CHAPTER 1

ADMINISTRATION

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CHAPTER 1

ADMINISTRATION

1. GENERAL.

a. Policy. This manual contains the policies and procedures which govern the administration and operation of the California Highway Patrol (CHP) Small Unmanned Aircraft Systems (sUAS) Program. All commands are authorized to operate sUAS under the provisions of this manual with approval from the appropriate Commissioner. All sUAS personnel shall be trained in and demonstrate an understanding of the contents of this manual, which shall be reviewed annually. Training shall be documented as outlined in this manual. Every flight involving sUAS shall be conducted within the scope of Federal Aviation Regulations (FAR), sUAS operating manuals, state law, and departmental policies and procedures. Recordkeeping and retention of personnel records, training, and maintenance shall be documented as outlined in this manual and shall be documented on an STD. 73, Records Retention Schedule.

(1) Requests to purchase and operate sUAS shall be submitted via a CHP 51, Memorandum, through channels to the appropriate Commissioner. At a minimum, all requests shall indicate the unit or command that will be operating the sUAS and the types of missions to be authorized. Only departmental-owned sUAS are to be used. Budgeting for sUAS is the responsibility of the respective command.

(2) Small Unmanned Aircraft Systems used for Multidisciplinary Accident Investigation Team operations are to operate under Highway Patrol Manual 110.1, Multidisciplinary Accident Investigation Team Operations Manual, and this manual.

b. Objective. The Department's sUAS Program supports CHP field-related operations. The policies and procedures in this manual provide for the safe and standardized operation of sUAS. Due to the diversity of departmental sUAS capabilities and the types of missions performed, Division and Area Standard Operating Procedures (SOP) shall be created to provide procedures which are compatible with this manual. All SOPs shall adhere to the restrictions set forth within this manual.

c. Safety. Safety shall be the overriding and paramount emphasis in all aspects of sUAS operations. Managers, supervisors, remote pilots in command (RPIC), and visual observers (VO) shall ensure this policy is followed at all times.

d. Mission. The mission of the Department's sUAS Program is to utilize this resource to protect life, property, and the environment for the people of California while remaining in compliance with applicable laws and regulations, including but not limited to, the U.S. Constitution, Constitution of California, and FARs.

e. Use. The sUAS should be used in situations which would benefit from an aerial perspective and may be utilized for approved training missions. The sUAS are to be used whenever possible to reduce the risk of harm to departmental personnel, first responders, and the public.

f. Protection of Rights and Privacy Concerns. The protection of individual civil rights and the reasonable expectation of privacy shall be a key component of any decision made to deploy an sUAS, in accordance with Chapter 2, Operations, of this manual.

2. PROGRAM MANAGEMENT.

a. Assistant Commissioner, Operations. Under the direction of the Commissioner, the Assistant Commissioner, Operations (ACO), exercises overall operational control of the sUAS Program with oversight by the Office of Air Operations (OAO). All policy changes regarding the sUAS Program shall be reviewed by OAO and approved by ACO prior to implementation.

b. Office of Air Operations. The OAO advises ACO on all matters related to the sUAS Program and provides advice and assistance to sUAS managers and coordinators. The OAO is responsible for developing, revising, and ensuring compliance with this manual; developing and coordinating initial and recurrent training of personnel; and managing the registration of sUAS. Divisions are responsible for preparing and completing requests for FAA waivers. Upon concurrence from the OAO, completed waiver requests may be submitted to the FAA for review and approval. The OAO may advise Divisions, as necessary, during the waiver development process and shall maintain a centralized repository of all FAA approved waivers. The OAO may also provide equipment-related recommendations and disseminate best practices.

3. DIVISION MANAGEMENT.

a. Division Commanders. Headquarters and field Division commanders are directly responsible for Division sUAS operations. The Division commander shall ensure that all sUAS Unit operations comply with this manual and the Area's SOP. The SOP shall be reviewed on an annual basis to ensure its content is current and sufficient. Issues regarding policy changes or matters which cannot be resolved by direct coordination with OAO shall be referred to ACO through channels.

b. Division Small Unmanned Aircraft Systems Managers. Under the direction of the field Division commander, a Division sUAS manager shall ensure the effective management and operation of an sUAS within their respective Division. The managers are responsible for the supervision of Division sUAS coordinators. Managers also foster open communication between the Division sUAS coordinators, RPIC, Division, and OAO. The sUAS managers are encouraged to hold a valid Federal Aviation Administration (FAA) sUAS remote pilot certificate. Personnel selected to serve as an sUAS manager may be assigned to any command within the Division. A Division sUAS manager shall hold the rank of lieutenant or above.

c. Division Small Unmanned Aircraft Systems Coordinators. Under the direction of the Division sUAS manager, Division sUAS coordinators assist and coordinate sUAS operations for the Division, assist Areas with their sUAS Programs, serve as RPIC to conduct departmental sUAS missions, and meet the departmental objectives in accordance with the policies and procedures of this manual and the Area's SOP. The Division commander shall designate a primary Division sUAS Coordinator and, if necessary, may designate additional Division sUAS coordinators. The sUAS coordinators are responsible for the tracking of sUAS certified pilots, recurrent training, sUAS maintenance, assistance, and coordination of sUAS operations within the Division; assistance with Area's sUAS programs; and submitting for and maintaining Division obtained FAA waivers. The sUAS coordinators shall hold a valid FAA sUAS remote pilot certificate. Personnel selected to serve as sUAS coordinators may be assigned to any command within the Division. A Division sUAS coordinator shall hold the rank of sergeant or above.

d. Division Primary Remote Training Pilot. The Division commander shall designate a primary remote training pilot. Remote training pilots shall be responsible for conducting training as required by this manual, shall possess a current FAA sUAS remote pilot certificate, and must be certified by OAO. The primary remote training pilot will also be responsible for all Division VO training. Personnel selected to serve as a primary remote training pilot may be assigned to any command within the Division. A remote training pilot may conduct training in a different Division by agreement between respective Division commanders. A Division primary remote training pilot shall hold the rank of officer or above.

e. Division Associate Remote Training Pilots. If necessary, the Division commander may designate additional remote training pilots. They must be certified by OAO to act in this capacity. The additional remote training pilots may assist in all training duties including observer training. Personnel assigned to serve as associate remote training pilots may be assigned to any command within the Division. Associate remote training pilots may conduct training in a different Division by agreement between both respective Division commanders. A Division associate remote training pilot should hold the rank of officer or above.

4. COMMAND MANAGEMENT.

a. Commanders. Commanders, under the direction of the appropriate Commissioner or Division commander, shall ensure the effective management and operation of sUAS within their command. Commanders provide direct supervision to sUAS supervisors and RPIC. In addition to ensuring proper supervision and control of the sUAS, commanders will ensure communication between the RPIC, Division sUAS manager, sUAS coordinator, and OAO, as needed.

b. Small Unmanned Aircraft Systems Supervisor. Area commanders may assign an sUAS supervisor. Under the direction of the commander, the supervisor shall ensure the effective management and operation of the sUAS Program within their respective command. Supervisors are responsible for the supervision of sUAS remote pilots. The sUAS supervisors are encouraged to hold a valid FAA sUAS remote pilot certificate. An sUAS supervisor shall hold the rank of sergeant or above.

c. Remote Pilots in Command. The sUAS RPIC are required to have an FAA sUAS remote pilot certificate. The RPIC are required to obtain departmental initial sUAS certification and participate in ongoing sUAS training in accordance with this manual. The RPIC shall adhere to all local, state, and federal regulations; special waivers from the FAA; certificates of authorization; and other applicable rules and regulations. The RPIC have the authority to decline any mission request for operational reasons including officer safety; public safety; compliance with local, state, and federal regulations; sUAS resource availability; weather; and overall flying capability. The RPIC may be a uniformed or nonuniformed employee. Divisions are ultimately responsible for their RPICs. A uniformed RPIC shall hold the rank of officer or above.

d. Visual Observers. The VOs assist with the safe deployment of the sUAS program resources. The VOs may be uniformed or nonuniformed employees and may be pre-designated by SOP or selected and briefed on-scene by the RPIC. Nonuniformed personnel shall not act as a VO at an unsecure scene.

e. Safety Officers. Safety officers ensure the area surrounding the RPIC and VO is kept clear and free from distractions. Safety officers also ensure situational awareness of ground activities and help ensure the safety of the sUAS crew while the crew's attention is to the air. Safety officers may be uniformed or nonuniformed employees and may be pre-designated by SOP or selected and briefed on-scene by the RPIC. Nonuniformed personnel shall not act as safety officers at an unsecure scene.

f. Other Personnel. Additional personnel necessary to the sUAS mission may be used (e.g., if tactical communications between the sUAS crew and ground officers

can benefit from using personnel dedicated to tactical communications, this would be allowable).

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