

Title: Administrative Policy Use of Unmanned Aircraft Systems (Drones) for County Business	Policy No. Part 6, Management and Use of County Property Chapter 1, Equipment Section 3
	Effective Date April 23, 2019
Policy Custodian County Manager	Adoption/Revision Date April 23, 2019

Adopting Resolution(s): CC19-145

References (Statutes/Resos/Policies): Colorado Open Records, Purchasing Policy and Procedure, the Property and Equipment Inventory Policy and Procedure, the Open Records Policy, and the Disposition of County Personal Property Policy and Procedure, Jefferson County Personnel Rules

Purpose: To set standards for the safe and responsible use of Unmanned Aircraft Systems (Drones) for County business

Policy: Use of Unmanned Aircraft Systems (Drones) for County Business

A. Definitions

1. Unmanned Aircraft Operations (UAO): (a) All uses of a Jefferson County-owned or leased UAS or UAV; or (b) all uses of a UAV by Jefferson County employees or contractors for County business.
2. Unmanned Aircraft Vehicle (UAV): An unmanned aircraft of any type that is intended to navigate in the air without an on-board pilot, that is capable of sustaining flight, whether remotely controlled or preprogrammed, and includes all the supporting, or attached, hardware for operating the UAV or gathering information through photography, video recording or any other means.

B. Applicability

This policy applies to all County UAO, excluding Jefferson County Sheriff Office operations.

C. Requirements for County UAOs

1. Approved Uses

County UAOs shall be undertaken solely for legitimate County business. Any use of a County-owned or leased UAV for personal or other unapproved purposes is prohibited.

2. Approved Operators

- a. All County UAV operators shall obtain applicable authorizations, permits, licenses, or certificates required by the Federal Aviation Administration.

- b. All County UAV operations shall be undertaken solely by persons licensed and authorized to perform such operations and appropriately trained and experienced in the operation of UAVs. Employees with a suspended, revoked, or canceled license may not operate a UAV for county business.
 - c. Employees shall not let unauthorized employees or contractors to operate a county owned or leased UAVs.
3. Compliance with Laws
- All UAOs shall comply with all applicable Federal, State and local laws and regulations, including, without limitation:
- a. All applicable laws governing the use or operation of UAVs;
 - b. All applicable laws governing the certification or licensure of UAV pilots or operators;
 - c. All applicable laws governing the zone of operation, including laws prohibiting or restricting flight in certain airspaces; and
 - d. All applicable trespass, privacy and nuisance laws.
 - e. All applicable Colorado Open Records laws.
4. Compliance with Policies and Procedures.
- a. All UAOs shall comply with the terms of this Policy and any other applicable County policies and procedures, including without limitation: the Purchasing Policy and Procedure, the Property and Equipment Inventory Policy and Procedure, the Open Records Policy, and the Disposition of County Personal Property Policy and Procedure.
 - b. The County Manager's Office may adopt procedures governing UAOs.
 - c. A UAV operator may be disciplined in accordance with the Jefferson County Personnel Rules for failure to comply with the any UAO requirements or this policy.
5. Safety to Persons and Property
- Prior to undertaking a UAO, the UAV operator shall perform an assessment of the potential risk of harm to persons and property of the operation under the specific circumstances. If, in the determination of the UAV operator, the operation would involve an unreasonable risk of harm to persons or damage to property, the operation shall not be undertaken. All UAOs shall be undertaken in the manner determined by the UAV operator to best minimize the risk of harm to persons or damage to property.
6. Trespass and Privacy
- All UAO shall be undertaken in a manner intended to respect the reasonable property and privacy interests of third parties. Except to the extent that the County is acting with appropriate legal authority, no UAOs shall substantially interfere with a landowner's use of his or her property or intrude upon the solitude, seclusion or private affairs of a third party without first obtaining such party's prior consent.

7. Wildlife and Natural Habitats

Except as necessary to further legitimate county interests, all UAOs shall be undertaken in a manner intended to minimize disturbance to wildlife or persons in natural habitats.

8. Data Collection

Any video, photography and other data collected in the course of a UAO:

- a. Shall only be collected consistent with all applicable laws;
- b. Shall only be collected as needed to further legitimate county business; and
- c. Shall be secured, stored, preserved and destroyed in accordance with the Records Management and Archives Policy, the Open Records Policy and all other county policies and procedures governing the treatment of county data and records.

9. Public

- a. UAV operations shall only be operated during county business hours.
- b. When possible, UAV operations shall be posted on the county website.

10. Incident Reporting

- a. The UAV operator shall report immediately any known unsafe condition(s), mechanical problems, and any damage to a county owned or leased UAV to the Division Director.
- b. If any of the following incidents occurs in connection with a UAO, the UAV operator shall report such incident to the Safety & Compliance Division within one business day:
Any injuries to persons;
Any damage to property;
Any actual or potential violations of applicable law;
Any altercations with, or objections raised by, third parties;
Any other incident that may potentially result in loss, liability or unfavorable exposure to the County.

11. Insurance

- a. All UAO purchases shall be approved in advance by the County's Safety and Compliance division, who shall ensure that appropriate insurance coverage protecting the County exists or has been obtained through commercial policy, self-insurance or other method.
- b. UAO shall be approved by the appropriated Division Director prior to commencing any operations.