

BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted: May 1, 2019

Meeting Date: May 6, 2019

Contact Information:

Requested by: Chief Kirby Cochran

On Behalf of Organization or Individual: Franklin Police Department

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Mailing Address: 2801 N Morton Street, Franklin, IN 46131

Describe Request:

New SOPs_Ti Training Simulator_2.6 & Unmanned Aerial Systems_2.7

List Supporting Documentation Provided:

SOP 2.6

SOP 2.7

Who will present the request?

Name: Tony Povinelli

Telephone: 317-736-3670

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.

TI Simulator Rules Acknowledgement

Anyone using the TI simulator at FPD shall sign this form and leave a copy for the training coordinator to keep on file. Signing acknowledges that you have read, understand, and will abide by all rules. Failure to abide by rules may result in punishment from the department or denied permission from future use.

- a. At no time are duty Glockes (or any other functioning firearm or ammunition), Tasers or OC spray allowed in the training room while training or practice is taking place.
 - i. Lock boxes have been mounted outside of the training room to secure all weapons while training or practice is being conducted.
 - ii. Prior to using the simulator, a sign will be placed in front of both entrances to the training room advising that training is in session and no weapons may enter the room.
- b. Training weapons may not leave the training room without permission from an administrator. Battery powered training guns will be kept in the training room lock box.
 - i. Once training weapons are finished being used, they shall be locked back into the lock box inside of the training room.
- c. A safety officer shall sign the sign in form confirming no weapons have entered the training room and (if on duty) the officer has placed his/her car keys with the weapon.
- d. Gunfighter is the only program that may be utilized for practice.
- e. The "Training Lab" may only be used for standardized department-wide training and remedial training.
- f. Internet may never be connected to the Ti Simulator computer.
- g. No one is authorized to insert a thumb drive or any type of memory device into the simulator computer without permission from administration.

Printed Name _____

Signature _____ Date _____

TI Simulator Sign In

Name	Department if not FPD	Date	Time In	Time Out	Safety Officer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 2.6

Subject: TI TRAINING SIMULATOR		References:
Special Instructions:		No. of pages: -3-
Distribution: All Units	Effective Date:	Reevaluation Date:

2.6.1 PURPOSE

Establishes guidelines and rules regarding the use of the Ti Simulator and all components associated with the simulator.

2.6.2 POLICY

The Franklin Police Department recognizes the investment made towards the simulator. With that in mind, officers are encouraged to utilize the simulator on a regular basis. The training coordinator should recognize opportunities to incorporate the simulator into interdisciplinary training and should utilize it accordingly. The Franklin Police Department shall conduct mandatory scenario-based training a minimum of 1 time a year.

Only two portions of the simulator can be used, "Gunfighter" and "Training Lab." No other icon or folder may be opened without direct permission from an administrator.

2.6.3 PROCEDURE

- A. While conducting a standardized department-wide training session, only academy certified instructors may utilize Gunfighter or Training Lab, depending on the lesson plan.
 1. The training must have a certified instructor running the Ti Simulator.
 2. A minimum of 2 officers are required to be present during training, the trainee and the trainer together meet this requirement.
 3. The trainer may utilize Co2 Glock, battery powered Ti Glock, Ti OC spray, Ti Taser cartridge, Ti Flashlight or collapsible baton as tools for the simulator. Other tools and props may be used if they are mentioned in the lesson plan and that lesson plan has been approved by the training coordinator.
- B. Officers may only utilize the Gunfighter portion of the simulator when an instructor is not present for remedial training or when training outside of a standardized department-wide training session.
 1. Any officer wishing to utilize the simulator must first be checked by a safety officer to confirm the officer has removed their weapons.
 2. The safety officer will sign the sign in sheet confirming that the officer has placed both their weapon and their car keys in the gun box outside of the training room. The security office does not need to be present for the entire use of the simulator.
 3. The officer practicing will be able to use the battery powered Ti Glock to practice on his/her own. Ability to use Co2 Glock will require permission and previous arrangements made with the training coordinator.

4. To practice on duty, permission shall be granted by the shift commander. The shift commander will regulate time spent by each officer based on the needs of the shift.
5. Officers must fill out information on clipboard provided for each use: Name, Date, Time In, Time Out, and Security Officer.
6. A maximum of 2 hours in any 2 week period can be spent on duty using the simulator, including time spent as secondary officer.

C. Visiting agencies may use the simulator.

1. Visiting agency need to contact the training coordinator and schedule time to use the simulator.
2. Agencies will be required to bring their own Co2 cartridges and/or batteries to use the simulator weapons.
3. Agencies will abide by all rules and regulations mentioned in this document as well as any additional documents or instruction given to them by the training coordinator.
4. Any officer from an agency other than FPD shall sign a rules acknowledgement, attached to this document, prior to using the simulator. Rule acknowledgements will be filed with the training coordinator.

D. Visitors of Franklin Police Officers may use the simulator.

1. Officers may bring visitors to use the simulator when the training room has not already been reserved by anyone.
2. If an officer wishes to use the Co2 Glock with visitors, they need to bring their own Co2 12g cartridges to use (non-threaded).
3. All visitors will abide by all rules and regulations mentioned in this document as well as any additional documents or instruction given to them by the training coordinator.
4. Any person who is not an officer with the FPD shall sign a rules acknowledgement, attached to this document, prior to using the simulator, and file with the training coordinator. Juvenile participation shall be approved by the administration.
5. Officers are responsible for their visitors. No visitors are allowed to use the simulator without an officer present. Visitors may not be unsupervised without an officer escort.

E. General Rules

1. At no time are duty Glock (or any other functioning firearm or ammunition), Tasers or OC spray allowed in the training room while training or practice is taking place.
 - a. Lock boxes have been mounted outside of the training room to secure all weapons while training or practice is being conducted.

- b. Prior to using the simulator, a sign will be placed in front of both entrances to the training room advising that training is in session and no weapons may enter the room.
 2. Training weapons may not leave the training room without permission from an administrator. Battery powered training guns will be kept in the training room lock box.
 - a. Once training weapons are finished being used, they shall be locked back into the lock box inside of the training room.
 3. A safety officer shall sign the sign in form confirming no weapons have entered the training room and (if on duty) the officer has placed his/her car keys with the weapon.
 4. Gunfighter is the only program that may be utilized for practice.
 5. The "Training Lab" may only be used for standardized department-wide training and remedial training.
 6. Internet may never be connected to the Ti Simulator computer.
 7. No one is authorized to insert a thumb drive or any type of memory device into the simulator computer without permission from administration.
 8. All officers will sign a rules acknowledgement, attached to this document, prior to using the simulator off duty.
- F. In the event an accident occurs in which an officer is injured or damage has been caused, the OIC will be notified. The OIC will contact the On-Call Administrator if an officer is injured. If there is damage to equipment or the facility, the OIC will collect a statement from the officer who caused the damage and will e-mail the training coordinator and deputy chief advising them of the damage.
- G. Requests to train with Co2 cartridges and Co2 capable Ti Glockes, shall be done via e-mail to the training coordinator advising of the need and intended practice.
- H. If any portion of the simulator, its components or its tools are malfunctioning or missing the training coordinator shall be notified via e-mail immediately.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 2.7

Subject: UNMANNED AERIAL SYSTEMS		References: SOP 1.16
Special Instructions:		No. of pages: 4
Distribution: All Units	Effective Date:	Reevaluation Date: 4/30/20 or As Needed

2.7.1 PURPOSE

The purpose of the unmanned aerial systems (UAS) team is to utilize unmanned aerial system technology, by skilled and certified pilots in order to maintain the safety of the citizens by aiding in the search of lost or endangered persons, fleeing criminal suspects, taking unique-perspective aerial photographs of major incidents scenes, and to assist other local agencies with similar public safety endeavors.

2.7.2 POLICY

This policy is to establish parameters to allow officer(s) to complete UA missions within legal and safety guidelines and maintain equipment.

2.7.3 PROCEDURE

A. General

1. Requests for UAS assistance by FPD officer(s) shall be approved by the OIC on-duty. The OIC or designee will arrange to contact the pilot on-call.
2. Requests for UAS assistance by non-FPD officers(s) or agencies will be approved by the administrator on-call. The OIC or designee will arrange to contact the pilot on-call.
3. It shall be at the discretion of the pilot on-call to determine if a mission is safely flyable. It will be their discretion to deploy or not deploy the UA. It will be at their discretion to request assistance from other UAS team members.
4. The Administration must ensure that the UA is properly insured in accordance with the City of Franklin insurance requirements established by the Board of Public Works and Safety on April 5, 2011 and any amendments thereto.
5. At no time shall any UA be equipped with any weapon of any kind.

B. Operations

1. Pre-Flight

- a. Before determining if a mission is flyable, the RPIC must check the weather and ensure that conditions are stable enough to fly the UA.
- b. The RPIC must inspect each element of the UA, consulting the manufacturer's guidelines for equipment maintenance.
- c. Before criminal investigations, the RPIC should consult the Johnson County Prosecutor's Office to determine if a search warrant is required. This does not need to

include non-criminal investigation uses such as search and rescue, training, demonstrations, and crash or incident scene photographs. It also does not apply to fleeing suspect apprehension where exigent circumstances apply. If a warrant is required, it shall be the officer responsible for the incident to procure such warrant, not the UAS team.

- d. The RPIC must ensure that all their team members are adequately prepared for the task(s) they are assigned. This includes, but is not limited to, the RPIC being FAA certified; making sure the UA is flightworthy; ensuring that the mission is safely flyable AND within the scope of Indiana law and/or the scope of the search warrant; the VO (if used) has been trained on how to properly observe the sky for hazards and keeping the UA in line of sight; and the SO (if used) is briefed on how large of an area the RPIC wants to keep clear of unauthorized persons in the operating zone.

2. During Flight

- a. The use of the SO is at the discretion of the RPIC. A safe area around the launch site, landing site, and pilot stations should be constructed to keep unauthorized personnel safe during UA operations. This is the responsibility of the RPIC or SO.
- b. The use of a VO is at the discretion of the RPIC. If line of sight issues should arise, the RPIC should designate a VO to ensure safe UA operations.
- c. Night flight is not permitted unless current COA allows. If COA allows and the mission is safely flyable, then anti-collision lights are required on the aircraft.
- d. Flight 30 minutes before sunrise or 30 minutes after sunset is permitted with the use of anti-collision lights.
- e. During training and missions, the UA team shall exercise all due care to protect the rights and privacy of those not subject to the current UA incident.

3. Post Flight

- a. A report shall be drafted after each flight in the respective CAD call. This should be completed by the RPIC prior to going off-duty from the mission.
- b. The UA shall be inspected before storage. Any repairs needed shall be documented and either conducted by the RPIC or reported to the team leader if out of the RPIC's capabilities.
- c. Any photo(s) or video(s) recorded (evidence) by the UA shall be submitted to evidence in accordance with the evidence guideline in this policy.

C. Evidence

1. All evidence recorded during official missions shall be copied from the UA, placed onto a DVD and submitted into evidence according with SOP 1.16 (recovered Property and Evidence).
2. A copy of evidence recorded shall also be placed on the FPD UAS hard drive for training purposes, unless otherwise specified.

3. Once all evidence recorded is copied and burned to a DVD, it shall be erased from the UA's storage.
4. All flight telemetry from every flight shall be stored on the smart device used to fly each UA. Every 90 days (or sooner) flight data shall be downloaded and submitted with training logs.
5. All evidence will be kept in accordance with Indiana statutory regulations on evidence retention.

D. Certifications and Training

1. FPD employees must possess a valid FAA PT107 certificate to act as an RPIC.
2. Before flying a UA, all pilots must be trained and certified to do so in accordance with this policy and current FAA regulations.
3. All pilots must maintain a logbook with flight hours, to include the date, time, location, purpose of flight, associated case number if applicable, and UA used. Each PT107 certified member of the team must maintain a minimum of three hours of flight time per 90 days. This shall be documented in the flight logbook and submitted to the team leader every 90 days.
4. RPIC must have a copy of their valid PT107 certificate with them when acting as an RPIC.
5. All UAs owned and operated by the FPD must be registered in accordance with FAA regulation and have the serial number affixed to the external fuselage of the UA.

E. Maintenance

1. A flight binder shall be constructed and issued in tandem with each UA. The binder shall include a sectional chart of Johnson County, a copy of the UA FAA registration, a list of all airfields in Johnson County with emergency contact numbers for them, a list of contact information for other UA operators within Johnson County, a copy of this procedure, a copy of the current COA (if applicable), manufacturer's guidelines and specifications for the specific UA, maintenance logs, flight logbook, and anything else pertinent to the safety of the UA mission.
2. Maintenance logs will be kept individually for each UA. This includes each time any component, other than a battery swap, is replaced on the UA.
3. Maintenance of the UA will be the responsibility of the UAS team member assigned to a specific UA. If the UA is not assigned to a specific team member, then this duty falls to the team member designated by the team leader.

DEFINITIONS

- A. **UAS – Unmanned Aerial System.** Includes all parts of the drone team; including, but not limited to the PRIC, VO, UA and security officer.

- B. **RPIC – Remote Pilot in Command.** This is the person that oversees the UAS operation in all its aspects. The RPIC must possess a valid FAA PT107 certification.
- C. **VO – Visual Observer.** This is the person who is responsible for maintaining visual line of sight on the UA. This is not required for every operation and will be up to the discretion of the RPIC to designate if necessary.
- D. **UA – Unmanned Aircraft.** This is controlled by a human pilot by remote control and capable of photography, video recording and live streaming images.
- E. **SO – Security Officer.** This person is responsible for maintenance of a safe perimeter around the UAS team and their equipment, both for the safety of the UAS team and those around them. This is not required for every operation and will be up to the discretion of the RPIC to designate if necessary.
- F. **PT107 –** Refers to the Federal Aviation Administration (FAA) Part 107 Unmanned Aircraft guidelines and certification.
- G. **COA – FAA Certificate of Authorization.** Allows first responders to fly UA outside rules of PT107.
- H. **Team Leader.** This person is responsible for the team, maintains records of pilot certification, UA registrations, COA updates, flights logs, UA maintenance, policy updates, etc.