


**TOWN OF PRESCOTT VALLEY**  
**POLICIES AND PROCEDURES**

Subject:		File Under Section:	
<b>UNMANNED AIRCRAFT SYSTEM (UAS) PROGRAM</b>		<b>ADMINISTRATIVE</b>	
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	 <b>Larry Tarkowski</b> <b>Town Manager</b>		
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**1.0 POLICY**

It is the general policy of the Town of Prescott Valley to operate any Unmanned Aircraft System (UAS) as a resource to protect life and property and support Town departments in providing services to Town citizens. Town staff may utilize UAS and associated technologies to supplement, improve and expedite such things as emergency management, capital project management, search and rescue activities, law enforcement, mapping and measuring, marketing, situational awareness, and damage assessments, and to perform other tasks which a UAS may make more safe and cost-effective.

Operation of any Town UAS will be in accordance with Federal, State and local laws and ordinances, specifically taking into account constitutional privacy rights (including search and seizure restrictions) and Federal Aviation Administration (FAA) regulations.

**2.0 PURPOSE**

Use of a Town UAS is intended to support and augment Town operations through improved efficiency, and to create new opportunities to meet the health, safety and welfare needs of the public and Town staff. This UAS Policy is intended to ensure safe and responsible operation of any Town UAS.

**3.0 APPLICABILITY**

This policy applies to all Town employees involved with the operation or administration of any Town UAS.

**4.0 REFERENCE**

14 Code of Federal Regulations (CFR) §107

## **5.0 UAS PROGRAM**

The Town UAS Program will be managed through the Town Manager's office. A UAS Program Manager will be designated by the Town Manager. All Town departments wishing to use a Town UAS for Town-related business shall submit requests to the Program Manager.

## **6.0 GENERAL OPERATIONAL REQUIREMENTS**

- 6.1 No person may manipulate the flight controls of a Town UAS unless that person has a remote pilot certificate with a small UAS rating issued pursuant to 14 CFR §107, Subpart C "Remote Pilot Certification" (and satisfies the requirements of §107.65).
- 6.2 A remote-pilot-in-command (RPIC) must be designated before each flight of a Town UAS. The RPIC is directly responsible for (and is the final authority as to) the operation of any Town UAS.
- 6.3 A visual observer must also be designated before each flight to assist the RPIC.
- 6.4 The RPIC must ensure that the Town UAS will pose no undue hazard to other people, other aircraft, or other property in the event of a loss of control of the UAS. Prior to each flight, the RPIC shall inspect the UAS to determine whether it is in a condition for safe operation. Under no circumstances shall the RPIC continue flight of a Town UAS when he or she knows (or has reason to know) that the UAS is no longer in a condition for safe operation.
- 6.5 The RPIC must ensure that Town UAS operation complies with all applicable regulations of 14 CFR §107.
- 6.6 No person may:
  - A. Operate a Town UAS in a careless or reckless manner that endangers the life or property of another; or
  - B. Allow an object to be dropped from a Town UAS; or
  - C. Operate a Town UAS from a moving land- or water-borne vehicle or aircraft; or
  - D. Operate (or act as an RPIC or visual observer in the operation of) more than one Town UAS at the same time.
- 6.7 No person may operate a Town UAS during the night (from official sunset until official sunrise the following day) unless the Program Manager has obtained a certificate of waiver pursuant to 14 CFR §107, Subpart D "Waivers" authorizing a deviation from this requirement.

- 6.8 Operation of any Town UAS near aircraft, certain airspace, in the vicinity of airports, or in prohibited or restricted areas must strictly comply with the requirements of 14 CFR §107, Subpart B “Operating Rules.”
- 6.9 No person may operate a Town UAS over a human being unless that human being is directly participating in the operation of the UAS.

## **7.0 SPECIFIC OPERATIONAL REQUIREMENTS**

- 7.1 Prior to flight, the RPIC shall:
  - A. Assess the operating environment (considering risks to persons and property in the immediate vicinity both on the surface and in the air). This assessment must include:
    - (1) Local weather conditions;
    - (2) Local airspace and any flight restrictions;
    - (3) The location of persons and property on the surface; and
    - (4) Other ground hazards;
  - B. Ensure that all persons directly participating in the Town UAS Program are informed about the operating conditions, emergency procedures, contingency procedures, roles and responsibilities, and potential hazards;
  - C. Ensure that all control links between ground control station and any Town UAS are working properly; and
  - D. Ensure that there is enough available power for any Town UAS to operate for the intended operational time.
- 7.2 During flight, the RPIC and the visual observer shall maintain effective communication with each other at all times.
- 7.3 With vision that is unaided by any device (other than corrective lenses), either the RPIC or the visual observer must be able to see the UAS throughout the entire flight in order to:
  - A. Know its location;
  - B. Determine its attitude, altitude, and direction of flight;
  - C. Observe the airspace for other air traffic or hazards; and
  - D. Determine that it does not endanger the life or property of another.
- 7.4 During flight, the RPIC and the visual observer must coordinate to 1) scan the airspace where the UAS is operating for any potential collision hazard, and 2) maintain awareness of the position of the UAS through direct visual observation.

7.5 The RPIC must comply with all of the following operating limitations when operating the UAS:

- A. The groundspeed may not exceed 87 knots (100 miles per hour).
- B. The altitude may not be higher than 400 feet above ground level, unless the UAS:
  - (1) Is flown within a 400-foot radius of a structure; and
  - (2) Does not fly higher than 400 feet above the structure's immediate uppermost limit.
- C. The minimum flight visibility, as observed from the location of the control station, must be no less than 3 statute miles. For purposes of this section, flight visibility means the average slant distance from the control station at which prominent unlighted objects may be seen and identified by day and prominent lighted objects may be seen and identified by night.
- D. The minimum distance from clouds must be no less than:
  - (1) 500 feet below the cloud; and
  - (2) 2,000 feet horizontally from the cloud.

## 8.0 PRIVACY CONSIDERATIONS

RPICs operating a Town UAS must be mindful of individual privacy rights. Absent a warrant or exigent circumstances, RPICs shall not intentionally record or transmit images in any location where a person would have a reasonable expectation of privacy (e.g., inside a residence, fenced yard or similar area only visible from an elevated position). RPICs and visual observers shall take reasonable precautions to avoid inadvertently recording or transmitting images in violation of such privacy rights.

## 9.0 RECORDS RETENTION

Any photographs or other video records and audio records collected through the Town UAS Program shall be retained in accordance with applicable Town records retention schedules.