under this paragraph (6) is permissible during the disaster or public health emergency and during subsequent response and recovery efforts.

(7) To conduct an infrastructure inspection of a designated building or structure at the express request of a local government agency. Any law enforcement agency operating a drone under this paragraph (7) shall make every reasonable attempt to photograph only the building or structure and to avoid other areas.

(8) To demonstrate the capabilities and functionality of a police drone for public relations purposes, provided that no information is collected or recorded by the drone during such demonstration.

(9) In response to Public Safety Answering Point (PSAP) dispatched calls for service, when the sole purpose for using a drone is for one or more first responders to locate victims, to assist with immediate victim health or safety needs, or to coordinate the response of emergency vehicles and personnel to an emergency. As used in this paragraph (9), "Public Safety Answering Point" and "PSAP" have the meaning given to those terms in Section 2 of the Emergency Telephone System Act.

(10) If a law enforcement agency is using a drone at a routed event or special event. The use of a drone under this paragraph (10) requires that:

(A) notice is posted at the event location for at least 24 hours before the event and clearly communicates that drones may be used at the upcoming event for the purpose of real-time monitoring of participant safety;

(B) notice is posted, if practical, at major entry points to the event clearly informing the attendees that a drone may be used for the purpose of real-time monitoring of participant safety; and

(C) the drone is flown in accordance with Federal Aviation Administration safety regulations.

Under this paragraph (10), a law enforcement agency may use the drone:

(i) in advance of an event, before event participants have begun to assemble, for the sole purpose of creating maps and determining appropriate access routes, staging areas, and traffic routes, provided that no personal identifying information is recorded and provided further that no recorded information is used in any criminal prosecution; or

(ii) during the event to proactively support public safety personnel by monitoring the event footprint in real time:

(I) to detect a breach of event space, including a breach by an unauthorized vehicle, an interruption of a parade route, or a breach of an event barricade or fencing;

(II) to evaluate crowd size and density;

(III) to identify activity that could present a public safety issue for the crowd as a whole, including crowd movement;

(IV) to assist in the response of public safety personnel to a real-

time public safety incident at the event; and

(V) to assess the traffic and pedestrian flow around the event in real time.

B. Team Roles and Training

1. Pilot

a. All pilots who will be flying the sUAS for law enforcement missions shall be properly trained by the manufacturer or by a designated police instructor. Pilots will have a current working knowledge of the airspace intended for operations and the ability to obtain a report on weather conditions in the area of operations. Only sUAS that have been authorized by the Will County Sheriff, or designee, and which the pilot has been previously trained on will be utilized. The following will be the minimum training requirement for drone operation:

1) Deputies who are assigned sUAS must complete an agency-approved training program to ensure proper use and operations and must pass a Federal Aviation Administration (FAA) *Part 107 sUAS Operator* test at an approved testing facility. Additional training shall be required to ensure the continued effective use and operation, and proper calibration and performance of the equipment, and to incorporate changes, updates, or other revisions in policy and equipment.

2) Routine training / practice deployments will be conducted by each sUAS pilot no less than a bi-monthly basis.

3) All agency personnel with sUAS responsibilities, including supervisory deputies, shall also be trained in the State and federal laws and regulations, as well as policies and procedures governing the deployment and use of sUAS.

b. The system will be used in accordance with manufacturer's suggested guidelines.

1) Basic Flight Operations Training: All pilots must also undergo Mission Training Exercises held on a bi-monthly basis (National Institute of Standards and Technology-NIST- UAS Open Test Lane, Obstructed Test Lane, Confined Test Lane) to increase core competencies to include operation of the UAS, Observer role, Camera Operator role and Safety Deputy role.

2) In order to accomplish the required training, pilots shall participate in 4 hours of monthly training at a minimum as determined by the Team Leader.

3) Training shall not be limited to actual pilot/observer skills, but must include knowledge of all pertinent sUAS and aviation matters.

4) All pilots shall be familiar with the this General Order and maintain proficiency in their operator and observer abilities. Members who do not have documented training or flight time for the proceeding 90 days shall demonstrate proficiency before performing pilot or observer duties during a mission.

5) Failure to maintain proficiency will result in removal as a sUAS pilot.

2. Observer

a. An Observer is required for all practice and mission flights of the sUAS.

1) Initial Training: Observers must have a current working knowledge of the airspace intended for operations, specific UAS aerodynamic factors, and the ability to obtain and interpret weather conditions.

2) Pre-Flight Briefing: Observers must participate in the pre-flight briefing.

3. Camera Operator

a. Initial Training: The Camera Operator shall receive specific training on camera equipment operations including the recording and storage of digital media for evidentiary purposes.

b. Pre-Flight Briefing: Camera Operators must participate in the pre-flight briefing.

C. Uses and Deployments

1. Deployment Requests

a. All requests for the sUAS to provide support, other than training deployments shall be authorized by the Will County Sheriff or designee (Team Leader). The Team Leader will make the determination if this agency will carry out the mission with the sUAS. A mission may be preplanned or due to immediate exigent circumstances. The Team Leader will authorize the mission to a PIC. The PIC will then proceed to set up the mission by reviewing the weather, location, type of incident and those to be acting as the CO and observer. The PIC will fill out the flight log and any other required documents. No mission will be flown without authorization from the Team Leader. The Remote Pilot in Command (RPIC) is the pilot operator of the sUAS. Once authorized by the Team Leader, the pilot has full control of the operation of the drone and cannot be commanded to perform operations that they deem unsafe. This agency has adopted the use of sUAS to provide an aerial visual perspective in responding

to emergency situations and exigent circumstances, and for the following objectives:

1) Situational Awareness: To assist decision makers (e.g., incident command staff; first responders; municipal, DEMHS Regional, and State officials) 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, including assisting first responders at fire scenes.

3) Tactical Deployment: To support the tactical deployment of deputies and equipment in emergency situations (e.g., incidents involving hostages and barricades, support for large- scale tactical operations, and other temporary perimeter security situations).

4) Visual Perspective: To provide an aerial visual perspective to assist deputies in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security.

5) Scene Documentation: To document a crime scene, accident scene, or other major incident scene (e.g., disaster management, incident response, large-scale forensic scene investigation).

D. Objectives

1. The operation of the sUAS shall operate as a support tool responsible for providing effective general and specialized law enforcement service to the community by:

   a. Maintaining an effective deployment program

   b. Allowing sUAS pilots to conduct area searches where the terrain may be difficult to maneuver normal vehicles.

   c. Allowing sUAS pilots to conduct searches for missing or lost persons in areas where normal vehicles cannot access.

   d. Allowing sUAS pilots to document a crime scene, accident scene, or major incident from a perspective that would not normally be documented.

   e. Providing timely response for tactical deployment.

   f. Rendering assistance to outside jurisdictions in accordance with mutual aid agreements.

g. Protecting the public and other deputies from acts of violence.

h. Providing for public relations appearances and demonstrations.

i. Establishing and maintaining good public relations resulting in public confidence and support.

j. Reducing injuries to other deputies by creating a timely response to hazardous circumstances.

k. Reducing manpower and time spent in conducting searches for persons, evidence and contraband where it may be difficult to maneuver a normal vehicle.

E. Operating Guidelines

1. The Will County Sheriff's Office will obtain applicable authorizations, permits, or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the sUAS, and these authorizations, permits, and certificates shall be maintained and current (*Small UAS Rule Title 14 CFR Part 107*) if applicable.

2. Flight Conditions

   a. Daylight: All UAS operations will be conducted during daylight. Night flight is prohibited unless there are exigent circumstances and approved by the Team Leader.

   b. Line of sight: All UAS operations shall be conducted within line of sight of the PIC or Observer such that the pilot or observer may detect and avoid hazards such as aircraft or property.

   c. Altitude: All UAS operations shall be conducted at less than 400 feet Above Ground Level (AGL), unless otherwise authorized by FAA regulations.

   d. The PIC is responsible for obtaining current weather conditions.

      1) Heat: The operating guidelines for heat are less than 110 degrees Fahrenheit. The battery and length of flight should be adjusted accordingly based upon high humidity and temperature.

      2) Wind: The UAS will not be operated in sustained winds greater than 30 knots (35 mph). The PIC may decide that wind conditions, below the upper windspeed limit, at the area of the operation are too hazardous and opt not to fly.

3) Rain and Fog: The operational guidelines for these conditions are based upon visibility and operator safety at the site. The UAS will only be operated in conditions of rain, fog or insufficient light at the operators discretion.

3. Flight Requirements

a. Considerations for the use of the sUAS will include the following:

1) The location of the mission, for purposes of insuring the safety of people and property.

2) The intended area of operations, for purposes of evaluating the ability to mitigate potential air to air conflicts.

3) The weather and its potential effect on the aircraft, including the potential to carry the aircraft to an area of air to air conflict.

4) The certification of the PIC and Observer.

5) The potential usefulness of the information gathered through other means.

6) Any other relevant risk factors to successfully complete a risk benefit analysis for the use of the sUAS in the specific mission. Risk factors may include but are not limited to tree canopy, distance between buildings, smoke, etc.

7) Strength of radio and GPS signal as indicated on the sUAS.

4. Personnel Designation

a. Once the Team Leader has approved a mission request they will identify the PIC, Observer, and a person responsible for controlling access to the take-off and landing site.

5. Pre-flight Preparation

a. Before any mission the PIC must conduct a Pre-Flight Briefing to include the following:

1) Review of mission goals and methods to achieve goals, including handoff procedures to other sUAS pilots.

2) Review of current and forecasted weather conditions and weather limitations on mission.

3) Review of current Notice to Airmen (NoTAMs) and Temporary Flight Restrictions (TFRs) issued for the proposed flight area.

4) Identification of mission limitations and safety issues such as battery charge, GPS strength, and potential for radio interference.

5) Review of proposed flight area, including controlled air space. Such review may include communication with nearby airports.

6) A discussion led by the PIC prior to aircraft launch which shall include but not be limited to:

i. Review of communication procedures between PIC, Observer, Camera Operator, and other ground support.

ii. Review of emergency/ contingency procedures including aircraft system failure, flight termination, divert, and lost link procedures.

iii. Execution of a pre-flight check following an approved checklist.

6. Scene Review

a. The PIC and Observer are responsible for identifying any unsafe conditions at the scene. This includes but is not limited to:

1) Take-off and Landing site: This area should be free from obstructions, items on the ground and debris that may interfere with the rotors. This includes creation of flight line from which other law enforcement deputies must remain clear.

2) Flight Perimeter: The site must utilize law enforcement deputy to minimize civilian traffic or interference during the flight.

3) Safety View: The flight team should identify trees, bushes, power lines and other potential obstructions and coordinate the pre-flight briefing accordingly.

4) Interference: The flight team should identify cell towers, TV and microwave sources, which may create interference with the flight equipment. The equipment should be tested on the ground to ensure proper communications and operation before flight.

7. Documentation

    a. A copy of the current COA, flight log and pilot certifications must be kept with the sUAS at all times. At the conclusion of each mission, the PIC will be responsible for completing a supplemental offence incident report.

8. Flight Operations

    a. All flight operations shall be conducted in accordance with the manufacturer's recommendations.

    b. The sUAS must operate with position navigation or anti-collision lights at all times.

    c. If at any time the PIC and/or the Observer believe there is a potential for air to air conflict, risk of harm to individuals or property, the PIC will immediately land the aircraft.

    d. In the event of lost communications with the aircraft, lost link procedures shall be executed including immediate landing of the sUAS.

    e. Launch and Recovery will be Vertical Take Off and Landing only (VTOL). No special equipment is required.

9. Launch and Recovery Flight Operations

    a. Prior to take off the sUAS will be programmed to allow it to return to home if safe to do so when the signal is lost from the transmitter in order to retreive the UAS.

    b. When the sUAS is deployed to meet an approved mission task, it shall be recovered within the same general area if possible.

    c. A designated safe area of at least 25 feet shall be maintained during lift off between sUAS's and personnel.

    d. sUAS's should not be flown within unsafe distances to any object or person.

10. Restrictions

    a. Weather: The PIC shall verify the weather conditions in the immediate area of operations. A local source of weather may be utilized, the internet, phone application or may be observed on site. The sUAS will not be flown outside the weather specifications identified by the manufacturer. The PIC shall have final determination of risk due to weather and authority over any mission.

b. Hazards to the public and property: The PIC shall make every effort to ensure that flight operation will not pose any undue risk to the public not directly involved with the effort. The PIC shall have final determination of risk to the public and authority over any launch of their own aircraft.

c. The sUAS shall be deployed and used only to support official law enforcement and public safety missions.

d. The sUAS shall not be operated in an unsafe manner or in violation of FAA rules, except in an extreme emergency when circumstances necessitate a temporary deviation from protocols. In such cases, documentation shall be made as to the observations made and decision making process employed to determine the need for deviation from protocols.

e. The sUAS shall not be equipped with weapons of any kind.

f. In all cases, the sUAS will not be flown over persons and/or property in a manner that is in violation of the FAA regulations.

1) Hazard to personnel: The PIC shall make every effort to ensure that flight operations will not pose any undue risk to the personnel directly involved with the effort. The PIC shall have final determination of risk to the public and authority over any launch of their aircraft.

2) Proximity to controlled airspace: Operations inside any controlled airspace shall only be performed under approval of the FAA.

11. Launch and Landing Zones

a. Launch site selection shall be driven by safety first and foremost. Selection of launch sites will be considered based upon:

1) Ability to maintain adequate buffer zones between aircraft and personnel. The PIC shall maintain a buffer of at least 25 feet for VTOL aircraft between aircraft operations and all non-essential personnel. A designated individual can be identified as a safety deputy to ensure the safety of the launch and recovery area.

2) Environmental Assessment: No launches shall occur until all environmental assessments have been considered. The PIC has the final authority to abort any launch based upon hazards to the environment, themselves or other personnel in the area.

3) The PIC shall select a launch site that ensures sUAS departures are not over populated areas.

b. Landing Site and Alternate Landing Sites

1) Typically the primary landing shall be the same as the launch site. The PIC has final authority for any approaches to the primary site and may wave off any approach deemed unsafe.

2) The PIC shall designate at least one alternate landing site. In the event that the primary landing site is deemed unsafe, procedures to utilize the secondary site will be invoked.

3) The PIC may optionally designate an "abort site" whereby the aircraft may be "dumped" in an emergency situation. The abort site shall be so far removed as to provide absolute minimal risk should the aircraft be required to vacate airspace in an emergency. Should the PIC deem it necessary the UA may be flown to this site and inserted without regard to the safety of the aircraft or flight equipment.

4) All landing sites shall be maintained and operated as the launch sites. Personnel shall maintain a buffer of at least 25 feet for VTOL aircraft between aircraft operations and all non-essential personnel.

F. Prohibited Acts

1. The sUAS shall not be operated in violations of Illinois State Law, the US or IL Constitution, or IL or federal regulations. When a search warrant is required by law and no warrant exception exists, flight is prohibited unless a search warrant signed by a judge is obtained.

2. Routine Patrol: The sUAS shall not be used for routine patrol duties.

3. Exceeding Aircraft Limitations: The sUAS shall not be flown in conditions that exceed the manufacturers recommended limitations to include range, ceiling, wind strength and battery charge.

4. High Risk Missions: The sUAS shall not be flown for any mission in which the Team Leader or PIC determines the risk of flying the UAS outweighs the benefit to the mission. Risks may include hazards to individuals, property on the ground, and possible collision hazard with other aircraft, loss of control of the sUAS. This decision cannot be countermanded by any other ranking authority. A Team Leader and the PIC have sole discretion and responsibility for the flight of the sUAS.

5. Spraying or Dropping: the PIC is prohibited from spraying or dropping anything from the aircraft and carrying hazardous materials.

6. Prohibited Airspace: UAS flights are prohibited in Class B airspace and shall not exceed a 400 foot ceiling height unless preauthorized by the FAA.

7. Defined Incident Perimeter: Only one sUAS shall be operated in a defined incident perimeter, by a single control station and by one pilot at a time.

8. Daisy Chaining Observers: Daisy Chaining Observers to extend line of sight is prohibited.

9. Manned Aircraft in Operating Area: sUAS flights are prohibited when other manned aircraft are operating within the defined incident perimeter.

10. Flying for Compensation: As a "public aircraft", flying for compensation or hire is prohibited.

11. Pursuant to *725 ILCS §167/17*, the Will County Sheriff's Office, operating a drone under the Freedom from Drone Surviellance Act, *is prohibited from using, during a flight, onboard facial recognition software that works in conjunction with the drone. A law enforcement agency operating a drone under this Act is prohibited from using any information gathered by a drone with any facial recognition software, unless either (i) the law enforcement agency is using a drone to counter a high risk of a terrorist attack by a specific individual or organization and the United States Secretary of Homeland Security has determined that credible intelligence indicates that there is such a risk or (ii) the law enforcement agency possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent harm to life or to forestall the imminent escape of a suspect or the destruction of evidence.*

12. Pursuant to *725 ILCS §167/18*, the Will County Sheriff's Office, operating a drone under the Freedom from Drone Surviellance Act, i*s prohibited from equipping or using on a drone any firearm, weaponized laser, kinetic impact projectile, chemical agent or irritant, or any other lethal or non-lethal weapon.*

G. Documentation and Reporting

1. Flight Documentation: The PIC or their designee shall complete all department flight documentation including pertinent information about the aircraft, flight conditions, type of mission and mission parameters. A supplemental incident report will be created to document all flights.

2. Incident and Crash Documentation: The Team Leader shall be responsible for reporting any incidents to the FAA through the online system.

H. Lost Communication Procedure

1. Lost Communication Procedure

   a. If the visual observer is not within normal speaking distance of the PIC, any loss of communication between the observer and the PIC, the PIC will execute lost link procedures. Once communications are reestablished, the mission may resume.

b. If a visual observer loses site of the small unmanned aircraft (sUAS), the PIC must initiate and follow lost link procedures as stated in the COA or immediately terminate the flight.

2. Lost Link Procedure-Return to Home (RTH)

a. In the event of lost communications or any other condition in which the continued flight of a sUAS becomes unsafe the Return to Home (RTH) procedure will be immediately initiated if safe to do so.

b. The Return to Home (RTH) function brings the aircraft back to the last recorded Home Point. In addition to the above reasons to manually activate the RTH feature the RTH will automatically be initiated on low battery and failsafe.

1) Home Point: The Home Point is the location at which the aircraft takes off when the GPS signal is on. GPS signal strength can be viewed through the GPS icon. When using Dynamic Home Point setting, the Home Point will be updated to your current position as you move around and when the aircraft status indicator is green.

2) Smart RTH: Use the RTH button on the remote controller and follow the on-screen instructions when GNSS is available to initiate Smart RTH. The aircraft will then automatically return to the last recorded Home Point. Use the remote controller to control the aircraft's speed (pitch stick) or altitude (throttle stick) to avoid a collision during the Smart RTH process. Press and hold the Smart RTH button once to start the process, and press the Smart RTH button again to terminate the procedure and regain full control of the aircraft.

3) Low Battery RTH: The low battery level failsafe is triggered when the DJI Intelligent Flight Battery is depleted to a point that may affect the safe return of the aircraft. Users are advised to return home or land the aircraft immediately when prompted. The DJI Pilot app will display a notice when a low battery warning is triggered. The aircraft will automatically return to the Home Point if no action is taken after a ten-sec-ond countdown. The user can cancel the RTH procedure by pressing the RTH button on the remote controller. The thresholds for these warnings are automatically determined based on the aircraft's current altitude and distance from the Home Point. If the RTH procedure is cancelled following a low battery level warning the Intelligent Flight Battery may not have enough charge for the aircraft to land safely, which may lead to the aircraft crashing or being lost. Low Battery RTH can be turned off in DJI Pilot app.The aircraft will land automatically if the current battery level can only support the aircraft long enough to descend from its current altitude. The user cannot cancel the auto landing but can use the remote controller to alter the aircraft's orientation during the landing process.

4) Failsafe RTH: Failsafe RTH (enabled in the app) is automatically activated if the remote controller and the aircraft are disconnected. Failsafe RTH includes two stages of return to home: historical flight path and Smart RTH. When Failsafe RTH is enabled, the aircraft will return to home based on its historical flight path. Within a maximum distance of 50 meters, the aircraft will try to reconnect to the remote controller. If the aircraft cannot reconnect to the remote controller within 50 meters or the aircraft detects obstacles in front of it (enroute to its return to home flight path), the aircraft will exit the stage of return to home (based on its historical path), and enter the Smart RTH stage. When the remote controller is connected to the aircraft during return to home, users can use the remote controller to control the aircraft's flight speed and altitude, and cancel Return to Home by pressing the RTH button on the remote controller.

I. DMVF Retention and Management

1. All DMVF shall be handled in accordance with existing policy on data and record retention.

2. All DMVF shall be securely downloaded at the completion of each mission. The sUAS-certified operators will record information for each file that shall include the date, time, location, and case reference numbers or other mission identifiers, and identify the sUAS personnel involved in a mission. For the purpose of this section, training/ practice deployments will not constitute a mission.

3. Deputies shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner DMVF without prior written authorization and approval of the Will County Sheriff, or designee.

4. All access to DMVF must be specifically authorized by the Will County Sheriff, or designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.

5. Files should be securely stored in accordance with agency policy and State records retention laws and shall be retained no longer than necessary for purposes of training or for use in an investigation or prosecution.

6. Pursuant to *725 ILCS §167/20: Information Retention* - If a law enforcement agency uses a drone under *725 ILCS §167/15*, the agency may only retain the data as allowed by law. Retention periods are as follows:

    a. General law enforcement and community care taking functions data may be retained for 30 days

    b. Data gathered during routed or special events may only be retained for 24 hours

    c. Any inspection of a structure requested by a local government agency must be turned over as soon as possible and destroyed after transfer.

d. Exceptions. Law enforcement agencies may retain information if:
    i. there is reasonable suspicion that the information contains evidence of criminal activity;

    ii. the information is relevant to an ongoing investigation or pending criminal trial;

    iii. a supervisor at the agency deems that the information will be used exclusively for training purposes, provided that any such information shall not contain any personally identifiable information; or

    iv. the information consists of only flight path data, metadata, or telemetry information of the drone.

7. Pursuant to *725 ILCS §167/25: Information Disclosure* - If a law enforcement agency uses a drone under Section 15 of this Act, the agency shall not disclose any information gathered by the drone, except that a supervisor of that agency may disclose particular information to another government agency, if:

    a. there is reasonable suspicion that the information contains evidence of criminal activity, or

    b. the information is relevant to an ongoing investigation or pending criminal trial.

    c. Valid court order or subpoena in connection with criminal proceeding or completed traffic crash investigation.

J. Supervision and Reporting

1. sUAS supervisory personnel shall periodically review all deployments and uses of sUAS to ensure that deputies equipped with sUAS devices have utilized them in accordance with policy and procedures defined herein.

2. The Will County Sheriff, or designee, shall conduct a periodic review of the Department's deployment and use of sUAS devices.

3. Reporting to the Illinois Criminal Justice Authority ("Authority").

    a. Pursuant to *725 ILCS §167/35(a),* the Will County Sheriff's Office shall report in writing annually by April 1 to the Illinois Criminal Justice Authority

        i. the number of drones that it owns,

        ii. the number of times a drone was used pursuant to each paragraph of Section 15, (*See Section A above*) including:

1. the date of use,

2. time of use,

3. reason for use,

4. location,

5. whether video was recorded, and

6. whether the video is designated for retention for training purposes.

b. The report shall contain a copy of the agency's latest policy concerning drones as of the most recent April 1

c. Additionally, pursuant to *725 ILCS §167/35(c)*, the Will County Sheriff's Office shall implement and make publicly available on its website the law enforcement agency's policy governing the operation, use, administration, and oversight of its drone program

K. Selection and Training

1. The Will County Sheriff shall determine the number and selection of deputies to be trained on sUAS.

2. The Will County Sheriff shall assign a supervisor to oversee the Department's sUAS.

3. Police personnel who are assigned sUAS must complete an agency-approved training program to ensure proper use and operations and must pass a Federal Aviation Administration (FAA) Part 107 sUAS Operator test at an approved testing facility. Additional training shall be required to ensure the continued effective use and operation, and proper calibration and performance of the equipment, and to incorporate changes, updates, or other revisions in policy and equipment.

4. Routine training / practice deployments will be conducted by each sUAS pilot no less than Four hours per month.

5. All agency personnel with sUAS responsibilities, including supervisory deputies, shall also be trained in the State and federal laws and regulations, as well as policies and procedures governing the deployment and use of sUAS.

L. Law Enforcement Use of Private Drones

d. *725 ILCS §167/40* states that, except as provided in 725 ILCS §167/15, *(a) a law enforcement agency may not acquire information from or direct the acquisition of*

information through the use of a drone owned by a private third party. In the event that law enforcement acquires information from or directs the acquisition of information through the use of a privately owned drone under Section 15 of this Act, any information so acquired is subject to [the information retention and disclosure requirements of 725 ILCS §§167/20 and 167/25 of the Freedom from Drone Surveillance Act*]*.

e. *Nothing in this Act prohibits private third parties from voluntarily submitting information acquired by a privately owned drone to law enforcement. In the event that law enforcement acquires information from the voluntary submission of that information, whether under a request or on a private drone owner's initiative, the information is subject to*[the information retention and disclosure requirements of 725 ILCS §§167/20 and 167/25 of the Freedom from Drone Surveillance Act*]*.

Reference:

- 725 ILCS §167/1, et. seq. *Freedom from Drone Surveillance Act*