

**Policy for Operation of
Small Unmanned Aerial Systems
(Drones)**

**City of Springfield
Development and Public Works Department**

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1 Purpose and Scope

The purpose of this policy is to establish guidelines for safe, efficient, and lawful operations of small Unmanned Aerial Systems (sUAS) by the City of Springfield's Development and Public Works Department (DPW). This document was written and approved for use in conjunction with the City of Springfield's Small Unmanned Aerial Systems Operations Manual (Operations Manual).

Operational requirements and procedures for the operation of sUAS by City of Springfield (City) employees functioning as a Pilot in Command (PIC) are documented in the Operations Manual and addresses the following:

- Authorized Uses
- Privacy
- Safety
- Training and Authorization of PICs
- Storage of Media and Data

2 Policy

Small Unmanned Aerial Systems (sUAS), also referred to as drones, may be utilized by DPW to implement the department mission to enhance the safety, welfare and livability of the community by providing and managing infrastructure and services for open spaces, transportation, stormwater and wastewater systems. All DPW drone operations will be in accordance with Constitutional and privacy rights, Federal Aviation Administration (FAA) regulations, Oregon Revised Statutes and the City's Operations Manual.

Authorized and Prohibited Use

3.1 Authorized Use

The authorized use of sUAS within DPW may include but is not limited to the following cases:

- Construction Management and Code Compliance: Pre-project planning, post-project documentation, inspection for contract specifications, code, permits, and environmental compliance.
- Environmental Monitoring & Documentation: Vegetation type and health, thermal characteristics, spills and leaks, erosion, hydrology, tree canopy cover, wildlife, streams/waterways, pre- and post-project monitoring.
- Inspections: Surveys and assessments of facilities, assets, or infrastructure such as buildings, bridges, towers, roads, and properties for potential acquisition.
- Mapping & Photogrammetry: Remote Sensing with thermal or optical sensors or LiDAR (Light Detection and Ranging), photos to produce digital elevation models, orthomosaics, land use maps, 3D models, and contours.
- Marketing & Outreach: Capture videos and still photographs for production of informational or promotional media.

- Disaster Response & Recovery: Perform or assist other departments or agencies with inspection of properties, facilities, and assets during and after natural disasters or emergencies. Provide aerial review and situational awareness of areas affected by natural disasters or emergencies.
- Training: Ongoing or initial assessment and evaluation of PICs or Student Operators.

3.2 Prohibited Use

The use of personal sUAS equipment by DPW employees to conduct City business is prohibited. On no occasion shall sUAS be used to:

- Conduct random surveillance activities or target any person(s) with the intent of gathering any information about the individual(s).
- Harass, intimidate, or discriminate against any individual or group.
- Intentionally disturb wildlife or other animals, with the exception of an approved wildlife damage mitigation program.
- Conduct personal business of any type.
- Fly for recreation.

4 Privacy

The use of UAV's involves privacy considerations. DPW staff must have an authorized purpose for sUAS operations, to record imagery or data with sUAS, or use sUAS-collected information.

UAV operations will be conducted in a professional, ethical and legal manner. PIC's (Pilot in Command) and VO's (Visual Observer) must not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy.

PIC's must take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAV operations.

5 Safety

Safety of drone operations is of utmost concern. The safety of all operations should be considered during every flight. Part 107 requirements must be followed at all times, as well as safety requirements as outlined in the Operations Manual.

6 Training Requirements and Operational Proficiency

Prior to operating as PIC for DPW, the employee must obtain and have a current FAA Part 107 Remote Pilot certificate with a sUAS rating, and the candidate must be approved to operate as a Student

Operator by their Supervisor, Section Manager, and Division Manager. Additional requirements for training and operational proficiency for PICs can be found in the Operations Manual.

Approved Student Operators must operate under the direct supervision of an assigned PIC to complete the flight training requirements specified in the Operations Manual. Upon completion of training requirements Student Operators must receive a recommendation of approval from the Drone Advisory Committee, their Supervisor, Section Manager, Division Manager and the Department Executive Director or designee to operate as PIC for DPW.

7 Storage of Media and Data

Unless required for a specific DPW project, as part of an ongoing investigation for civil code enforcement purposes, for training, or when required by law, the images, data, or other media acquired via sUAS operations will not be retained by DPW. All images, data or other media that are retained will be treated according to the City's Public Records Retention Policy.