

City of Port Orchard Public Works Policy - Unmanned Aerial Devices Drone

Purpose

This policy is intended to establish guidelines for the use of unmanned aerial systems, including retrieval and dissemination of images and data captured by the UAS.

Policy

It is the policy of the City of Port Orchard Public Works to utilize UAS to enhance the department's ability to document construction projects (capital and development), protect property and document crime scenes and collision scenes. Any application of the UAS will be in accordance with Federal, State and City laws, to include constitutional privacy rights, and Federal Aviation Administration (FAA) regulations.

Definition

An unmanned aerial system is an unmanned aircraft of any type that is capable of sustaining flight, whether remotely controlled or preprogrammed and all the supporting or attached hardware designed for gathering information through photography, video recording or any other means. UASs are also commonly referred to as unmanned aerial vehicles (UAV) or drones.

Privacy Considerations

Personnel operating an UAS shall be mindful of privacy rights and absent exigent circumstances shall not intentionally record or transmit images in any location where a person would have a reasonable expectation of privacy (e.g., inside house, fenced yard, enclosed area only visible from an elevated position). Operators and observers will take reasonable precautions to avoid inadvertently recording or transmitting images in violation of privacy rights.

Authorized Uses

The UAS operator has the ability to decide to decline applying the UAS in any given situation. The UAS shall only be operated as allowed under the provisions of Part 107 unless as noted in section Emergency Uses of this policy.

Construction Applications: A UAS may be deployed to conduct construction site documentation (both capital projects and development projects).

Facility Inspections: A UAS may be deployed to assess and document conditions of city owned facilities.

Emergency Response: A UAS may be deployed in emergency situations to assess and document damage of both public and city owned facilities.

Community Outreach Demonstrations: In an effort to encourage public trust and effectively engage our community, the use of an UAS as part of a community meeting or special event is authorized. The UAS demonstration should be limited to showcasing the department's documentation capabilities and educating the public on the UAS program.

Prohibited Uses

The UAS shall not be used to conduct personal business.

Emergency Uses

City personnel shall pursue approval of a waiver through the Special Governmental Interest Process to fly outside of the provisions of Part 107 due to an emergency situation. Operators shall not fly outside the provisions of Part 107 until they have obtained this waiver by the FAA.

Authorized Operators

Only personnel who have a current Small Unmanned Aircraft System Airman Certificate (Part 107 Remote Pilot) issued by the FAA.

Flight Logs

Each authorized UAS operator will maintain a flight log as part of the Pre-flight Checklist. Operators will log the date, flight time and locations of all UAS deployments. They will also note, project number, purpose of the flight, automated flight or manual flight, and whether photo images or video were captured during the flight.

Program Coordinator

The Assistant City Engineer is designated to oversee the UAS Program. Their responsibility will include the following:

- Ensuring that policies and procedures conform to current laws, regulations, and best practices.
- Overseeing the selection and training of operators
- Overseeing procurement and maintenance of UAS equipment
- Review of UAS deployments to ensure compliance with policies and operating procedures
- Conducting audits of flights logs semiannually

Photographs and Video Recording

All photographs and video recording collected by the UAS will be copied to the Public Works Drive to the relevant project folders.

Retention of Data

Photographs and video collected by the UAS shall be retained in accordance with Washington State Records Retention Schedules.