



PARADISE IRRIGATION DISTRICT

"Paradise Irrigation District (PID) is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers."

TO: PID Board of Directors
FROM: Mickey Rich, Information Systems Manager
DATE: February 14, 2018
RE: Acceptance of District Drone-use Policy
02/21/2018 Board of Directors Meeting

The District purchased a drone to enhance operations in August 2017. The attached policy is intended to establish the rules for the use of unmanned aerial systems (UAS) including retrieval and dissemination of images and data captured by the UAS. This policy applies to the use of UAS by Paradise Irrigation District departments and Paradise Irrigation District contractors.

The following motion is recommended:

"I move approval to adopt the Paradise Irrigation District Drone Use Policy."

Paradise Irrigation District
DRONE USE POLICY

Purpose of Policy

This policy is intended to establish the rules for the use of unmanned aerial systems (UAS) including retrieval and dissemination of images and data captured by the UAS. This policy applies to the use of UAS by Paradise Irrigation District departments and Paradise Irrigation District contractors.

Definition

An UAS is an unmanned aircraft of any type that is capable of sustaining flight, whether remotely controlled or preprogrammed and all the supporting or attached hardware designed for gathering information through photography, video recording or any other means. It is an aerial system or device that is not designed, manufactured, or modified after manufactured to be controlled directly by a person from within or on the aircraft, aerial system or device. UAS are also commonly referred to as unmanned aerial vehicles or drones.

Policy

It is the policy of the Paradise Irrigation District to utilize UAS to enhance its operations. Any use of the UAS will be in accordance with Federal, State and City laws, to include constitutional privacy rights, search and seizure regulations and Federal Aviation Administration (FAA) regulations.

Privacy Considerations

Personnel operating UAS shall only collect information using UAS, or use UAS collected information, to the extent that such collection or use is consistent with and relevant to an authorized District purpose. Under no circumstances may recordings from UAS be used for personal purposes. The Paradise Irrigation District is prohibited from using the UAS data to collect information on individuals or private property, unless the data collected is relevant to an authorized District purpose.

Prohibited Uses

The UAS shall not be used for the following:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- To harass, intimidate or discriminate against any individual or group.
- To conduct personal business of any type.

Prohibited Zones

The UAS may not be used within five miles of an airport without permission from the appropriate airport authority. The UAS operator must perform a pre-flight inquiry to determine any other flight restrictions in the area prior to UAS operation.

Authorized Operators and Public Safety

Only personnel who have successfully completed the required training shall be permitted to operate an UAS.

An UAS operator must maintain a visual line-of-sight with an UAS in-flight at all times. UAS may only reach a maximum altitude of 400 feet above ground level. An UAS operator may only operate one UAS at a time.

Any UAS used by the Paradise Irrigation District may not have any distracting lighting, flagrant coloring, or lasers that may otherwise distract drivers.

Flight Logs

Each authorized UAS operator will maintain a flight log. Operators will log the date, flight time and locations of all UAS deployments. They will also note, case number, incident type, automated flight or manual flight, and whether photo images or video were captured during the flight.

Program Coordinator

The District Manager will designate a member of staff to oversee the UAS Program. Their duties will include the following:

- Ensuring that policies and procedures conform to current laws, regulations and best practices.
- Establishing a training standard for operators that meets FAA requirements.
- Overseeing the selection and training of operators.
- Maintaining and updating the Certificate of Authorization (COA) with the FAA or ensuring all authorized operators have a current Small Unmanned Aircraft System Airman Certificate issued by the FAA.
- Overseeing procurement and maintenance of UAS equipment.
- Reviewing of UAS deployments to ensure compliance with policies and operating procedures.
- Conducting audits of flight logs semiannually.

Retention of Data

For all authorized UAS use, Paradise Irrigation District departments will retain all UAS collected data for a period not to exceed one year, as defined by 28 Code of Federal Regulation (CFR) Part 23. Exemptions to the data retention limit may be granted by the District Manager in special circumstances.

Enforcement

All UAS must adhere to all FAA Temporary Flight Restrictions.