

**Policy for Operation of  
Small Unmanned Aerial Systems  
(Drones)**

**City of Eugene  
Public Works Department**





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# 1 Purpose and Scope

The purpose of this policy is to establish guidelines for safe, efficient, and lawful operations of small Unmanned Aerial Systems (sUAS) by the City of Eugene's Public Work Department (PW). This document was written and approved for use in conjunction with the City of Eugene's Small Unmanned Aerial Systems Operations Manual (Operations Manual) and Administrative Policy Manual (APM) number X.X.

Operational requirements and procedures for the operation of sUAS by City of Eugene (City) employees functioning as a Pilot in Command (PIC) are documented in the Operations Manual. City policy is outlined in the APM which requires each participating department to adopt the Operations Manual as well as Departmental policy that addresses the following:

- Authorized Uses
- Privacy
- Safety
- Training and Authorization of PICs
- Storage of Media and Data

## 2 Policy

Small Unmanned Aerial Systems (sUAS), also referred to as drones, may be utilized by PW to implement the department mission to enhance the safety, welfare and livability of the community by providing and managing infrastructure and services for parks and open spaces, airport, transportation, stormwater and wastewater systems. All PW drone operations will be in accordance with Constitutional and privacy rights, Federal Aviation Administration (FAA) regulations, Oregon Revised Statutes and the City's APM and Operations Manual.

## 3 Authorized and Prohibited Use

### 3.1 Authorized Use

The authorized use of sUAS within PW may include but is not limited to the following cases:

- Construction Management and Code Compliance: Pre-project planning, post-project documentation, inspection for contract specifications, code, permits, and environmental compliance.
- Environmental Monitoring & Documentation: Vegetation type and health, thermal characteristics, spills and leaks, erosion, hydrology, tree canopy cover, wildlife, streams/waterways, pre- and post-project monitoring.
- Inspections: Surveys and assessments of facilities, assets, or infrastructure such as buildings, bridges, towers, roads, and properties for potential acquisition.
- Mapping & Photogrammetry: Remote Sensing with thermal or optical sensors or LiDAR (Light Detection and Ranging), photos to produce digital elevation models, orthomosaics, land use maps, 3D models, and contours.

- Marketing & Outreach: Capture videos and still photographs for production of informational or promotional media.
- Disaster Response & Recovery: Perform or assist other departments or agencies with inspection of properties, facilities, and assets during and after natural disasters or emergencies. Provide aerial review and situational awareness of areas affected by natural disasters or emergencies.
- Training: Ongoing or initial assessment and evaluation of PICs or Student Operators.

## 3.2 Prohibited Use

The use of personal sUAS equipment by PW employees to conduct City business is prohibited. On no occasion shall sUAS be used to:

- Conduct random surveillance activities or target any person(s) with the intent of gathering any information about the individual(s).
- Harass, intimidate, or discriminate against any individual or group.
- Intentionally disturb wildlife or other animals, with the exception of an approved wildlife damage mitigation program.
- Conduct personal business of any type.
- Fly for recreation.

## 4 Privacy

Refer to APM for a statement on privacy. PW staff must have an authorized purpose for sUAS operations, to record imagery or data with sUAS, or use sUAS-collected information. Operators shall comply with ORS 163.700, referring to personal privacy which states, in essence, that individuals shall not intentionally record or transmit images of persons at any location where a person would have a reasonable expectation of privacy.

PICs shall take reasonable precautions to operate sUAS only in areas meeting the definition of “public place” as defined in ORS 161. Reasonable precautions can include, for example, planning and following a flight path only in public places as described in ORS 161 and recording imagery outside of areas where a person would have a reasonable expectation of privacy.

## 5 Safety

Safety of drone operations is of utmost concern. The safety of all operations should be considered during every flight. Part 107 requirements must be followed at all times, as well as safety requirements as outlined in the Operations Manual .

## 6 Training Requirements and Operational Proficiency

Prior to operating as PIC for PW the employee must obtain and have a current FAA Part 107 Remote Pilot certificate with a sUAS rating, and the candidate must be approved to operate as a Student Operator by their Supervisor, Section Manager, and Division Manager. Additional requirements for training and operational proficiency for PICs can be found in Section 8 of the Operations Manual.

Approved Student Operators must operate under the direct supervision of an assigned PIC to complete the flight training requirements specified in the Operations Manual. Upon completion of training requirements Student Operators must receive a recommendation of approval from the Drone Advisory Committee, their Supervisor, Section Manager, Division Manager and the Department Executive Director or designee to operate as PIC for PW.

## 7 Storage of Media and Data

Images, data, or other media acquired via sUAS operations will be retained as specified by the Oregon Secretary of State's records retention schedule at:

[https://sos.oregon.gov/archives/Pages/records\\_retention\\_schedule.aspx](https://sos.oregon.gov/archives/Pages/records_retention_schedule.aspx).

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