
	<b>RANDEIS UNIVERSITY POLICE DEPARTMENT</b>  <b>USE OF DRONES</b>	
<b>Policy Number:</b>	<b>PAGE: 1 of 3</b>	
<b>Policy Type:</b>	<b>PUBLIC SAFETY GUIDE</b>	
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<b>Accreditation Standards (6<sup>th</sup> Edition)</b>		

### Background

The operation of unmanned aerial systems, including drones and model aircraft, is regulated by the Federal Aviation Administration (FAA) and relevant laws. Brandeis University seeks to permit drones, otherwise known as small Unmanned Aerial Systems (sUAS), on or over lands of the Brandeis campus in compliance with all applicable federal, state, and local laws and University policy to ensure individual privacy rights while reducing the risk to campus safety, privacy, and security.

### Definition

Small Unmanned Aircraft Systems (sUAS), otherwise known as drones, are defined as any aircraft weighing between .55 lbs. (250 grams) and less than 55 lbs. (25 kg) along with its associated elements, operated without the possibility of direct human intervention from within or on the aircraft. Where required by law, these aircraft must be registered with the FAA to comply with this policy. Model Aircraft are defined as sUAS flown within visual line of sight of the person operating the aircraft and is flown for hobby or recreational purposes.

### Scope

The scope of this policy applies to, but is not limited to, the operation of drones on or over the lands of Brandeis property, University controlled property, or for University affiliated events held elsewhere. The scope of this policy encompasses civil, commercial, hobby or research purposes. This policy does not apply to use by law enforcement within the scope of their duties.

### Policy

Any Brandeis student or employee wishing to operate a drone as part of their University employment or as part of a University recognized educational program must either obtain authorization from the FAA for a Section 333 Exemption or comply with federal regulations governing pilot certification and registration of sUAS's.

### Penalties and Guidelines

On June 28, 2016, the FAA announced new regulations governing pilot training and qualifications, as well as registration requirements for sUASs. The regulations can be found at 14 CFR Part 107. The online registration requirement applies to all individual hobbyist owners of drones weighing more than 0.55 lbs. (250 grams) and less than 55 lbs. (25 kg), including associated elements such as onboard cameras.

Registration must be completed before filing an Operations Plan with the University Public Safety Department and approved by the Chief of Police or his/her designee.

All drone owners and operators are personally responsible for compliance with FAA, federal, state, local, and University policies. The FAA may assess civil and criminal penalties, including fines of up to \$250,000 and/or imprisonment for up to three years.

1. Drones may not be operated in any way that would create a public safety hazard, an undue hazard to persons or property or to privacy, or in such a way that unduly or negatively affects the environment of those on campus.
2. Operators must be under the control of the aircraft at all times, remain within the aircraft's line of sight, and fly only during daylight hours.
3. Drone registration can be found at [registermyuas.faa.gov](http://registermyuas.faa.gov). Operators must have proof of FAA registration in their possession during flight operations.
4. All drones must have their unique FAA registration number noted somewhere on the aircraft.
5. Drones may not be operated directly above any public, open-air events, including all sporting events.
6. Efforts should be made to limit the use of drones over public ways at all times, with special care, so as not to distract the attention of vehicle occupants.
7. Drones cannot be flown within 30 feet of any building or other structure.
8. To protect individual privacy rights, drone operators shall not intentionally photograph or video-record any individual or group inside a building or motor vehicle. This also holds for recording inside any unoccupied building or vehicle.
9. Per FAA regulations, drones may not exceed a flying height of 400 feet or be operated within a 5-mile radius of any airport without prior notice to the airport operator and air traffic controller.
10. Drones with metal blade propellers are prohibited.
11. Drones will not be operated while under the influence of alcohol or drugs.
12. Drones will not be operated during inclement weather that would jeopardize operational control.
13. At the direction of any University Police Officer, a flight can be terminated at any time.
14. All drone operators/owners shall submit a written Operations Plan to the University Chief of Police or his/her designee at least 14 days before the planned flight.
15. The applicant will be notified and advised of any additional restrictions that will be required. A copy of this policy will be provided to all approved operations.
16. The Chief of Police or his/her designee reserves the right to rescind any previously approved drone use at any time.

17. Each drone's owner and/or operator ensures these guidelines are always considered and addressed.

18. Depending on the drone's size, weight, and flying altitude, there may be liability and property insurance considerations for bodily injury, personal injury, property damage, privacy violations, or other unlawful use.

19. More information on responsible flight can be found at [knowbeforeyoufly.org](http://knowbeforeyoufly.org)

### **Operations Plan**

The written Operations Plan must be received 14 days before the planned flight and will include the following information.

- a. The drone to be used, including the make, model, and weight
- b. The total date and time of the flight to include start and end times and a backup plan if weather conditions prohibit flight
- c. Flight path with an accompanying campus map
- d. Purpose of the flight – civil, commercial, research, hobby, etc.
- e. The owner's and operator's identity with contact information for both, including cellphone numbers
- f. A copy of the proof of FAA registration
- g. The operations plan must state whether the flight intends to collect photography or video recordings.

The Plan can be emailed to [mrushton@brandeis.edu](mailto:mrushton@brandeis.edu)

### **Special Considerations:**

A frequent user of drones on campus may request a [special use exemption](#). The term of this exemption will be at the discretion and approval of the Chief of Police or their designee. To file for an exemption, a pilot or department can contact the Division of Emergency Management for the form and must submit the information related to the "Operations Plan" of this policy with the exceptions of parts B and C. Any changes, including the addition of drones and/or pilots, shall be reported before the first flight of the new drone and/or pilot. Special use exemption holders are not required to file a flight plan for every flight. It is agreed that pilots will wear yellow safety vests and have their FAA UAS pilot license on them during flight; in this way, officers may easily identify those pilots. Pilots must call the Public Safety dispatch center just before flying so that Public Safety staff know the flight.

***They must call the Public Safety dispatch center just before flying so that Public Safety staff are aware of the flight.***

<sup>1</sup> A robotics and embedded systems workspace where faculty, students, staff, researchers, and other Brandeis community members.