



POLICIES AND PROCEDURES MANUAL

SUBJECT City's Unmanned Aircraft System (UAS) Operations	DEPARTMENT Communications		DEPARTMENT IDENTIFICATION 200	
	SECTION 202	PAGES 1-2	EFFECTIVE DATE xx/xx/2017	REVISION DATE

1.0 PURPOSE:

The purpose of this Policy is to establish guidelines for the City's Unmanned Aircraft System (UAS) operations and provides criteria of flight and filming parameters. The City's UAS will only be used to capture video and/or photographic footage for informational and marketing uses. The City's UAS shall not be used for conducting any type of surveillance on private property, including surveillance for police or code enforcement purposes.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to the Common Council and Mayor and to all City of West Allis departments, city employees, boards, commissions, and the general public.

3.0 POLICY

This statement of policy describes the City's policies in regard to the City's UAS operations.

4.0 REFERENCES

Wis. Stat. Sec. 942.10
 FAA Small UAS Rule (Part 107)

5.0 DEFINITIONS

"Civil twilight" means 30 minutes before official sunrise to 30 minutes after official sunset, local time.

6.0 PROCEDURES:

6.1 Eligibility

UAS flight should only be performed by a City employee, age 18 years old or older, and only for the purpose of gathering images and/or footage relevant to the production of videos or marketing materials to communicate with the public.

6.2 Scheduling

The Communications Department Director or designee will notify event coordinators in writing of a UAS flight at public events. All flights and flight locations will be scheduled with the Communications Department Director in advance of the flight.

6.3 Guidelines

Any use of the UAS must be approved in advance by the Communications Director.

All flights must meet the following guidelines:

- 6.3.1 The UAS must stay below 400 feet in the air.
 - 6.3.2 The UAS must remain in line-of-sight of the operators at all times while in use.
 - 6.3.3 Operators flying within five miles of an airport must notify the airport operator and air traffic control tower.
 - 6.3.4 The UAS shall remain over public property, except where express written consent to operate is provided by all legal property owners.
 - 6.3.5 The UAS operators shall not capture images or footage in violation of Wis. Stat. Sec. 942.10.
 - 6.3.6 The UAS shall not be flown over crowds or over any person not directly participating in the operation of the UAS.
 - 6.3.7 The UAS shall only be flown when the minimum weather visibility is three miles from the area of operation.
 - 6.3.8 The UAS shall not be flown under a covered structure nor inside a covered stationary vehicle.
 - 6.3.9 The maximum sustained outdoor wind airspeed should be 10 MPH or less at the time of the UAS flight and in the area of the flight.
 - 6.3.10 All UAS flights shall occur during daylight or civil twilight.
 - 6.3.11 The UAS will only be operated by City employees who have been trained on the system's use.
 - 6.3.12 When a UAS is operated, two people shall operate it: one person shall fly the UAS and one person shall operate the camera.
 - 6.3.13 A third City employee will accompany the operators any time the UAS is in use and will serve as an observer to watch for and avoid any situations that would compromise safety in the area of use or violations of these guidelines.
- 6.4 The Communications Director shall review all footage that is obtained to ensure that no images that violate Wis. Stat. Sec. 942.10 are contained within the footage. If the Director does discover footage obtained in violation, s/he shall note the footage exists within the record.
- 6.5 The City of West Allis reserves the right to change, modify, amend, revoke or rescind all or part of this directive in the future