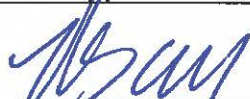





Administrative Policy

Title: "Drone"/Unmanned Aerial Vehicle (UAV)				
Administered By: Department of Water & Power				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
03100.003	10-02-14 (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)
Issued: 10-02-14
Revised: N/A



DEPARTMENT OF WATER & POWER POLICY

SUBJECT:				
<i>“Drone”/Unmanned Aerial Vehicle (UAV)</i>				
<i>Section:</i>	<i>Position:</i>	<i>Issue Date:</i>	<i>Revision Date:</i>	<i>Supervisor Approval:</i>
<i>Department</i>	<i>All</i>	<i>10/2/2014</i>		<i>General Manager</i>

Purpose.

Unmanned aerial vehicles, commonly referred to as UAV's or drones, are defined as powered aerial vehicles sustained in flight by aerodynamic lift over most of their flight path and guided without an onboard crew. The purpose of the UAV Policy is to provide for the situations and circumstances when it is acceptable for the City of Corona Department of Water and Power (DWP) to operate a UAV. The UAV is equipped with a GoPro camera to provide aerial views of the City facilities, including various construction projects or training activities that the City may undertake, as well as providing digital images, both still and motion, for use in promotional literature, website, or educational video content.

Procedure.

- **Prior Approval.**
 - Any use of the UAV must be approved by the General Manager or his or her designee prior to use.
- **Storage.**
 - The UAV is to be stored at all times in a secure location, and is only to be checked out upon approval of the General Manager or his or her designee.
 - The storage room must be secured by either card reader access or special key that is only distributed to the General Manager, various managers, and executive administrative staff.
 - The UAV must be returned in a timely manner after approved use.
 - While the UAV is checked out to an appropriate individual, it must be secured in a manner to prevent theft or inappropriate use of the device.
- **Training.**
 - Prior to operation of the UAV, each individual must receive appropriate training on the controls of the device, in an area that is free from hazards that may endanger the employee or the device.
 - Appropriate training areas should be large open spaces that are not currently being utilized by the public.
- **Appropriate Use.**
 - The UAV may be used for circumstances deemed appropriate by the General Manager, including but not limited to:
 - Capital Improvement Projects (CIPs) and related construction activities;

- City facilities;
 - City property;
 - surveying sites;
 - emergency operations or events;
 - City sponsored events; and
 - training.
- The DWP will endeavor to operate the UAV in areas that are not populated by the public at the time of operation.
 - The DWP will not operate the UAV in a manner that causes a disruption or distraction for the public or City employees.
 - The UAV will be used only to photograph or capture video of City facilities, property, or approved City events.
 - Use of the UAV's onboard GoPro camera and app to capture or monitor activities of residents or businesses is deemed inappropriate and is hereby strictly prohibited.
 - Reasonable care will be exercised to obtain permission from all property owners prior to photographing any approved City event or facility if it is determined that the facility or event cannot be captured without also taking a photograph of a non-City owned property or facility.

Failure to Follow Policy.

- Failure to adhere to the UAV policy may result in disciplinary actions up to and including termination in accordance with the City's Administrative Policy 2.04.090, Employee Conduct and Discipline.