

	POLICY PROCEDURE GUIDELINES	POLICY NUMBER: 06.20.00.	PAGE NUMBER: 1 of 5
		SUBJECT: Drone Usage Policy <i>(For District Employees)</i>	Adopted: 07/08/2016 Latest Revision: 11/28/2016 Next Review:

06.20.00. 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”).

06.20.01. 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.

06.20.02. REFERENCES

Federal Aviation Administration
<http://www.faa.gov/uas>
<http://www.faa.gov/uas/registration/faqs/>
http://www.faa.gov/uas/resources/uas_regulations_policy/media/uas_fact_sheet_final.pdf
[14 C.F.R. part 107, Operation and Certification of Small Unmanned Aircraft Systems](#)

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)

06.20.03. DEFINITIONS

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/aaim/organizations/uas/coa/

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>

06.20.04. SCOPE

This Policy applies to all District employees.

06.20.05. 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 assist in the implementation of this Policy.

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.

06.20.06. PROCEDURE

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. 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.
 - c. 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.

06.20.07. TRAINING REQUIREMENTS

N/A

06.20.08. ACTION PLAN TO COMMUNICATE/DISSEMINATE

1. This Policy shall be posted on the District website, Shared Drive, and intranet.
2. 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 from, 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	Location Restriction	Time Restriction
Blue Star Memorial Woods	1152 Harms Road. Glenview, IL		
Deer Grove-East	2 W. Dundee Road Palatine, IL	At Model Airplane Flying Field Only	
Midlothian Meadows	15258 S. Pulaski Road Midlothian, IL		Prohibited Saturdays & Sundays Between Memorial Day & Labor Day
Miller Meadow-South	2175 S. 1 st Avenue Forest Park, IL	At Model Airplane Flying Field Only	
Ned Brown Meadow	3399 Golf Road Elk Grove, IL	At Model Airplane Flying Field Only	
Plum Creek Play Meadow	22225 Burnham Avenue Chicago Heights, IL		
Poplar Creek Model Airplane Flying Field	Shoe Factory Road Hoffman Estates, IL	At Model Airplane Flying Field Only	
Rolling Knolls	11N260 Rohrssen Road Elgin, IL		
Tampier Greenway Family Picnic Area	11175 135 th Street Orland Park, IL		
Thatcher Woods	8020 Chicago Avenue River Forest, IL		Prohibited Saturdays & Sundays Between Memorial Day & Labor Day
Thorn Creek Model Airplane Flying Field	18749 Stony Island Avenue Lynwood, IL	At Model Airplane Flying Field Only	
Tinley Creek Model Airplane Flying Field	19410 Cicero Avenue Matteson, IL	At Model Airplane Flying Field Only	

All sites are open year-round unless otherwise noted above.