

City of Franklin Drone Policy

Purpose

This policy establishes operational guidelines and safety procedures for the City's Unmanned Aircraft Vehicle (UAV) and provides criteria of flight and filming parameters. The City's UAV will only be used for City purposes, including, but not limited to, information and marketing, and the creation of City maps. The City's UAV shall not be used for intentionally capturing images of private property without consent of the property owner or conducting any type of surveillance on private property, including surveillance for police or code enforcement purposes.

The Communications Director and the IT Director (both use interchangeably as "Department Director"), or their designees, shall have responsibility to review UAV use requests and to approve such requests.

Eligibility

UAV flight should only be performed by a designated City employee, age 18 years old or older and only for gathering footage relevant to for City purposes.

Scheduling

UAV flight at public events will be properly communicated with event coordinators in advance of the event. All flights and flight locations relating to public events will be scheduled with the Department Director in advance of the flight.

UAV flights relating to mapping will be scheduled with the IT Department Director, or designee, in advance of the flight.

Guidelines and Safety Procedures

The UAV operator will practice discretion and privacy when filming throughout the City. Safe use is the primary priority and any use of the UAV must be approved in advance by the appropriate Director.

All flights must meet the following guidelines and safety procedures:

1. All FAA standards, as may be amended from time to time, shall be followed.
2. The UAV must stay below 400 feet in the air and remain below any surrounding obstacles when possible.
3. UAV must remain in line-of-sight of the operator at all times while in use, and must remain within 400 feet of the operator.
4. UAV must remain within eyesight of the operator at all times.
5. Operators flying a UAV within five miles of an airport must notify the airport operator and air traffic control tower.
6. UAV shall remain over public property, except where express written consent to operate is provided by all legal interest holders in private property.
7. All reasonable attempts will be made to avoid capture of footage from private property, particularly enclosed property (backyards, storage areas, behind private fences, etc..) unless given owner's permission.
8. UAV shall not be flown over crowds unless approved through City Administration. UVA shall remain at least 25 feet away from individuals and property.
9. Do not intentionally fly UAV over unprotected people or moving vehicles.
10. The UAV must remain at least 25 feet away from individuals and vulnerable property.
11. UAV shall not be flown in adverse weather conditions, unless such flight is required because of the weather conditions and has been approved by the City Administrator.
12. The maximum sustained outdoor wind airspeed should be 10 MPH or less.

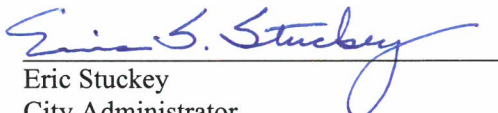
13. UAV will only be flown by City personnel who have been trained on the UAV's use.
14. Two people must always be involved with the use of the UAV that is flow with a joystick. One person to fly the vehicle and one to operate the camera. UAVs whose flight is predetermined by a map may be flown with only one operator.
15. The operator must follow community-based safety guidelines as prescribed by organizations including, but not limited to, the Academy of Model Aeronautics, AUVSI and Small UAV Coalition.
16. The Department Director, or designee, shall review all footage that is kept ensuring that no incidentally captured private images are on the footage. If there are such images, the footage shall be deleted or otherwise removed from equipment and other stored media.
17. UAV must remain clear of and not interfere with manned aircraft operations. The operator must see and avoid other aircraft and obstacles at all times.
18. The operator shall be certified pursuant to FAA 107 certification.

Safety Procedures

The Department Director will evaluate and approve all UAV requests based on this policy. A written flight plan describing the area(s) and route(s) where the UAV will be flown will be requested prior to approval.

The City of Franklin reserves the right to change, modify, amend, revoke or rescind all or part of this directive in the future.

Approved by:


Eric Stuckey
City Administrator

9-4-2018