

	POLICY PROCEDURE GUIDELINES	POLICY NUMBER: 05.10.00.	PAGE NUMBER: 1 of 7
		SUBJECT: Drone Usage Policy	Adopted: 07/08/2016 Latest Revision: Next Review:

05.10.00. **POLICY STATEMENT**

An Unmanned Aerial Vehicle (UAV or “Drone”) is an aircraft without a human pilot aboard. Drones are controlled remotely. The operation of unmanned domestic aircraft systems including Drones is regulated by the Federal Aviation Administration (“FAA”) and relevant state and local laws. In general, the purpose of Drones is to gather information and data from an aerial vantage that can be used on the ground. Drones are also useful for recreational purposes. Drones are used by hobbyists, as well as by civil and government users.

The mission of the Forest Preserve District of Cook County (“District”) is “to acquire, restore and manage lands for the purpose of protecting and preserving public open space with its natural wonders...and other landscapes with all of its associated wildlife, in a natural state for the education, pleasure and recreation of the public now and in the future.”

The unregulated launching and landing of Drones on District property may adversely affect the District’s restoration and conservation efforts, the Districts wildlife protection initiatives, and the public. The District has established procedures to help ensure compliance with the District’s mission and those legal obligations and to reduce risks to safety, security and privacy. The District will allow the use of Drones as defined in this Drone Usage Policy (“Policy”).

05.10.01. **PURPOSE**

The purpose of the Policy is to: **(1)** provide clear and concise information regarding Drone usage, including rules and regulations; and **(2)** help the District comply with FAA laws and requirements, state laws, and any other applicable laws and/or regulations regarding Drones.

05.10.02. **REFERENCES**

Federal Aviation Administration: <http://www.faa.gov/uas>
<http://www.faa.gov/uas/registration/faqs/>

National Park Service: <https://www.nps.gov/buff/learn/news/use-of-unmanned-aircraft-banned-from-national-park-system.htm>

Forest Preserve District of Cook County, Model Airplane Flying Fields
 (FPDCC Code Section 2-4-7)

Cook County Personnel Rules
 Rule 8: Conduct and Discipline of Personnel

05.10.03. DEFINITIONS

Air Traffic Organization: The Air Traffic Organization (ATO) is the operational arm of the FAA. http://www.faa.gov/about/office_org/headquarters_offices/ato/

Certificate of Authorization: shall mean an authorization issued by the ATO to the District for specific unmanned aircraft activity.
https://www.faa.gov/about/office_org/headquarters_offices/ato/service_units/systemops/aaaim/organizations/uas/coa/

Commercial Usage: Commercial usage purposes include, but is not limited to selling photos or videos taken by a Drone. Monetizing any such videos or photos is considered commercial use of those photos or videos.

Drone: Drone shall mean an unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment necessary to operate the unmanned aircraft. <https://www.faa.gov/uas/faq/#qn1>

05.10.04. SCOPE

This Policy applies to all District employees and constituents, individuals or entities that operate a Drone weighing more than 0.55 pounds (250 grams) and less than 55 pounds on District property ("Drone Users").

https://www.faa.gov/uas/registration/faqs/media/UAS_Weights_Registration.pdf

Mini-Drones: Drones weighing 0.55 pounds or less must comply with the Rules & Regulations (Rules 1-2 and Rules 6-14) established in this Policy. Drones that weigh 0.55 pounds or less will not be subject to insurance requirements. District Law Enforcement officers will not issue citations to minors (17 years old or younger).

05.10.05. RESPONSIBILITY

Drone Users: Drone Users shall: **(1)** adhere to this Policy; and **(2)** comply with FAA regulations, state and federal laws, and other local laws and/or policies.

Permits, Rentals and Concessions Department: The District's Permits, Rentals and Concessions Department shall: **(1)** manage the implementation of this Policy; and **(2)** process commercial use Drone- special use permits as described in this Policy where applicable.

Law Enforcement Department: The District's Law Enforcement Department shall assist in the implementation of this Policy.

Department Heads/Supervisors: Department Heads and supervisors shall be responsible for: **(1)** assisting in the implementation of this Policy; **(2)** complying with the rules, regulations, and spirit of the FAA Certificate of Authorization; and **(3)** communicating this policy to the employees under their direction when necessary.

District Employees: District employees shall adhere to this Policy.

05.10.06. PROCEDURE

05.10.06.01. Drone Usage Policy for Non-District Purposes

A. **Location Restriction Policy:** The District will allow Drone usage (i.e. drones launching off, or landing on, District property) only on designated areas, which might pose fewer risks to people, wildlife, and the Districts natural and cultural assets. Approved Drone locations (***Appendix A***) may include select: **(1)** model airfield locations; **(2)** approved designated recreational areas listed in the District Recreation Master Plan; and **(3)** other non-ecological sensitive location determined by the District.

B. **Rules & Regulations:** Drones Users must:

- 1) Ensure Drones are compliant with all applicable laws, ordinance, or policies, including without limitation FAA Rules and Regulations.
- 2) Use Drones in a courteous manner of others who are often present in the District for the quiet enjoyment of nature.
- 3) Hold either a **(1)** certificate of liability insurance (e.g. home owner's insurance) naming the District as an additional insuree, and the insurance must have a liability limit of at least \$1 million; or **(2)** a current Academy of Model Aeronautics ("AMA") member. This insurance requirement is to protect the District should damage occur to District property and/or any person.
- 4) Provide proof of insurance or AMA membership upon request.
- 5) Affix their FAA registration number on their aircraft along with their AMA number, if applicable.
- 6) Refrain from using Drones **(a)** in any non-District approved archeological activity; **(b)** in any activity that disturbs District operations; and/or **(c)** any activity that disturbs or damages District native/cultural assets, wildlife, endangered species.
- 7) Refrain from using Drones over trails, picnic fields, parking lots, or other area in use by others.
- 8) Refrain from using Drones within 20 meters (65.6 Feet) of or fly over users of the District, wildlife, or be flown over a District building (ex. Nature Education Centers, Pavilions, General Headquarters, etc.).
- 9) Operate Drones in full view and under direct control of the operator at all times.
- 10) Operate Drones using first person view ("FPV") with a spotter who shall ensure that the Drone is within line of sight.
- 11) Operate Drones only from sunrise to sunset.

- 12) Cease operations upon request by a member of District staff and/or other emergency safety related personnel.
 - 13) Refrain from operating Drones to monitor, photograph, or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, resident watchman homes, changing or dressing rooms, hallways, lounges, office spaces, or the insides of facilities.
 - 14) Refrain from operating Drones in violation of privacy rights, civil rights and liberties, and transparency related federal/state/local laws, ordinances, policies, and procedures is prohibited.
- C. **Violations:** Any breach of this Policy could result in termination of flyer right to use District property for Drone usage. ****Law Enforcement members shall not issue citations the first year of the implementation of this policy, excluding repeat and/or gross offenses.***
- D. **Liability Statement:** The District will not be held responsible for any damage to property or persons caused by non-District Drones.

05.10.06.02. Commercial Usage Policy

- A. **Requirements:** Drone Usage, on District property, for commercial purposes requires a District special use permit.
- B. **Scope:** The commercial usage policy applies to a person or company using UAS/Drone technology on District property for compensation or business purposes. This includes any person or company using a Drone in any way to advertise, promote or demonstrate a product or service – even if the product or service itself does not include a UAS, UAS-derived photography, etc.
- C. **Rules and Regulations:** All commercial usage of Drones on District property must comply with the Rules & Regulations as listed in this Policy.
- D. **Exceptions:** The General Superintendent, and/or his/her designee, may waive the fee for a special use permit. Such reasons may include helping promote the District and/or advance the District's mission, goals, events, and/or the Next Century Conservation Plan.

05.10.06.03. District Drone Purchases

- A. **Authorized Use:** Authorized use of Drones by District employees include:
- 1) Drone Usage for educational purposes, emergency and safety management purposes, planning purposes, and marketing and fundraising purposes.

- 2) Drone Usage must align with the FAA Certificate of Authorization restrictions.
- 3) Any other use of Drones by District employees is prohibited unless otherwise approved by the General Superintendent, and/or his/her designee.

B. Unauthorized Use:

- 1) Any Drone usage that goes outside or in violation of the FAA Certificate of Authorization (COA).
- 2) Drones shall not be used to monitor, photograph, or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, resident watchman homes, changing or dressing rooms, etc.
- 3) Drones shall not be used for personal use and/or to monitor or record hallways, lounges, office spaces, or the insides of facilities.
- 4) Drones shall not be used to monitor or record sensitive District or personal information, which may be found, for example, on an individual's workspaces, on computer or other electronic displays.
- 5) Any Drone usage that would be in violation of privacy rights, civil rights and liberties, and transparency related federal/state/local laws, ordinances, policies, and procedures.

C. Transparency Policy: Information obtained via drone technology may be subject to Freedom of Information Act (FOIA) requests.

D. Purchase of Drones:

- 1) **Request Requirements:** Departments who would like to purchase a Drone and/or Drone technology must make and receive prior approval from the General Superintendent, and/or his/her designee.
- 2) **Compliance:**
 - a. Any purchase of Drones, or Drone technology, must comply with this Policy and all other applicable policies, including but not limited to the District code and other policies, FAA rules and regulations, and other applicable federal, state, and local laws, rules, and regulations.
 - b. Before Drones may be used by a Department, the Department must obtain a Certificate of Authorization from the FAA as required by federal law.
 - c. All Drones must have a Global Positioning System (GPS) and a transponder to track each unit. All Drones must have up-to-date firmware. In addition, District-

owned Drones must have signal encryption to protect the live stream of information.

- d. If reasonably priced, insurance should be purchased along with purchase of Drone.

E. Employee Drone Usage:

- 1) Drone Users: **(1)** must maintain a visual line-of-sight with Drone in-flight at all times; and **(2)** may only operate one drone at one time.
- 2) Drones: **(1)** may only be used in compliance with Certificate of Authorization; **(2)** may not be used within five miles of an airport unless approved by the FAA; **(3)** must only reach a maximum altitude of 400 feet above ground level; and **(4)** must adhere to all FAA Temporary Flight Restrictions.

- F. Violations:** Any violations of District policies by District employees an individual will be dealt with in accordance with applicable District policies and procedures, which may include disciplinary actions up to and including termination from the District. Employee may also be subject to enforcement of applicable law.

05.10.07. TRAINING REQUIREMENTS

1. Drone Users: All District Drone Users: **(A)** must meet any operator requirements in the Certificate of Authorization; and **(B)** be trained on the technical aspects of flying a Drone.
2. District Employees: All District employees whose job function is to purchase or operate a Drone shall be trained on this policy.

05.10.08. ACTION PLAN TO COMMUNICATE/DISSEMINATE

1. This Policy shall be distributed to Drone Users upon request and relative District staff.
2. This Policy shall be posted on the District website, Shared Drive, and intranet.
3. District staff shall create a communication plan regarding elements of this police, to ensure that appropriate signage and/or other marketing related information is posted.



Appendix A: District Approved Drone Locations Sites

The District will allow Drone usage (i.e. drones launching off, or landing on, District property) only on designated areas, which might pose fewer risks to people, wildlife, and the Districts natural and cultural assets.

The 2016 Approved Drone locations for include the following District locations:

Location	Address
Camp Glenview	1152 Harms Rd., Glenview
Cummings Square	536 N. Harlem Ave., River Forest
Deer Grove-East	2 W. Dundee Rd., Palatine
Midlothian Meadows	15258 S. Pulaski Rd., Midlothian
Miller Meadow-South	2175 S. 1 st Ave., Forest Park
Ned Brown Meadow	3399 Golf Rd., Elk Grove
Plum Creek Play Meadow	22225 Burnham Ave., Chicago Heights
Rolling Knolls	11N260 Rohrssen Rd, Elgin
Tampier Greenway Family Picnic Area	11175 135 th Street, Orland Park
Thatcher Woods	8020 Chicago Ave., River Forest
Thorn Creek Model Airplane Flying Field	18749 Stony Island Ave., Lynwood
Tinley Creek Model Airplane Flying Field	19410 Cicero Ave., Matteson