

Mutual Aid Box Alarm Systems

Unmanned Aircraft Systems Program (UAS)

Data Collection and Retention

OVERVIEW

This document provides the operating procedure for how UAS-generated data is collected, retained, and transmitted during MABAS deployments, as well as ownership and usage rights of said data. This procedure is critical to maintaining the uncompromised utility of any data that will be used in an incident investigation, criminal, or civil proceeding.

SCOPE

This document provides procedures to be followed during all phases of the deployment, including preflight, inflight and post flight data capture, recovery, streaming, transmission and storage.

A. DATA COLLECTION: PRE-FLIGHT PROCEDURE

1. Description

This procedure ensures that all data recording mediums are formatted and prepared for use before deployment, and that all data transmission systems (if used) are operational and provide intended utility.

2. Responsibility of performance

The UAS Technical Specialist assigned to the UAS flight crew shall be responsible for ensuring this procedure is completed in its entirety.

- a. Nothing in this policy shall prevent any qualified crewmember from assisting the UAS Technical Specialist in the completion of his/her duties at the sole discretion of the UAS Technical Specialist.

3. Period of performance

The UAS Technical Specialist shall ensure that the strategy of data acquisition is feasible, that applicable payloads are fitted and functional, and that in-flight data recording media are properly maintained and prepared before the UAS is deployed.

4. Procedure

- a. Storage medium formatted

The UAS Technical Specialist shall ensure the data storage medium aboard the UAS is adequately formatted and cleared of any data unrelated to the current mission.

- It is recommended that the flight crew install an unused recording medium before operation.
- It is the sole responsibility of the UAS Technical Specialist to properly maintain the chain of custody of any previously recorded data.

- b. Incident Command (IC) coordination

The UAS Technical Specialist shall coordinate with Incident Commander (IC) to understand all available information pertaining to the needs of the IC and AHJ in gathering data during the incident. This should include the following:

- What data is needed of the incident from the UAS now, and in the future?
- How does the IC and or AHJ intend to use the data now, and in the future?
- To whom, if anyone, must the data be available to live, other than the flight crew?
- Does the AHJ have any policies, ordinances, local or state laws that effect the utility of the data, or limit the capture thereof?

From this information, the UAS Technical Specialist shall develop a strategy to ensure the data captured by the UAS flight crew is of suitable utility to the IC and AHJ. The UAS Technical Specialist shall confirm that this strategy is reasonably achievable with given crew, and available resources.

c. UAS sensor payloads operational

The UAS Technical Specialist shall ensure that all UAS sensor payloads are suitable and operational as necessary to meet the needs of the intended operation.

d. Data transmission system operational

The UAS Technical Specialist shall ensure that any external transmission system, if used (other than those necessary to the UAS for command and control purposes) is operational.

- In addition, the UAS Technical Specialist shall ensure the data transmitted externally from the UAS is effectively relayed to the personnel identified by Incident Commander (IC), and;
- The UAS Technical Specialist shall ensure the security of the data transmission system is adequate for the needs of the mission, and would not expose any information deemed privileged, confidential, classified, or sensitive by the AHJ, and;
- The UAS Technical Specialist shall ensure the intended transmission of the flight data does not violate any policy, ordinance, local, state, or federal rule, law, regulation, or precedent pertaining to the capture of digital data from a UAS.

e. Flight crew briefing

The UAS Technical Specialist shall brief the flight crew on the intended strategy to capture any requisite data, and shall ensure that said strategy can reasonably be achieved by the flight crew with the resources available.

B. DATA COLLECTION: INFLIGHT PROCEDURE

1. Description

This procedure ensures that data is adequately captured and transmitted while the UAS is in flight.

2. Responsibility of performance

The UAS Technical Specialist assigned to the UAS flight crew shall be responsible for ensuring this procedure is completed in its entirety.

- a. Nothing in this policy shall prevent any qualified crewmember from assisting the UAS Technical Specialist in the completion of his/her duties at the sole discretion of the UAS Technical Specialist.

3. Period of performance

The UAS Technical Specialist shall ensure that all applicable flight data is properly recorded and or transmitted in accordance with the developed strategy for the flight.

C. DATA COLLECTION: POSTFLIGHT PROCEDURE

1. Description

This procedure ensures that all data recorded during the flight maintains an uninterrupted chain of custody to the IC, or authorized representative of the AHJ.

2. Responsibility of performance

The UAS Technical Specialist assigned to the UAS flight crew shall be responsible for ensuring this procedure is completed in its entirety.

- a. Nothing in this policy shall prevent any qualified crewmember from assisting the UAS technical specialist in the completion of his/her duties at the sole discretion of the UAS Technical Specialist.

3. Period of performance

The UAS Technical Specialist shall ensure that the following procedure is conducted immediately upon UAS mission completion or termination.

4. Procedure

a. System shutdown

The UAS Technical Specialist shall ensure all applicable data recording devices have ceased recording and streaming equipment has been taken offline.

b. Incident Commander (IC) debrief

The UAS Technical Specialist shall debrief the Incident Commander (IC) on what data was captured during the flight, what is visible and identifiable in that data, and how it is stored.

c. Transfer of data custody

The UAS Technical Specialist shall transfer the data using the original equipment and software on which the data was recorded, directly to the Incident Commander (IC) or representative from the AHJ.

- The collected data shall not be uploaded to any intermediary device, before transfer to the custody of the AHJ.
- This transfer of custody should be logged by both the responding agency and the AHJ, in the manner consistent with the policies of the responding agency and the AHJ respectively.
- This transfer shall not violate any data custody policy, or procedure of the AHJ.
- The responding agency may seek reimbursement from the AHJ for an amount not to exceed the fair market value of the recording medium, if the data recorded is transferred directly to the AHJ.