IDAHO STATE POLICE PROCEDURE

06.21 SMALL UNMANNED AIRRAFT SYSTEM OPERATION

A. General

The objective of the Idaho State Police small Unmanned Aircraft Systems (sUAS) Program is to utilize sUAS in obtaining documentation, intelligence, and forensic digital data in the support of crash investigations, crime scene investigations, support police tactical operations, and support any emergency management operations deemed safe and appropriate.

B. Definitions

"Small Unmanned Aerial System (sUAS)" means an unmanned aerial vehicle, drone, remotely piloted vehicle, remotely piloted aircraft, or remotely operated aircraft that does not carry a human operator, can fly autonomously or remotely, and can be expendable or recoverable as defined in I.C. Title 21 Chapter 213 (1)(a).

"Federal Aviation Administration (FAA)" means the division of the United States (U.S.) Department of Transportation that inspects and rates civilian aircraft and pilots, enforces the rules of air safety, and installs and maintains air-navigation and traffic-control facilities and pilot testing. FAA is tasked with enforcing 14 CFR Part 107, regulation of sUAS.

"Information" means any evidence, images, sounds, data, or other information gathered by a sUAS.

"sUAS Program Manager" means a Captain, or designee of the Colonel, assigned to oversee the ISP sUAS Program.

"Remote Pilot" means any person within ISP that is qualified to operate an ISP sUAS.

"Remote Pilot in Command (RPIC)" means the remote pilot responsible for the overall flight operations during a specific sUAS operation.

"Visual Observer" means any person who assists the RPIC with preparation of sUAS equipment, launch preparation, maintaining visual line of sight (VLOS) of the sUAS, and monitoring site conditions within the incident perimeter. Observers can be chosen by the RPIC from those present at the scene. No prior training other than a RPIC briefing is needed.

"Person Manipulating the Controls" means any competent person the RPIC selects to operate the sUAS controls, under direct supervision of the RPIC. The pilot assistant is not required to be qualified as a remote pilot.

"LAANC" means Low Altitude Authorization and Notification Capability. LAANC allows for quick authorization, through mobile applications, to fly in certain areas of restricted airspace.

"NIST" means the National Institute of Standards and Technology. NIST has developed courses that can be used to evaluate drone capabilities as well as a remote pilot's ability to perform essential mission tasks.

C. General Provisions

Any ISP sUAS must be piloted by a qualified and properly trained pilot. If practicable, the RPIC should utilize a competent visual observer(s). A sUAS is generally equipped with a camera package, referred to a payload. While each sUAS payload differs, they are typically capable of recording both video and still images. Some alternative payload capabilities are forward-looking infrared imaging systems, capable of detecting heat differences, and laser measuring device. Weapons and dispersal payloads, approved by the Colonel, or his designee, may be used.

1. Generally, the sUAS will be used for the following missions:
   a. crime scene photography and scale evidence mapping,
   b. crash scene photography, vehicle placement, and scale evidence mapping,
   c. scene size up,
   d. search and rescue operations,
   e. hazardous material scenes,
   f. major disaster scenes,
   g. tactical situations involving ISP SWAT,
   h. service of search warrants, or
   i. other missions may be approved by the ISP if those missions are necessary to preserve the health, safety, and welfare of people or property within the state of Idaho.

2. If necessary, a RPIC can assign a competent person to act as a person manipulating the controls.
   a. If a RPIC assigns another person to manipulate the controls, the RPIC must remain in a position to immediately take over controls in the event of an emergency.

3. All ISP sUAS will be marked with the following:
   a. ISP property label,
   b. FAA registration number,
   c. ISP patch,
   d. ISP RCC contact number.

D. Personnel Requirements

1. Troopers may request to serve as a remote pilot. Assignment as a remote pilot is a work assignment and there is no guarantee of the duration of that assignment.

2. The minimum requirements to be a remote pilot are:
   a. a performance appraisal of "Achieves Performance" or higher,
   b. a positive recommendation by their district command staff, and
   c. a willingness to commit to a minimum of three years as a remote pilot.

3. Prior to operating as a remote pilot, the approved personnel must:
   a. Obtain their FAA Part 107 Remote Pilot Certificate.
      (1) The remotepilot101 training course, hosted by MzeroA.com.
         i. The remotepilot101 training is meant to prepare them for the FAA Part 107 Airman Knowledge Test.
      (2) Obtain an FAA Tracking Number (FTN) by setting up an account through the Integrated Airman Certification and Rating Application (IACRA).
      (3) Take and pass the initial aeronautical knowledge test: "Unmanned Aircraft General-Small (UAG)"
      (4) Complete the application for a remote pilot certificate through IACRA.
   b. Attend the ISP Flight School course.
      (1) Complete the NIST certification course specified by the sUAS Program Manager.

E. Assignment

1. The district command staff, with the concurrence of the sUAS Program Manager, and area Major, can decide how many remote pilots will be assigned in their district, to best suit the workflow in their district.

2. If a remote pilot is not fulfilling their responsibility as a drone operator, the District Captain, with the concurrence of the sUAS Program Manager, and area Major, may remove a remote pilot from activity in the ISP drone program.

3. The District Captain, or his designee, with concurrence of the sUAS Program Manager, shall assign a district or division remote pilot who is responsible for training, maintenance, and updates for sUAS within their respective district. This remote pilot, under the direction of the sUAS Program Manager, will assist the Program Manager by managing the sUAS responsibilities in each district.

4. All remote pilots will complete the NIST certification course specified by the sUAS Program Manager a minimum of every two (2) years. This allows ISP to confirm that remote pilots continue to maintain the pertinent skills to perform essential mission tasks.

5. All ISP sUAS should be flown a minimum of one (1) time throughout a thirty (30) day period. This assists with ensuring continued airworthiness of the sUAS and assists the remote pilots with maintaining their abilities.

6. All remote pilots should complete a minimum one (1) flight throughout a ninety (90) day period. This assists with remote pilots maintaining their ability to operate a sUAS.

7. All maintenance completed on an ISP sUAS will be documented in the maintenance spreadsheet.
   a. ISP sUAS Maint Logs - MASTER

8. ISP sUAS operate utilizing lithium polymer batteries. Due to the sensitive nature of these batteries to extreme temperatures, measures shall be taken to protect batteries from exposure to these conditions. It is the responsibility of the remote pilot, who is issued the sUAS, to take the appropriate measures to protect the batteries.

F. Voluntary removal from sUAS assignment

1. Troopers may request in writing to be removed from the assignment as a remote pilot. Removal is made at the discretion of the sUAS Program Manager, with the concurrence of the District Captain, and the area Major.

G. Operation of the UAS

1. ISP sUAS will be operated in accordance with FAA regulations, State Laws, and sUAS manufacturer specifications.

2. ISP sUAS may be operated in uncontrolled air space. Prior to any sUAS operation, that will occur in controlled airspace, the RPIC must ensure proper permissions have been obtained, allowing for sUAS operations in that area. Permissions are obtained through, but not limited to:
   a. Apply for LAANC,
   b. FAA Expedited SGI waiver (Authorization for UAS Operation),
   c. Direct contact with local ATC (Air Traffic Control) Tower, operating under current ISP COA (Certificate of Waiver/Authorization).

3. All ISP sUAS remote pilot's need to be familiar with Idaho Statute 21-213, *Restrictions On Use Of Unmanned Aircraft Systems*.

4. Prior to any sUAS operation, that will encompass the collection of evidentiary material over private property, the RPIC must ensure proper permissions have been obtained allowing aerial evidence collection. Permissions are obtained through:
   a. Consent from the property owner
   b. Search warrant from a magistrate

5. In Idaho Statute 21-213(2)(c), obtaining permission to collect evidence over private property does not prohibit ISP from:
   a. Assisting with traffic accident documentation or reconstruction,
   b. Assisting with crowd or traffic management of an event by providing an aerial perspective of the public streets and intersections leading to and from an event,
   c. To assess damage due to a natural disaster or fire,
   d. For training of persons in the operation and use of an unmanned aircraft system, provided that any images or video during the training are not used

for evidentiary purposes,

e. To assist in search and rescue operations, crime scene investigations, or temporary law enforcement use of an unmanned aircraft system to respond to emergencies in which there is an imminent threat to lives or property, or to respond to an emergency affecting public safety, or
f. Following the issuance of a warrant, where a warrant is required.

6. Prior to the flight of any ISP sUAS, the RPIC, or their designee, will ensure the sUAS pre-flight checklist EHF 06 21-01 is completed.

7. A sUAS checklist EHF 06 21-01 must be filled out and retained in the case file after any flight where an ISP sUAS was utilized for evidentiary purposes or any law enforcement operation, with the exception of training flights.

8. The RPIC is responsible for making the determination if a sUAS is being safely utilized or if an operation must be terminated based on weather conditions, airspace consideration, aircraft airworthiness, lighting conditions, or other hazardous conditions. Flights directly over roadways should be avoided until the roadway is closed to traffic.

9. Information obtained during sUAS operations will be subject to rules of evidence and ISP record/evidence retention procedures. Evidentiary information obtained during sUAS operations shall be uploaded to evidence.com, or other evidence storage platform being used by ISP.

10. Any incident that results in damage to an ISP sUAS, whether pre-flight, in-flight, or post-flight, must be reported to the sUAS Program Manager, or their designee, within five (5) calendar days of the incident.

11. Incidents
    a. All sUAS incidents involving fatalities, injuries, property damage, fly-aways, and loss-of-connection resulting in a crashed drone, shall immediately be reported to the RPIC's supervisor. Reports of the incident will be forwarded to the sUAS Program Manager as soon as practicable.
    b. Any incident where an ISP sUAS crashes by firearms or vandalism, the local jurisdiction law enforcement agency will immediately be contacted to investigate.

12. FAA regulations require notification be made to the FAA of any incident, within 10 days, if any of the following thresholds are met.
    a. Serious injury to any person or loss of consciousness. It would be considered serious injury if a person requires hospitalization, but the injury is fully reversible including, but not limited to:
        (1) Head trauma,
        (2) Broken bones, or
        (3) Laceration to the skin that requires suturing.
    b. Damage to any property, other than the sUAS, if the cost is greater than $500 to repair or replace the property (whichever is lower).
    c. Reporting to the FAA will be completed by the sUAS Program

Manager, or their designee, on the ISP drone zone account under *"Part 107 Safety Event Reports"*.

13. ISP sUAS will not be flown indoors, unless approval from the sUAS Program Manager, District Captain, or their designee, has been obtained.

14. At the conclusion of each flight, the RPIC will enter the flight information into the sUAS Flight Log spreadsheet.
    a. UAS Flight Log - Master