

## INTRADEPARTMENTAL CORRESPONDENCE

August 28, 2019  
1.18

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** SMALL UNMANNED AERIAL SYSTEM PROGRAM DEPLOYMENT GUIDELINES AND PROCEDURES – ESTABLISHED; AND, SMALL UNMANNED AERIAL SYSTEM DEPLOYMENT LOG, FORM 15.53.00, – ACTIVATED.

### RECOMMENDED ACTION

That the Board of Police Commissioners REVIEW and APPROVE the policy and form pertaining to the use and deployment of the Small Unmanned Aerial System.

### DISCUSSION

The attached Special Order establishes Department policy regarding the Small Unmanned Aerial System Program, as well as establishes the Small Unmanned Aerial System Deployment Log, Form 15.53.00.

The established policy adds Section 1/420.56, *Small Unmanned Aerial System Program Deployment Guidelines and Procedures*, to the Department Manual.

The Small Unmanned Aerial System (sUAS) Program has been expanded to include personnel from Emergency Services Division (Bomb Squad and Hazardous Materials Unit). All personnel assigned to the Bomb Squad and Hazardous Material Unit will be trained in the deployment and operation of the sUAS due to the limited personnel within each unit. The initial cost associated with this expansion is \$23,200 and includes the purchase of four sUAS:

- One Mavic Enterprise Dual Kit (\$6,700);
- One Matrice 210 (\$9,500); and,
- Two Phantom 4 (\$3,500 each).

It is anticipated technological advancements of sUAS will incur future costs; however, those costs are undetermined at this time. The Department will seek future funding through the annual budgetary process and grant sources.

The Honorable Board of Police Commissioners

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Should you have any questions regarding this matter, please contact  
Assistant Chief Horace Frank, Director, Office of Special Operations, at (213) 486-8440.

Respectfully,



MICHEL R. MOORE  
Chief of Police

Attachments

## OFFICE OF THE CHIEF OF POLICE

### SPECIAL ORDER NO.

### APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON

**SUBJECT: SMALL UNMANNED AERIAL SYSTEM PROGRAM DEPLOYMENT GUIDELINES AND PROCEDURES – ESTABLISHED; AND, SMALL UNMANNED AERIAL SYSTEM DEPLOYMENT LOG, FORM 15.53.00, – ACTIVATED.**

The Department has implemented a Small Unmanned Aerial System (sUAS) program which will enhance the Department's ability to safely resolve dangerous, high-risk tactical situations and improve situational awareness capabilities during hazardous material incidents, hazardous device incidents, natural disasters and catastrophic incidents. This Order establishes Department Manual Section 1/420.56, *Small Unmanned Aerial System Program Deployment Guidelines and Procedures*, in order to delineate policy and procedures pertaining to the deployment, use and approval process for the sUAS Program. The sUAS Program approval process is also delineated in a flowchart, which is attached for reference.

### PROCEDURE:

- I. SMALL UNMANNED AERIAL SYSTEM PROGRAM DEPLOYMENT GUIDELINES AND PROCEDURES – ESTABLISHED.** Department Manual Section 1/420.56, *Small Unmanned Aerial System Program Deployment Guidelines and Procedures*, is been established and is attached.
  
- II. SMALL UNMANNED AERIAL SYSTEM DEPLOYMENT LOG, FORM 15.53.00, – ACTIVATED.** The Small Unmanned Aerial System Deployment Log, Form 15.53.00, has been activated in order to document pertinent information pertaining to the deployment of an sUAS.
  - A. Use of Form.** This form is used to document the specific information pertaining to the deployment of an sUAS.
  
  - B. Completion.** This form is to be completed by the SWAT or Hazardous Devices and Materials Section officer in charge after the approval or denial of an sUAS at the scene of a tactical incident.

**C. Distribution.**

- 1 – Original, Special Weapons and Tactics or Hazardous Devices and Materials Section.
- 1 – Copy, Commanding Officer, Counter-Terrorism and Special Operations Bureau.
- 1 – Copy, Director, Office of Special Operations.
- 3 – Total.**

**FORM AVAILABILITY.** The Small Unmanned Aerial System Deployment Log, Form 15.53.00, is accessible in E-Forms on the Department's Local Area Network. A copy of the form is attached for immediate use and duplication.

**AMENDMENT:** This Order adds Section 1/420.56 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

MICHEL R. MOORE  
Chief of Police

DISTRIBUTION "D"

Attachments

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**420.56 SMALL UNMANNED AERIAL SYSTEM PROGRAM DEPLOYMENT**

**GUIDELINES AND PROCEDURES.** *Public safety agencies throughout the United States have used Small Unmanned Aerial Systems (sUAS) to provide critical real-time information and situational awareness during volatile and life-threatening incidents. For example, law enforcement agencies have successfully used sUASs to detect explosives, assess hazardous materials incidents, respond to major disasters, assist with hostage rescues, respond to armed and barricaded suspect calls, and find survivors during search and rescue operations.*

*The deployment of an sUAS will enhance the Department's ability to protect and serve the public. It can be effective as a de-escalation tool in preservation of life situations, to identify suspect locations that otherwise would be inaccessible without the introduction of an armed officer or K9, and to locate victims in active shooter or mass casualty incidents thus increasing the ability to render assistance more quickly – all of which represent strategic operational goals consistent with the Department's guiding principle of reverence for human life.*

*The Department conducted an extensive review of existing sUAS policies, procedures and legal restrictions to develop guidelines and procedures that reflect sensitivity to community concerns and privacy interests. The Department remains steadfastly committed to protecting the community and ensuring public safety by adhering to the law and building public trust. Accordingly, this program will be strictly controlled and monitored with appropriate oversight by the Board of Police Commissioners and its Office of the Inspector General.*

**Definitions:**

*Small Unmanned Aerial System (sUAS) refers to a remotely-operated, lightweight aircraft and its associated components.*

*The Special Weapons and Tactics Team (SWAT) is a highly trained and specialized cadre of Department personnel under the command of Metropolitan Division. Special Weapons and Tactics Team personnel respond to high-risk tactical incidents including hostage situations, active shooter incidents, and counterterrorism operations, and are trained to operate specialized equipment and technology to safely resolve incidents.*

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*The Hazardous Devices and Materials Section (HDMS) is a highly trained and specialized cadre of Department personnel under the command of Emergency Services Division. Hazardous Devices and Materials Section is comprised of personnel assigned to the Bomb Squad and the Hazardous Materials Unit. Bomb Squad personnel respond to incidents involving suspected destructive devices in order to remove them or render them safe. Hazardous Materials Unit personnel respond to incidents involving chemical, biological, radiological and nuclear devices, including those that are defined as Weapons of Mass Destruction.*

*The Program Manager is a supervisor assigned to Air Support Division (ASD) responsible for ensuring compliance with laws and regulations, acquiring Federal Aviation Administration (FAA) waivers and certificates of authorization, training of sUAS operators, and providing information and assessments for the evaluation of the program.*

*The Small Unmanned Aerial System Deployment Log is the written documentation report completed by the officer-in-charge (OIC) of SWAT or HDMS after the approval or denial of an sUAS at the scene of a tactical or HDMS incident.*

*The Remote Pilot in Charge (RPIC) is a specially-trained SWAT or HDMS officer holding a remote pilot certificate with an sUAS rating and who is responsible for the safe operation of the sUAS.*

*The Office of Special Operations Commission Liaisons are two members of the Board of Police Commissioners designated by the Commission President to review the Department's use and deployment of the sUAS.*

**Responsibilities.** *The sUAS will be assigned exclusively to the RPIC and operated in coordination with the Program Manager from Air Support Division.*

*Special Weapons and Tactics, Bomb Squad, and Hazardous Materials Unit personnel will be responsible for the safe operation of the sUAS during approved deployments and for documenting the use and deployment of the aircraft.*

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*The Office of Special Operation's Counter-Terrorism and Special Operations Bureau (CTSOB) will be responsible for the oversight and evaluation of the sUAS Program.*

***Approval for Deployment.** Any deployment of an sUAS shall be approved by the on-scene or responding CTSOB Staff Officer (i.e., Commander) and the Commanding Officer (i.e., Deputy Chief) of CTSOB. In addition, after deployment is approved by the CTSOB Commanding Officer, notification shall be made to the Director (i.e., Assistant Chief), Office of Special Operations, the Chief of Police, and the Office of Special Operations Commission Liaisons.*

*If an incident is such that it requires the response of personnel assigned to the Bomb Squad and/or the Hazardous Materials Unit, the Commanding Officer, Emergency Services Division, shall also respond to the scene.*

***Permissible Uses.** An sUAS may be deployed to provide enhanced situational awareness solely during the following circumstances or types of incidents:*

- *Barricaded suspects;*

***Note:** The SWAT response for a barricaded suspect is as follows:*

1. *The suspect is probably armed; and,*
2. *Probable cause exists to believe that the suspect has been involve in a criminal act or is a threat to the lives and safety of the community and/or police; and,*
3. *Is in a position of advantage, affording cover and/or concealment; or is contained in an open area and the presence or approach of police officers could precipitate an adverse reaction by the suspect; and,*
4. *The suspect refuses to submit to a lawful arrest.*

- *Active shooter incidents;*
- *Assessments of explosive devices and explosions;*
- *Hostage situations;*
- *Natural disasters;*

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- *Hazardous materials incidents;*
- *Search and rescue operations;*
- *Warrant services; and,*
- *Perimeter searches of armed suspects with superior firepower, an extraordinary tactical advantage, or who are wanted for assault with a firearm against a police officer.*

***Prohibited Uses.*** *An sUAS shall not be deployed or used in violation of the City of Los Angeles municipal laws, California State laws, or the United States Constitution. Unless a lawful exception applies, Department personnel shall obtain a search warrant or other lawful process when required under the Fourth Amendment or other provision of the law.*

*An sUAS shall not be deployed when weather conditions or other hazards prevent the safe operation of the aircraft. In addition, an sUAS shall not be deployed in a manner exceeding the manufacturer's recommendations.*

***An sUAS shall not be equipped or used with any weapons capabilities including any non-lethal or less-lethal weapon systems.***

***An sUAS shall not be equipped or used with any facial recognition software or analysis capabilities.***

***Protection of Privacy.*** *The Department shall only collect, use and disseminate information obtained from an sUAS for an authorized purpose.*

*Department policy ensures that Department personnel with access to such data follow practices that are consistent with the protection of privacy and civil liberties. The unauthorized collection, retention, or dissemination of data is prohibited. Data collected by an sUAS that is retained shall be safeguarded in accordance with current Department policy. Further, existing procedures will be utilized to review, investigate, and address privacy and civil liberties complaints.*



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***Video Recordings.*** *Absent exigent or unexpected circumstances, such as a malfunction or technical issue, the RPIC shall ensure that all sUAS operational deployments are video recorded and retained in accordance with the City retention requirements.*

***Documentation and Inspection Procedures.*** *The request and approval or disapproval of a sUAS deployment shall be documented in an sUAS Deployment Log by the assigned SWAT or HDMS OIC.*

*After each deployment of an sUAS, the assigned SWAT or HDMS OIC shall complete the sUAS Deployment Log and ensure that a copy is forwarded to the Commanding Officer, CTSOB, and Director, Office of Special Operations, within two business days after resolution of the incident. The Office of Special Operations shall forward a copy of the sUAS Deployment Log to the Office of Special Operations Commission Liaisons and the Office of the Inspector General.*

*The Program Manager shall conduct a monthly inspection of logged missions comparing data downloaded from the sUAS to ensure all flight time, including training flight time, is accounted for. The inspection will include the total number of missions for the reporting period, total flight time for the reporting period, and matrix of mission purposes. A copy of the monthly inspection report shall be forwarded to the Commanding Officer, CTSOB, and Director, Office of Special Operations. The Office of Special Operations shall also forward a copy of the inspection report to the Office of Special Operations Commission Liaisons and the Office of the Inspector General.*

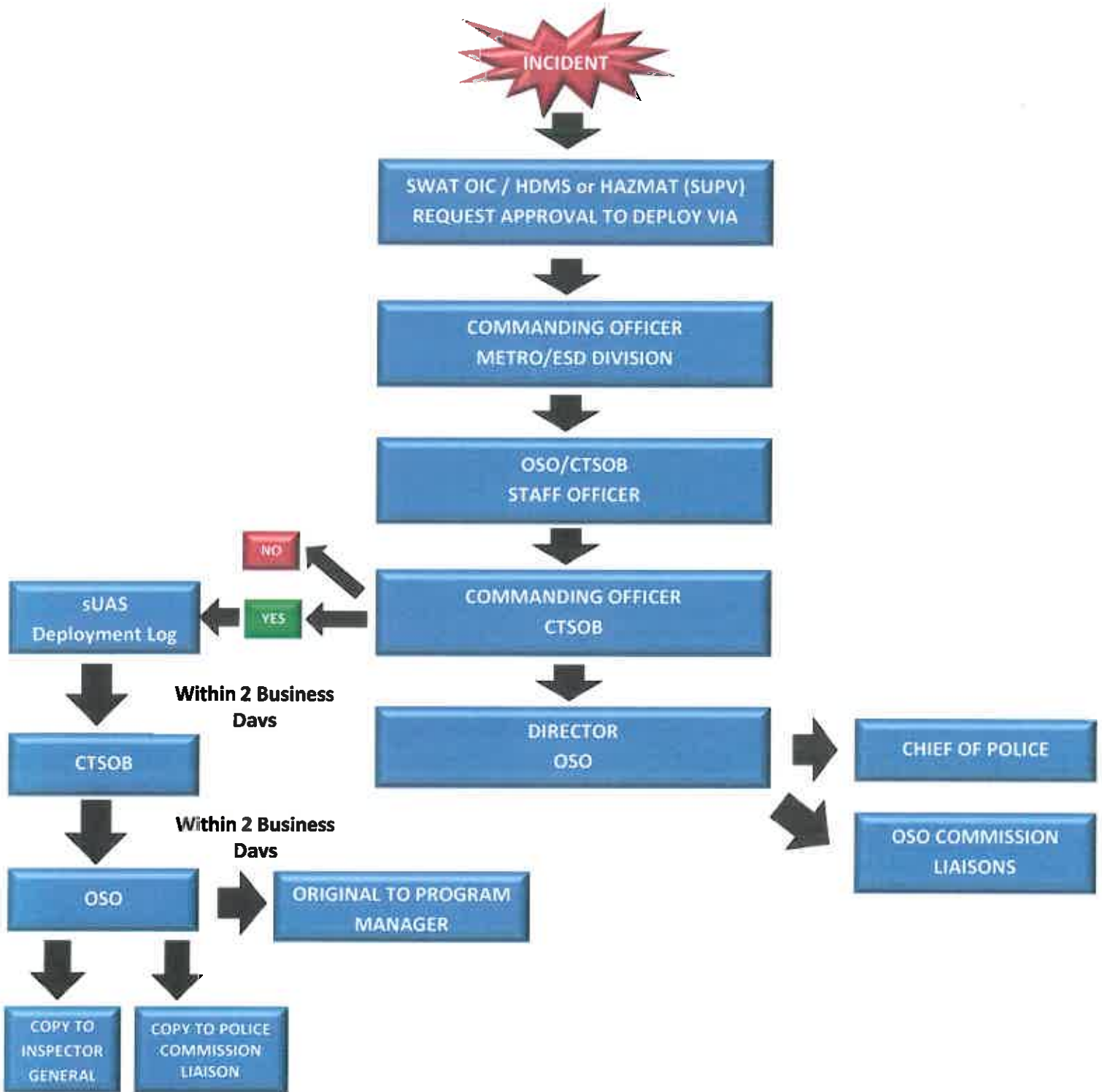
***Annual Report to the Board of Police Commissioners.*** *The Department will provide an annual report to the Board of Police Commissioners on the use and deployment of an sUAS. The report shall include:*

- *An analysis of the use of an sUAS, including results of monthly audits measuring performance relative to the adherence of deployment and accountability rules;*
- *The number of sUAS deployments;*
- *The types of situations in which an sUAS was deployed;*
- *The overall results and effectiveness of an sUAS in resolving incidents;*
- *Whether an sUAS mitigated the risk of harm to officers, suspects, and the public;*

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- *Whether deployment of an sUAS reduced costs associated with responding to similar incidents; and,*
- *Recommendations on whether the use of an sUAS should be continued and, if so, any modifications to these guidelines or other policies and procedures that should be considered.*

# SMALL UNMANNED AERIAL SYSTEMS DEPLOYMENT AND APPROVAL



# Los Angeles Police Department

## Small Unmanned Aerial System Deployment Log

<b>Deployment Request No.</b>	<b>Incident No.</b>	<b>Date/Time</b>	<b>Address</b>	<b>Geo Area</b>	<b>Type of Incident</b>
<b>Requested by – Name/Serial No.</b>			<b>CTSOB Approving Authority – Name/Serial No.</b>		<b>Approved (Y/N)</b>
<b>Search Warr. (Y/N)</b>	<b>Name/Serial No./Div of Pilot(s)</b>		<b>Systems Utilized (list each sUAS used during incident)</b>	<b>Video Recorded Tracking No.</b>	
<b>Reason for Deployment Request</b>					
<b>Location (interior/exterior) and Approximate Duration of Deployment for Each System Used</b>					
<b>Results of Deployment or Reason for Denial of Deployment Request</b>					
<b>OIC Review (Signature/Serial No.)</b>			<b>C/O Review (Signature/Serial No.)</b>		
<b>Date</b>			<b>Date</b>		
<b>CTSOB Review (Signature/Serial No.)</b>			<b>OSO Review (Signature/Serial No.)</b>		
<b>Date</b>			<b>Date</b>		