

<b>Policy Name:</b>	<b>REMOTELY PILOTED AERIAL SYSTEMS – MEMBER USE</b>		
<b>Policy #:</b>	4.48.2	<b>Last Updated:</b>	2022-05-12
<b>Issued By:</b>	INVESTIGATIVE SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
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**RELATED POLICIES**

OP 4.48.1 *Remotely Piloted Aerial Systems – Complaints*

OP 5.1.2 *Digital Evidence Management*

OP 8.4 *Occurrence Reports*

**1. PURPOSE**

1.1. To provide Surrey Police Service (SPS) Members with direction regarding the use of Remotely Piloted Aerial Systems (RPAS).

**2. SCOPE**

2.1. This policy applies to all SPS Members.

**3. POLICY**

3.1. RPAS, also known as Unmanned Aerial Vehicles (UAV), “drones” and model aircraft are governed by legislation, including the *Criminal Code*, the *Aeronautics Act* and the *Canadian Aviation Regulations* (CAR).

3.2. SPS supports the use of RPAS as a platform to gather digital imagery to support public safety, enhance investigative techniques, expand operational awareness and aid in critical incident resolution.

3.3. The Chief Constable or delegate, and/or a qualified SPS RPAS Pilot may authorize the deployment of RPAS for specific purposes, including but not limited to:

- i. mass casualty events;
- ii. disaster response and recovery;

- iii. search and rescue;
- iv. lost and/or missing persons;
- v. mass event situational awareness aid;
- vi. investigative aid (mapping, modeling and documentation) at crime scenes and motor vehicle collision scenes;
- vii. investigation of a hazardous material or potential chemical, biological, radioactive, or nuclear substance release ;
- viii. critical incident and life preservation flights including but not limited to barricaded suspects, hostage situations, active deadly threat scenarios, high risk search warrants, and suicidal persons;
- ix. pursuant to judicial authorization;
- x. flight testing, training and demonstrations;
- xi. Strategic Communications Section public awareness and educational applications;
- xii. training applications; and
- xiii. mutual agency aid provided the scope of the mission falls within SPS's RPAS regulations.

3.4. The SPS RPAS program shall be administered by the Emergency and Operational Planning Unit and all operations shall be carried out by SPS Members in accordance with regulations established by Transport Canada and Navigation Canada (NAV Canada).

3.5. Flight missions may be recorded and all recorded digital flight imagery that is of evidentiary or training value shall be handled and stored in accordance with OP 5.1.2 Digital Evidence Management. Imagery and/or data that is of no evidentiary or training value shall be retained for 30 days and then purged.

3.6. Electronic and/or manual flight logs will be kept in accordance with the SPS RPAS Operational Policy Manual.

3.7. Information relating to conducting an investigation into a member of the public's use of an RPAS is found in OP 4.48.1 Remotely Piloted Aerial Systems – Complaints.

## **4. PROCEDURE**

### **Type and Purpose of Operation**

4.1. Subject to CAR restrictions, RPAS operations may be conducted for the following purposes:

- i. to obtain digital aerial images and/or video in support of public safety, operational awareness, critical incident resolution and/or to aid in investigative techniques (e.g., crime scene mapping, modeling and documentation);
- ii. flight testing, maintenance flights, flight training and demonstration flights; and
- iii. all flight operations shall be conducted as part of a police operation with appropriate, situationally dependent security provisions in place to minimize risks to the public and others involved in the operation.

## **Restrictions**

### **4.2. Members must not:**

- i. use personally owned or otherwise acquired RPAS for the purpose of a police investigation or operation;
- ii. alter the RPAS and /or its system in any manner;
- iii. use the RPAS for any personal or unapproved purpose;
- iv. operate an RPAS in flight except in accordance with a Special Flight Operations Certificate (SFOC), or an Air Operator Certificate (as per section 602.41 of CAR); and
- v. use the RPAS to obtain or record aerial images or video that are not for the purpose of supporting a police investigation, training, demonstration, public affairs, maintenance flights or flights that could otherwise be deemed to be beyond the scope of police purposes.

4.3. Flights will not be conducted for surveillance purposes, however, may be used in exigent circumstances where there is an imminent risk to life or safety that can be alleviated by using an RPAS and/or where prior judicial authorization is so authorized. Permission must be obtained from the Duty Officer or designate in such circumstances.

4.4. Flights will not be conducted for the purpose of recording and/or identifying members of the public involved in peaceful protests or demonstrations, unless their activities are intermingled with protests by other persons whose activities are not peaceful, lawful and safe.

4.5. At no time shall a RPAS and a piloted aircraft operate in the same airspace at the same time. In such circumstances, the RPAS shall land immediately to avoid a collision.

## **Flight Parameters**

### **4.6. RPAS flight parameters will include but are not limited to:**

- i. all flights will be conducted by trained SPS Members on behalf of SPS or another public safety service;
- ii. flight locations are restricted to within the Vancouver Flight Information Region unless approved by the Duty Officer or designate. The Vancouver Flight Information Region covers airspace mainly above the central and southern parts of British Columbia;
- iii. the Duty Officer or designate must be notified prior to and at the conclusion of all flight operations;
- iv. the Operational Communications Centre (OCC) or District Dispatcher must be notified prior to any RPAS deployment and provided information related to the intended flight location and duration;
- v. the OCC or District Dispatcher must be notified at the conclusion of a flight mission; and
- vi. in accordance with Transport Canada, the managing director or designate of any aerodrome within the prescribed flight path of an SPS RPAS shall be notified prior to and at the conclusion of the flight. Aerodrome contact information for Vancouver International Airport (YVR) is:

- a. Planning: [REDACTED]
- b. Operations: [REDACTED] (Request Emergency Supervisor)

### **Flight Operations**

4.7. RPAS flights must be conducted by an RPAS Pilot and a Visual Observer.

4.8. Every RPAS flight must be documented via:

- i. post-flight collection and storage of electronic and manual logs;
- ii. inspection and maintenance logs; and where required;
- iii. an RPAS Pilot and/or Visual Observer must document their involvement in an investigation and submit their evidence in a PRIME-BC General Occurrence report;
- iv. where practicable, all requests for RPAS services must be communicated to and approved by the RPAS Coordinator or designate prior to deployment; and
- v. where it is not practicable for the RPAS Coordinator to pre-approve an RPAS flight, the Inspector or designate of the Emergency and Operational Planning Unit and the RPAS Coordinator must be notified via email and/or voice mail of the RPAS mission.

### **Duty Officer**

4.9. The Duty Officer must:

- i. be notified prior to and at the conclusion of all RPAS flights; and
- ii. in the event of a collision or injury involving an SPS RPAS, the Duty Officer must notify the Supervisor of the Emergency and Operational Planning Unit, and where applicable, the Inspector i/c Professional Standards Section and the City of Surrey Risk Management Department (604-591-4653 during regular working hours or email: [clerks@surrey.ca](mailto:clerks@surrey.ca)).

### **RPAS Pilot**

4.10. The RPAS Pilot must:

- i. successfully complete the prescribed RPAS training;
- ii. hold a valid advanced RPAS Pilot Certificate;
- iii. meet the qualifications listed in the SPS RPAS Operational Policy Manual;
- iv. ensure that all RPAS flights are conducted in accordance with the SFOC;
- v. make the required notifications in accordance with the SFOC;
- vi. complete the SPS RPAS Pre-Flight Checklist;
- vii. brief the designated Visual Observer and ensure they are capable of completing their responsibilities;
- viii. maintain responsibility for ensuring that operating procedures detailed in the current SFOC and supporting applications are followed during all flights;
- ix. keep detailed notes regarding the type and purpose of operation including:
  - a. dates and times of the operation;
  - b. incident number(s);

- c. requesting officer/unit; and
- d. lawful authority for the RPAS use;
- x. disclose any notes, training logs, electronic imagery/data that may be pertinent to the investigating unit;
- xi. be responsible for the deployment of the RPAS and its safe operation for incidents described above; and not violate any federal and/or provincial search authorities during operations and shall consider privacy concerns of persons and/or property not directly involved in the operation; and
- xii. report RPAS flight plans to NAV Canada.

### **Visual Observer**

4.11. The Visual Observer must:

- i. Comply with the role of a Visual Observer as contained in the SPS RPAS Operational Policy Manual;
- ii. complete the SPS RPAS Pre-Flight Checklist;
- iii. maintain a consistent line of sight with the RPAS while in flight; and
- iv. immediately notify the RPAS Pilot of any safety issue or concerns.

### **Privacy**

4.12. It is recognized that personal information, unrelated to the intended purpose of the RPAS deployment, may be inadvertently captured during an operational flight or training exercise.

4.13. All reasonable efforts, as operationally feasible, to avoid the capture of unrelated personal information will be made by the RPAS pilot. Unless information is required to meet prosecutorial disclosure obligations, prior to the disclosure of any personally identifiable information outside of SPS, the SPS Manager, Information and Privacy must be consulted.

4.14. All reasonable efforts will be made to remove personal information not related to the investigation or purpose of flight. This includes but is not limited to faces, addresses, licence plates, and voices.

### **Data Storage**

4.15. Electronic data collected during an RPAS deployment shall be stored in accordance with OP 5.1.2 *Digital Evidence Management*.

4.16. Imagery and/or data that is of no evidentiary value shall be purged after 30 days by the Member who ordered the video to be obtained.

### **Safety**

4.17. Safety is of paramount concern in all RPAS deployments and must be the primary concern for the RPAS pilot prior to conducting any flight.

- 4.18. All persons directly involved in the RPAS flight operation (e.g., Pilot, Visual Observer, Scene Security Officer) must be familiar with the contents of the SFOC, supporting application, and SPS policy.
- 4.19. The RPAS Program Coordinator will maintain an electronic document outlining the environmental and situational factors required for an RPAS deployment.
- 4.20. All pilots must adhere to all safety requirements issued by:
- i. the RPAS manufacturer;
  - ii. the SFOC;
  - iii. SPS RPAS Operational Manual; and
  - iv. NAV Canada's RPAS Best Practice Manual.
- 4.21. Effective, complete and timely communication is critical to aviation safety. NAV Canada may be contacted by the following:
- i. email -- RPASVRFIR@navcanada.ca (non-emergent communication);
  - ii. Area Control Center Operations Shift Manager:
    - a. telephone: 604-586-4500 (emergent situations including rogue lateral or vertical fly away scenarios);
    - b. email: VRSM@navcanada.ca
- 4.22. The Duty Officer must be notified in the event of an SPS RPAS collision or injury.
- 4.23. If there is injury and/or significant property damage as a result of an RPAS collision, Transport Canada must be notified (email: tc.aviationservicespac-servicesaviationpac.tc@tc.gc.ca or telephone: 800-305-2059).

#### **RPAS Operations Manual**

- 4.24. The SPS RPAS Operations Manual (RPAS OM) is available to all RPAS Pilots and Visual Observers to assist with specific guidance for RPAS operations.
- 4.25. The SPS RPAS OM content will be reviewed annually and amended as required by the Emergency and Operational Planning Unit Supervisor.
- 4.26. The RPAS Program Coordinator, Pilots, and Visual Observers are responsible for familiarizing themselves with any changes/updates to the SFOC and or the SPS RPAS OM.
- 4.27. The SPS RPAS OM must be accessible to the RPAS Pilot and/or crew during RPAS deployments.

**Reporting**

- 4.28. The SPS RPAS Coordinator must coordinate the tracking of all RPAS flight missions and collate that data as required.
- 4.29. RPAS flight missions that are not automatically electronically recorded and/or stored by the RPAS craft shall be recorded by the RPAS Coordinator and/or RPAS Pilot in a manual RPAS Flight-Log.
- 4.30. RPAS flights that do not comply with or adhere to policy shall be brought to the attention of the Emergency and Operational Planning Unit Supervisor for further review and action if required.

## APPENDIX A: DEFINITIONS

“Aerodrome” means a location from which aircraft flight operations take place.

“Crew Member” is a person assigned to duties essential to the operation of the unmanned aerial vehicle during flight time.

“CARs” means the *Canadian Aviation Regulations*.

“Duty Officer” means the Frontline Policing Inspector.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“NAV Canada” means “Navigation Canada”, the agency that operates Canada’s civil air navigation services.

“OCC” means the Operational Communications Centre.

“Pilot” means the person in control of the RPAS during flight operations and is certified in all aspects of its flight planning, operation, and recovery.

“RPAS OM” means the RPAS Operations Manual.

“RPAS Program Coordinator” is responsible for all administrative functions of the RPAS program and identified within the SFOC application.

“RPAS” means Remotely Piloted Aircraft Systems – a set of configurable elements consisting of a remotely piloted aircraft, its control station, the command and control links and any other system elements required during flight operation. It is also commonly referred to as a drone, UAV (Unmanned Aerial Vehicle), and UAS (Unmanned Aerial System). RPAS is the term used by Transport Canada, the Canadian Air Regulations and Aeronautics Act.

“Scene Security Officer” is a SPS member, designated by the pilot in command, responsible for operational scene security including any unexpected safety concerns during the span of flight operations including pre and post flight procedures.

“Special Flight Operating Certificate” (SFOC) means a document issued by Transport Canada, pursuant to section 603.67 of the *Canadian Aviation Regulations*, giving legislative authority to the RPAS operator to conduct flights as described and specified in the SFOC.

“SPS” means Surrey Police Service.

“Visual Observer” is a Member who assists the Pilot with sense and avoid duties.



## **APPENDIX B: REFERENCES**

*Aeronautics Act*, R.S.C. 1985, c. A-2

*Aeronautics Act: Canadian Aviation Regulations*, SOR/96-433

*Criminal Code*, R.S.C. 1985, c. C-46