GAYLORD
POLICE DEPARTMENT
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Title: **Unmanned Aerial Systems - Drone**
Policy: **31**

Unmanned Aerial Systems (UAS) Operations Policy

Purpose and scope:

This policy outlines guidelines for operating an unmanned aerial system (UAS), including the storage, retrieval, and sharing of images and data collected by the UAS (Minn. Stat. 626.19).

Definitions:

Definitions related to this policy include:

Federal Aviation Administration (FAA): The U.S. government agency responsible for regulating all aspects of civil aviation, including the safety and efficiency of the national airspace system.

National Transportation Safety Board (NTSB): An independent federal agency investigating all civil aviation accidents and major incidents in other modes of transportation.

Unmanned Aerial System (UAS): A drone of any type capable of sustained, guided flight, whether preprogrammed or remotely operated, without direct human intervention from inside or on the aircraft (commonly called an unmanned aerial vehicle or UAV), along with all supporting or attached systems designed to gather information through imaging, recording, or other methods.

Government entity: A state agency, statewide system, or political subdivision.

Terrorist attack: A crime to "further terrorism" if the crime is a felony and is a premeditated act involving violence to persons or property that is intended to:

1. Terrorize, intimidate, or coerce a considerable number of members of the public, in addition to the direct victims of the act; and
2. Significantly disrupts or interferes with the lawful exercise, operation, or conduct of government, lawful commerce, or the right of lawful assembly

Remote Pilot in Command (RPIC): An individual who holds a remote pilot certificate with a UAS rating and has the final authority and responsibility for the operation and safety of a UAS conducted under the FAA's Small UAS rule (Part 107).

Visual Observer (VO): A flight crew member who assists the small UAS RPIC in seeing and avoiding other aircraft, bad/severe weather, objects in the air, or on the ground. Maintains awareness of suspicious individuals and activities and communicates with dispatch and ground units as necessary.

Temporary Flight Restrictions (TFRs): A temporary airspace ban created by the FAA for safety or security reasons, often due to government VIP movements, special events, natural disasters, or other unusual incidents.

Policy:

A UAS may assist the Gaylord Police Department in protecting lives and property when other options and resources are unavailable or less effective. Any UAS deployment will strictly adhere to constitutional and privacy rights and FAA regulations.

Safety:

The Gaylord Police Department is dedicated to the safety and security of the community and its first responders. Each member is responsible for supporting safe operations by acting as safely as possible and avoiding unnecessary risks.

Any safety hazard, whether procedural, operational, or maintenance-related, must be reported as soon as practicable. Safety improvement suggestions should be shared promptly with the Chief of Police or the UAS Program Coordinator.

If any member observes or becomes aware of an unsafe or dangerous act by another member, they must promptly inform the Chief of Police or the Program Coordinator.

Privacy:

Using the UAS could raise privacy concerns. It should not be used to intentionally record or transmit images of any area where someone would reasonably expect privacy, such as a home, yard, or enclosure.

RPICs and VOs should take reasonable measures to avoid accidentally capturing or transmitting images of areas where people have a reasonable expectation of privacy. Appropriate precautions might include deactivating or redirecting imaging devices away from such areas or individuals during UAS operations.

Program coordinator:

The Chief of Police will appoint a program coordinator to manage the UAS program. This coordinator will ensure that policies and procedures adhere to current laws, regulations, and best practices, along with the following additional duties:

1. Coordinating compliance with the FAA Part 107 Remote Pilot Certificate and/or the FAA Certificate of Waiver or Authorization (COA) application process, ensuring the COA remains current as needed for department operations.
2. Ensure all authorized pilots and required observers complete all necessary FAA and department-approved training in UAS operations, applicable laws, policies, and procedures.
3. Develop standardized protocols for submitting and evaluating requests to deploy a UAS, including urgent requests during ongoing or emerging incidents. Deployment requires authorization from the Chief of Police, depending on the mission type.
4. Coordinating the completion of the FAA Emergency Operation Request Form during emergencies such as natural disasters, search and rescue missions, or situations focused on protecting human life.
5. Developing protocols for conducting criminal investigations involving a UAS, including documenting the time spent monitoring a subject.
6. Implementing a system for public notification of UAS deployments.
7. Developing operational protocols for managing the deployment and operation of a UAS, including safety oversight, use of visual observers, establishing lost link procedures, and maintaining secure communication with air traffic control facilities.
8. Developing a protocol to document all missions thoroughly.
9. Developing a UAS inspection, maintenance, and record-keeping protocol to ensure the ongoing airworthiness of a UAS, including its overhaul or lifespan limits.
10. Develop protocols to ensure that all data used as evidence is accessed, maintained, stored, and retrieved in a way that preserves its integrity, including strict adherence to chain of custody requirements. Electronic trails, such as encryption, authentication certificates, and date and time stamps, are used appropriately to protect individual rights and maintain a secure evidentiary chain of custody.
11. Developing protocols to verify that retention and purge periods align with established records retention schedules.
12. Facilitating law enforcement access to images and data gathered by the UAS.
13. Proposing improvements to the program, focusing on safety and information security.
14. Ensuring adherence to established protocols through ongoing monitoring and regular reporting to the Chief of Police.
15. Maintaining knowledge of FAA regulations, state laws, regulations, and local ordinances related to UAS operations.

16. Developing protocols for reviewing and approving requests for the Gaylord Police Department's UAS use by government entities.
17. Preparing and submitting the annual report to the Commissioner of Public Safety as required.
18. Posting the Gaylord Police Department's policies and procedures for UAV use on the department's website.
19. Reviewing the program and UAS usage to ensure compliance with Minn. Stat. 626.19.
20. Ensuring the purchased UAS complies with FAA regulations.
21. Ensure the UAS is appropriately registered, including timely renewals, updating information and markings, and providing sufficient proof of ownership to the Gaylord Police Department.

Mission deployments:

Personnel from the Gaylord Police Department and other agencies requesting UAS support for planned mission deployments should contact the Chief of Police to make arrangements.

Requests or offers for immediate support for unplanned mission deployments should be directed to the Sibley County Communications Center or the Gaylord Police Department via radio, phone, or in person. If an emergency occurs within Sibley County, the on-duty officer may authorize the deployment of a UAS and, if necessary, call in a UAS Pilot.

The on-duty officer shall consult with the Chief of Police or their designee before proceeding with deployment if the request is from an agency outside Sibley County.

The UAS Pilot will proceed to the designated staging area when instructed to respond to an incident. Unless a sworn peace officer operating an emergency response vehicle needs to activate emergency lights and/or sirens, UAS pilots and/or VOs shall obey all traffic laws while traveling to the UAS staging area.

Only the RPIC and VO should be in the flight operations area whenever possible. All other personnel should observe from a distance to prevent casual conversations.

Mission Priorities:

Several requests for air support may come in simultaneously. Given the limited number of UASs and personnel, it is crucial to prioritize service calls. Generally, the calls are ranked as follows (from most to least important):

1. In-progress calls involving a threat to anyone's safety
2. Search and rescue missions for victims
3. Searches for fleeing criminal suspects
4. Traffic Accident and Control Operations
5. Requests for assistance to other government entities
6. Aerial photos of floods, storm damage, and more

7. Community Engagements
8. Training missions

Training:

- Pilots must obtain the FAA's Part 107 certification before any mission.
- Visual Observers should:
    - Review the GPD's UAS policy and MN Statute 626.19
    - Have a basic understanding of FAA guidelines and obtain the FAA's TRUST certification
    - Have a hands-on familiarization of all GPD UASs

Recurrent training and recertification:

1. Recurrent training for all RPICS and VOs will take place annually. The PC is responsible for coordinating these training sessions. The training will focus on safety, legal compliance, citizens' privacy, crew resource management, "lessons learned" from past deployments, and the effective execution of public safety missions.
2. Pilots must complete at least 30 minutes of UAS training each month at the Gaylord Police Department. These sessions include at least three takeoffs and landings, basic hovering, fundamental movements, and practice drills (exterior and/or interior).
3. Recurrent training includes pilot skills and all relevant UAS topics.
4. Pilots must renew their Part 107 certification every 24 months from the date of their last certification.
5. Lacking proficiency may lead to removal from the UAS unit.

Use of the UAS:

- Only authorized pilots who have completed the required training are permitted to operate a UAS during missions. If an emergency arises and the RPIC is unable to continue the flight, an individual with sufficient proficiency may take control of the UAS and land it as safely and as soon as possible.
- An operator who hasn't completed the required training may operate a UAS only if an authorized RPIC directly supervises them during training missions.

Search warrants:

1. Surveillance missions that do not qualify for an exception to the search warrant requirement (such as plain view, open fields, incident to arrest, hot pursuit, or consent) must only be conducted with a properly issued search warrant.

2. The search warrant affidavit must include the following as a "data collection statement":
    a. The individual(s) authorized to approve the use of the UAS.
    b. The location(s) where the UAS will operate.
    c. The approximate duration for which the UAS will operate during each mission;
    d. Whether the UAS will collect information or data about individuals or groups of individuals, and if so:
        i. The circumstances under which the UAS will be used; and
        ii. The specific types of information or data the UAS will gather about the individual(s) and how that information or data will be used, disclosed, and otherwise managed, including:
            1. The duration for which the information or data will be kept; and
            2. Whether the information or data will be destroyed, and if so, when and how it will happen.

Visual enhancement technology:

1. Vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permitted only in designated viewing areas:
    a. Where there is no protectable privacy interest, or
    b. When complying with a search warrant or court order.
    c. Legal counsel should be consulted prior to using vision enhancement technology in any other situation.

Pilots shall not operate a UAS without a search warrant, except (Minn. Stat. 626.19, subd. 3):

1. During or in the aftermath of an emergency situation that involves the risk of death or bodily harm to a person.
2. To document evidence that is at imminent risk of destruction.
3. Over a public event where there is a heightened risk to the safety of participants or bystanders.
4. To counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk.
5. To prevent the loss of life and property in natural or man-made disasters and to facilitate operational planning, rescue, and recovery operations in the aftermath of these disasters.
6. To conduct a threat assessment in anticipation of a specific event.
7. To collect information from a public area if there is reasonable suspicion of criminal activity.
8. To collect information for crash reconstruction after a serious or deadly collision on a public road.

9. Over a private area with the written consent of the occupant or a public area, for officer training or public relations purposes.
10. For purposes unrelated to law enforcement, at the request of a government entity, provided that the government entity makes the request in writing to the law enforcement agency and specifies the reason for the request and the proposed period of use.
11. To facilitate the active search for a missing person.
12. Or as permitted by Minn. Stat. 626.19, when amended occasionally.

SWAT / Tactical Mission usage and types:

Pilots and Personnel:

1. When available, law enforcement agencies with their own UAS crews will be prioritized for exterior overwatch and interior missions when the operation occurs within or for their city or agency.
    a. If the incident location agency does not have a UAS crew, the Gaylord Police Department UAS crew may assist with exterior overwatch and interior missions.
    b. If a law enforcement agency has its own UAS crew and requests additional UAS assistance or equipment, the Gaylord Police Department may provide exterior overwatch.
2. The Gaylord Police Department's UAS crew should have at least a pilot for the UAS and a VO.
3. Two or three UAS from different agencies may need to be deployed as additional resources for large-scale or rapidly changing events. Assisting Agency UAS pilots can provide tactical overwatch when necessary.

Initial Response:

1. UAS crew members responding will coordinate their response to the incident staging location, along with any UAS and other necessary resources immediately available to the team.
2. Before flights at a tactical event, the RPIC will meet with a Tactical Command member to provide an overview of their specific pilot abilities and airframe capabilities.
3. Once a decision is made, the Gaylord Police Department UAS crew will execute the tactical mission. The RPIC will ensure that Tactical Command can view the UAS flight video feed.

Pre-Planned Events:

1. Pre-planned events, such as warrant executions, allow RPIC time to prepare in advance. The RPIC should collaborate with SWAT team leaders whenever possible to plan and coordinate drone use for the event.
2. The RPIC should identify the following mission-critical information and respond accordingly.
    a. Mission Date / Time – Weather Conditions.

b. Consider airspace restrictions, waiver needs, and the use of an SGI form.

c. Target Location – identify and preplan

d. How many air crews are there, and what are their roles?

e. Aircraft requirements – speakers, spotlights, dropper systems, indoor versus outdoor use.

f. Mission Summary / Objectives

g. Mission Communication Plan.

h. Primary and secondary launch and landing sites for the mission.

i. Distance between the launch and landing sites and the target location – security considerations.

j. Hazards present in the area.

Reconnaissance Flights:

Reconnaissance flights gather the latest intelligence, such as high-quality photos and videos, to help personnel plan a successful mission. These flights should be conducted as close to the execution date as possible to ensure the information remains current, while still allowing enough time for planning and resource coordination. They also provide an opportunity to test all equipment and verify its performance under actual operating conditions. SWAT team members involved in planning should participate in reconnaissance to ensure that the information collected meets their planning needs. Multiple sources should be used to verify the correct target location.

All sides of the target location:

1. Location of all entrances, exits, and windows.
2. Lock style: The type of lock and door class can be identified, including whether there is a storm or security door. Obstructions behind windows may also be visible.
3. Door swing direction: Knowing which way doors open helps team leaders position breachers and entry teams effectively. It also provides valuable insights into the objective's interior.
4. Gate/rear access: Gates may have one or multiple locks. Details on the type, number of locks, and gate construction will help ensure SWAT members are adequately prepared to breach.
5. Obstructions: Incidents often happen overnight or early in the morning. Detecting obstructions and hazards hidden in the dark provides essential safety information. Both daytime and nighttime reconnaissance can help account for different conditions at the target site.
6. Pets, children, and innocent people: Signs of their presence can change the way execution is carried out.
7. Utility locations: Identifying where the electrical meter and other utilities are located is helpful when shutting off power to the target site, which is part of the planned operation.
8. Cameras: Surveillance cameras can alert the target to the team’s presence before an

attack. Knowing each camera's location, capabilities, and coverage area helps in planning the team's approach and necessary countermeasures.

9. Outbuildings: Although not usually the primary focus of a planned event, the type and number of outbuildings should be considered because they could pose a threat.
10. Vehicles: The types of vehicles, their locations, whether the target's vehicle is present, and whether they are operational or occupied.
11. Video: The route SWAT will follow to reach the target location can be recorded, along with an orbit of the target area. The main view for execution and the areas the UAS is responsible for covering during the operation can be selected from this video. Additionally, terminology used to identify sides of the target location can be standardized based on the video.

Observational Flights:

Observational flights gather intelligence shortly before and during the operation. Observation should begin at least 30 minutes before the SWAT team starts the mission. This gives the team time to gather current information on changes at the target site, such as personnel arrivals or departures, the feasibility of deploying SWAT vehicles, and other operation-specific details that could affect the mission. A battery change in the UAS should be done just before the event to ensure continuous aerial observation during arrival and mission execution. Ideally, this aerial observation can be live-streamed with the pre-operation briefing, providing real-time updates to all team members as they approach the target.

If resources permit, two UASs can be used to ensure continuous observation, with one UAS always in the air while the other waits on the ground for a battery swap. When multiple UASs are operated simultaneously, they can be assigned different altitudes and flight paths to prevent conflicts. The air crew should already know which sides of the target need to be monitored during the operation. Using two UASs, each can cover the target from opposite corners, providing comprehensive coverage of all sides. UAS assets should monitor signs of compromise to the team during approach, suspect flights, or mission resistance. The aerial observation personnel should include security personnel at the launch site, RPIC, and a VO for each UAS.

Warrant Execution Flights:

Once SWAT arrives and the target becomes aware of their presence, the observational flight can move closer to the target location if necessary. If indoor flight is part of the operation, pilot coordination requires consideration of multiple factors.

1. UAS Signal Penetration
2. Line of Sight or beyond Line-of-Sight considerations.
3. Proximity to tactical command personnel.
4. Ability to communicate effectively with other pilots.
5. Security concerns for pilots who may lack situational awareness.
    a. All indoor UAS should be prepared for deployment upon arriving at the target location,

as individuals may exit immediately, providing brief opportunities to access the area that might not be available again until breaching. When it is safe and operationally feasible, an indoor UAS should be deployed into the target area before SWAT's entry.

Exterior Flights:

1. Pilots must know when to communicate on the radio for critical mission updates or tactical flight information (like battery swaps).
    a. Pilots should consider using "leap-frogging" drones as needed to maintain continuous surveillance of the target.
        i. At least two UAS must be on-site to do this.
2. Pilots should understand the waivers available to their team for flying BVLOS or Tactical BVLOS (TBVLOS).

Interior Flights:

A licensed peace officer must wear a proper patrol uniform when conducting any interior drone flights. It is recommended that a UAS enter the residence before the tactical operation. Whenever possible, the pilot performing an interior flight should remain outside the structure in a secure location, with at least one SWAT team member or peace officer providing security.

Post Flight:

1. After any tactical deployment of the Gaylord Police Department UAS, an Incident Report must be completed to document the use. All videos or photos become part of the Gaylord Police Department's case file and should be stored accordingly.
2. An After-Action Review (AAR) should be conducted with the RPIC to assess future equipment or training requirements.

<u>In-progress Events:</u>

For in-progress incidents, such as a barricaded-suspect situation or an armed-person search, both outdoor and indoor UAS can be deployed as needed. If it is determined that a UAS would be helpful in these efforts, the RPIC should be contacted, if not already on duty, and directed to respond to a staging area for a briefing on the situation. If the RPIC is responding to another agency, they should contact the ranking peace officer to develop a mission plan.

If an event occurs in another agency's jurisdiction where UAS use could help ensure a safe outcome, the Gaylord Police Department may assist, if offered to and acknowledged by that agency, or requested to do so. Once approved to assist, they should attempt to meet with the ranking peace officer to establish a mission plan.

Request for use by other government entities:

Government entities may request UAS assistance from the GPD for purposes unrelated to law enforcement, provided the request is submitted in writing. The written request must specify the reason for using the UAS and the proposed period of use. The requesting government entity should utilize and submit the GPD's "Government Entity Request Form".

Search and Rescue / Missing Person Events:

The Gaylord Police Department's UAS crew may be deployed to locate individuals during search-and-rescue and missing-persons missions. If it is determined that a UAS would be helpful in these efforts, the RPIC should be contacted, if not already on duty, and directed to respond to a staging area for a briefing on the situation. If the RPIC is responding to another agency, they should contact the ranking peace officer to develop a mission plan.

If an event occurs in another agency's jurisdiction where UAS use could help ensure a safe outcome, the Gaylord Police Department may assist, if offered to and acknowledged by that agency, or requested to do so. Once approved to assist, they should attempt to meet with the ranking peace officer to establish a mission plan.

Flight operation considerations:

- Objective of flight, FAA airspace restrictions, communications, flight team safety, weather, and time of day.

Preflight and flight mission objectives:

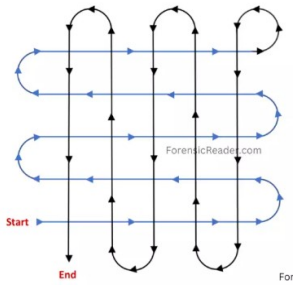
Before a flight mission, the RPIC needs to understand the objectives and the target.

- Typical considerations are: height, weight, race, gender, clothing (type and color), and last seen locations

Types of searches:

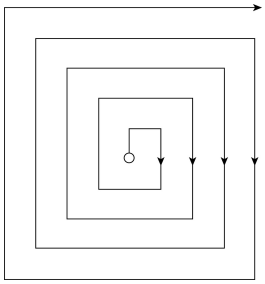
Double grid search

- The UAS follows a specified pattern covering a designated area, and the flight altitude remains constant throughout the mission. Tilt the camera at a 45-degree angle for photos or videos if needed.



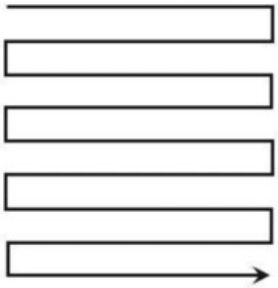
Expanding square/circle search

- Typically used when the last known location of the subject is known, but the exact location is unknown. The flight altitude remains constant throughout the mission. Tilt the camera at a 45-degree angle for photos or videos if needed.



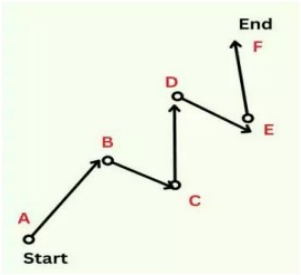
Parallel Track / Single grid search

- Suitable for large open areas like fields, when an object or person might be present to be searched. Tilt the camera at a 45-degree angle for photos or videos if needed.



Point-to-point search

- Used in rugged or high-obstacle environments, also used to follow a trail of evidence within a crime scene.



Pilot Designated search

- Based on real-time data and information, the RPIC may conduct a search or a quick search as they see fit on time.

Preflight actions:

Physical assessment

1. Preflight begins with the air crew assessing their physical condition.
    a. If they are unable to perform flight duties, the crew member shall decline the mission.
2. If the RPIC becomes fatigued or suddenly ill during the mission, the mission should be terminated as soon as possible.

Inspections

1. At the beginning of each shift, the pilot shall conduct a thorough preflight inspection of the UAS following the instructions in the flight checklist.
2. Inspection checklists are supplied and should be used.
    a. If any mechanical discrepancy is detected, log it; if it is significant, notify the PC.

TFRs and Weather

1. RPICs must check for any TFRs before flying and ensure that all required FAA notifications are completed prior to any mission. Additionally, they must comply with FAA regulations.
2. The RPIC should receive a comprehensive weather briefing before beginning a mission and gather enough information to familiarize themselves with weather conditions throughout the entire area of operation.
    a. Following the initial weather briefing, RPICs should collect, as needed, enough weather information to ensure the mission can proceed safely. The frequency of these weather updates will depend on how quickly weather conditions change. Rapid weather changes require more frequent updates.
3. Missions during/into thunderstorms, tornadoes, or other severe weather are prohibited.
    a. This may not apply to interior missions.

Postflight actions:

1. The UAS will undergo a thorough inspection as soon as practicable after completing the mission to determine if any damage occurred during the operation.

a. Inspections shall be conducted at the Gaylord Police Department in a clean, dry, well-lit area.

b. Disconnect all batteries prior to inspection and maintenance.

c. Use PPE, tools, and cleaning equipment provided by the department.

d. Refer to the UAS manual for instructions.

e. General UAS Inspection Procedure

- **i.** Visual inspection
  1. Inspect for cracks, missing parts, or loose fasteners.
- **ii.** Arm and propeller mounts
  1. Inspect arms for stress fractures or bending.
  2. Ensure all propeller mounts are tightly fastened and properly aligned.
- **iii.** Landing gear
  1. Make sure the landing gear is secure and has no signs of excessive wear or cracks.
  2. Inspect the landing gear for any obstructions or debris.
- **iv.** Battery and Payload Compartment
  1. Check the compartment to ensure the battery and payload are securely mounted.
  2. Make sure connectors are free from corrosion and inspect for any signs of damage or overheating.
- **v.** Inspect for loose connections.
  1. Make sure wiring and connectors are secure and that no cables are frayed or damaged.

f. Cleaning procedures

- **i.** Clean the airframe with a soft cloth and a non-abrasive cleaner to wipe it down.
- **ii.** Use canned compressed air to blow out dust and debris from hard-to-reach areas, such as vents and connectors.
- **iii.** Inspect the propeller for any nicks, cracks, or other damage, and clean it with a soft cloth.
- **iv.** Gently clean the camera and sensor lenses with a microfiber cloth to avoid scratches or dirt buildup.

g. Repair and maintenance

- **i.** Pilots may perform minor repairs and maintenance, such as replacing propellers or tightening bolts and screws to manufacturer torque specifications.
- **ii.** Major repairs, such as arms, motors, sensors, airframes, or other critical components, must be discussed with the Chief of Police and PC.

h. Post Maintenance procedure

    i. Reinstall the battery, turn on the drone, and run a system check.
    ii. If everything seems to be working correctly, do a quick controlled flight test to confirm structural integrity and performance.
2. The aircraft will be serviced as needed to ensure it's prepared for the next flight.
3. Necessary entries will be documented in the aircraft's flight log, and appropriate reports will be generated.
4. Batteries will be charged so they're ready for future flights.

Documentation required:

Each use of a UAS must be properly documented by including the following:

1. A unique case number,
2. A narrative providing the factual basis for UAS usage,
3. The apps or websites were used to check the weather or any TFRs, and the information related to these checks,
4. Were any videos or photographs taken, and
5. The applicable exception that applies, unless a warrant was obtained.

Flight/maintenance log:

A flight log for the UAS must be completed after deployment. The log should include:

1. The pilot's and visual observer's name(s) and badge number(s)
2. Authorized use: search warrant or authorized exception
3. A mission synopsis and results;
4. Any performance issues, if applicable.

Emergency response plan:

Emergencies can happen at any time during a UAS operation. The primary goal in such situations is to prevent injury to people on the ground and other users of the National Airspace System. Additional priorities include protecting property, plants, and animals on the ground.

Following a UAS accident involving personal injury and/or significant property damage, the aircrew (if able) shall perform the following actions:

1. Immediately notify the Chief of Police and request assistance, giving as much information as possible about injuries or damage.
2. Provide first aid to the injured.
3. Contact the FAA and NTSB as soon as possible.
4. Contact an external agency to conduct an accident investigation.

5. Before the FAA and NTSB arrive, move the aircraft and its contents only as much as needed to remove injured persons, protect the public, or prevent further damage to the wreckage.
6. Provide any additional assistance or information requested by the FAA and NTSB.
7. Generate a thorough report.

In ground emergencies, personnel must assess the need for fire and/or EMS response, administer first aid, and manage the incident.

Before any UAS missions, the RPIC and/or VO shall locate the closest emergency medical facility.

Emergency procedures for UAS on missions:

Lost connection:

1. Stop flying and wait for the aircraft and remote to reconnect.
2. Turn the controller off and then on again to regain control of the UAS.
3. If it's safe, attempt to turn off the rotors. This will cause the UAS to crash, but the risk of an uncontrolled UAS is worse.
4. Recover the UAS.

Lost visual of the UAS:

1. Stop flying and visually locate the UAS.

Fly away UAS:

1. This is an uncommon event, but it can occur.
2. There will be no way to regain control.
3. Monitor and recover the aircraft.

Tip over on take-off:

1. Usually caused by imbalanced props
2. Power off and recover the UAS.

Stuck UAS:

1. Could be in a tree or a home
2. Power down and recover the UAS

Tipped over UAS:

1. This cannot be fixed, and the UAS should automatically shut down.
2. If the UAS doesn't shut down automatically, manually power it off.
3. Recover the UAS

Pilot distress:

1. Change RPICs and proceed with the flight
2. If no other pilot is available, safely land the UAS.
3. Recover the UAS

Return to home failure:

1. Manually turn off the return to home feature.
2. Manually land and recover the aircraft.

Rotor overheating error:

1. Cease operating the aircraft.
2. Allow the rotors to reach operating temperature.
3. Proceed with the mission unless another failure happens.
4. Usually caused by tail winds or overspeed.

Ground safety:

1. The RPIC and VO must consistently stay alert to hazards caused to ground personnel by moving propellers or rotor blades.
2. The RPIC must never, under any circumstances, leave any unauthorized person in charge of the UAS while it is operational. If the RPIC needs to leave the UAS, it will be powered down and its controls deactivated.
3. Only mission-essential personnel will be present near the UAS launch and recovery operations.
4. When operating over populated areas, the RPIC will ensure that a "defined incident perimeter" exists, which limits the potential for people to be underneath the UAS flight path.

Prohibited use:

1. While using a UAS, RPICs must adhere to all Federal Aviation Administration requirements and guidelines.
2. A UAS must not be deployed with facial recognition or other biometric-matching technology unless expressly authorized by a warrant.
3. A UAS must not be equipped with weapons.
4. A UAS must not be used to collect data on public protests or demonstrations unless expressly authorized by a warrant or the applicable exception.

Additional prohibitions:

1. The UAS shall not be used:
    a. 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.

b. To harass, intimidate, or discriminate against any individual or group.

c. To carry out random surveillance missions.

d. To conduct personal business of any type

2. Additionally:

a. The UAS will be stored in the Gaylord Police Department and returned upon completion of the mission. It will not be kept in a squad car.

b. UAS operations should primarily take place during daylight hours and only at night if immediate action is needed.

Data Classification:

1. Data collected by a UAS is private data or nonpublic data, subject to the following:

a. If the individual requests a copy of the recording, data on other individuals who do not consent to its release must be redacted from the copy.

b. UAS data may be disclosed as necessary in an emergency situation under Minn. Stat. 626.19 subd. 3, clause 1.

c. UAS data may be disclosed to the government entity requesting UAS use under Minn. Stat. 626.19 subd. 3 (10).

d. UAS data that are criminal investigative data are governed by Minn. Stat. 13.82, subd. 7; and

e. UAS data that are not public data under other provisions of chapter 13 retain that classification.

2. *Tennessen Warning:* Section 13.04, subd. 2 does not apply to data collected by a UAS.

Retention of UAS data:

Notwithstanding section Minn. Stat. 138.17, the Gaylord Police Department shall delete any data collected by a UAS as soon as possible, and no later than seven days after collection, unless the data is part of an active criminal investigation.

Evidence:

Information gathered by the Gaylord Police Department in violation of this section is not admissible as evidence in criminal, administrative, or civil proceedings against the data subject.

Required reporting:

By January 15th of each year, the Gaylord Police Department shall submit to the Commissioner of Public Safety the following data for the previous calendar year.

1. Number of times the UAS was deployed without a search warrant issued under 626.19.
    a. Identifying the deployment date and authorized use of the UAS under subd. 3
2. The overall expense of the Gaylord Police Department's UAS program

Policy adopted and approved by city council, effective 06/17/2026.

Charlie Eichten
Chief of Police
Gaylord Police Department