

# STATE OF INDIANA

DEPARTMENT OF ADMINISTRATION  
Office of the Commissioner

Eric J. Holcomb, Governor

Indiana Government Center South  
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## POLICY CONCERNING THE USE OF DRONES OR UNCREWED AERIAL SYSTEMS (UAS) AT THE INDIANA GOVERNMENT CENTER CAMPUS

### AUTHORITY

Indiana Code Chapter 4-20.5-6 authorizes and places responsibility on the Indiana Department of Administration (IDOA), among other duties, to maintain, equip, operate, and act as custodian of the State Capitol building and other State buildings, State grounds, and any other property owned or leased by the State.

### SCOPE

This policy applies to all persons on the Indiana Government Center campus.

### PURPOSE

The purpose of this policy is to maintain a general "NO DRONE ZONE" on the Indiana Government Center campus, to protect the general public, and to define specific exceptions.

This policy applies to:

1. Any Drone; and
2. All persons who launch or land a Drone on or fly over the Campus.

### DEFINITIONS

1. "Drone" means any uncrewed aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the uncrewed aircraft. Drones may have a variety of names including, but not limited to, UAS, UAV, quadcopter, quadrotor, and model aircraft. Federal Aviation Administration regulations apply to Drones regardless of size or weight.
2. "Drone Flight Approval" is the document given to the requestor when an exception to the "NO DRONE ZONE" has been granted by the IDOA. This document provides the specific details of the exception granted including date, time and exact location of the flight. This document must be in the Drone Operator's or Remote Pilot In Commands' possession at all times during the flight.

3. "Drone Flight Request" form is used to provide necessary information to the IDOA to assess whether an exception to the "NO DRONE ZONE" can be approved.
4. "Drone Operator" or "Remote Pilot in Command" is the person who will be flying the Drone. They are responsible for all Drone operations, proper Drone function and are required to always keep the airborne Drone in visual line of sight.
5. "Indiana government center campus" or "Campus" means any area owned and controlled by the State inside or around the following:
  - a. The State Capitol building.
  - b. The Indiana government center-north.
  - c. The Indiana government center-south.
  - d. The state library.
  - e. The Washington Street garage.
  - f. The Senate Avenue garage.
  - g. The land adjacent to these buildings that is owned and controlled by the State.
6. "NO DRONE ZONE" means generally Drones are not permitted to launch, land or flyover the Campus unless an explicit exception is granted in writing by the IDOA prior to launch.
7. "Person" means visitors, invitees, state employees, contractors, and agents.

## **DRONE OPERATIONS**

1. Drone Operators
  - a. Any person wishing to operate a Drone as part of their official duties or responsibilities or as part of an agency program may do so only as:
    - i. A civil operation under either 14 CFR Part 107 or
    - ii. A public aircraft operation under 49 U.S.C. §§40102(a)(41), 40125 or
    - iii. An indoor operator with explicit Drone Flight Approval from the IDOA.
  - b. Any person wishing to operate a Drone launching or landing from the Campus may do so only as:
    - i. A civil operation under either 14 CFR Part 107 or
    - ii. A public aircraft operation under 49 U.S.C. §§40102(a)(41), 40125.
2. Drone Flight Requests and Drone Flight Approval
  - a. Any operation of a Drone involving launching or landing from the Campus requires filing a Drone Flight Request form and the receipt of a Drone Flight Approval notice from the IDOA prior to launching. Requests will be reviewed based on the following criteria, including but not limited to:
    - i. The requestor's relationship to the State;

- ii. The purpose of the flight in relation to the IDOA's duties, responsibilities, and obligations;
  - iii. Justification of the need to launch or land on the Campus;
  - iv. Drone Operator(s) must have all required FAA certifications, licenses, permits and clearances to operate the Drone as proposed;
  - v. Whether the Drone Operator(s) have all required insurance coverages in the types and amounts as required by IDOA; and
  - vi. Any other factors deemed pertinent by the IDOA.
3. Drone Flight Requests must be submitted to the IDOA using the IDOA's authorized form not less than 10 days prior to the requested operation and must include:
  - a. A detailed description of the proposed Drone activity and purpose;
  - b. A clearly marked flight plan with identified not to exceed boundaries (aerial map with markings) and with clearly marked launch and land locations identified;
  - c. Name of requestor, Drone Operator, Drone Operator's licenses, Remote Pilot In Command Certificate, permits and clearances to operate the Drone as proposed;
  - d. Owner information, description of Drone (make, model, weight, and other specific descriptors), and FAA assigned Drone registration number; and
  - e. Any other pertinent information necessary for the IDOA to review.
4. To receive a Drone Flight Approval from the IDOA, the proposed flight description must:
  - a. Be forthcoming and complete in its content;
  - b. Comply with federal, state and local laws, regulations and ordinances, and IDOA policies and procedures;
  - c. Not pose an unacceptable threat to:
    - i. health, safety, or privacy;
    - ii. the historical, structural, or aesthetic integrity of the Campus;
    - iii. the environment; and
  - d. Be judged by the IDOA to be consistent with all relevant State laws, regulations, and policies.
5. Any Drone Flight Request may be denied by the IDOA if, in the IDOA's sole discretion, the Drone Flight Request does not meet the criteria defined herein for approval or if there has been a recent or significant loss, injury and/or accident involving a Drone or its operation on the Campus.
6. When the IDOA approves a Drone Flight Request, the requestor will be issued a Drone Flight Approval.
7. IDOA will maintain a record of all Drone Flight Approvals.
8. Any Drone Flight Approval may be withdrawn or suspended at any time by the IDOA if, in the IDOA's sole discretion, the Drone Flight Approval no longer meets the criteria defined herein for approval or if there has been a recent or significant loss, injury and/or accident involving a Drone or its operation on campus.

9. The IDOA generally will only grant Drone Flight Approvals for a period of one day or less; however, the IDOA may, in its sole discretion, grant a blanket or long-term Drone Flight Approval if the IDOA determines that it does not pose an unacceptable threat under this Policy.

## **COMPLIANCE AND RESTRICTIONS.**

The following applies to all Drone operations within the scope of this policy:

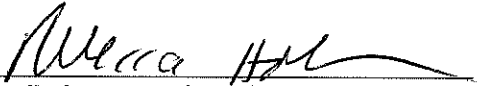
1. Drone Operator(s), visual observer and all flight participants must follow all IDOA policies and procedures and federal, state and local laws, regulations and ordinances at all times:
  - a. Drone Operator(s) must be in physical possession of all up to date required FAA certifications, licenses, permits, and clearances always throughout the flight and must display it upon request from law enforcement or IDOA.
  - b. Drone Operator(s) must always be in physical possession of the Drone Flight Approval throughout the flight and must display it upon request from law enforcement or IDOA.
  - c. Use of Drones for commercial filming must comply with the IDOA's Commercial Filming policy.
  - d. Do not operate or participate in the use of a Drone while under the influence of alcohol or drugs, or in a reckless or careless manner.
  - e. Do not operate a Drone beyond line of sight. Use of a visual observer is permitted in accordance with the applicable regulations, however, use of a visual observer does not relieve the Drone Operator or Remote Pilot In Command of the legal responsibility to maintain a clear visual line of site to the airborne Drone at all times.
  - f. Do not operate a Drone at night unless
    - i. the Drone Operator has completed FAA required knowledge testing and training; and
    - ii. the Drone has operational anticollision lights, visible for at least 3 miles.
  - g. Do not operate a Drone inside a building, or use it to see inside a building without the Drone Flight Approval from the IDOA.
  - h. Drones must comply with FAA rules for propeller guards.
  - i. Do not operate a Drone directly over persons or assemblies who are non-participants in the flight operations without a Drone Flight Approval from the IDOA.
  - j. Do not operate a Drone directly over moving vehicles without a Drone Flight Approval from the IDOA.
  - k. Do not operate a Drone in an area or in a way that would violate a person's reasonable expectation of privacy without a Drone Flight Approval from the IDOA. These areas include, but are not limited to, anything seen through a building window, offices, and rooms.

2. Law enforcement officers conducting Drone flights for law enforcement purposes are exempt from this policy but must comply with all other applicable FAA regulations.
3. Violations of this policy may result in any of the following:
  - a. Confiscation of the Drone and confiscation of all recorded data from the Drone.
  - b. Immediate removal of the Drone and/or violators from the Campus;
  - c. Immediate suspension of a Drone Flight Approval;
  - d. Disciplinary action in accordance with applicable State Personnel Department policies and procedures, which may include termination of State employment;
  - e. Being reported to the Indiana State Police for possible criminal investigation; and/or
  - f. Being reported to the federal regulatory agency with jurisdiction over the matter for possible investigation.

### **Incident Reporting**

1. Immediate On Campus Reporting: Any loss, injury and/or accident involving a Drone or its operation on Campus must be immediately reported to:
  - a. The Indiana State Police: [contact info] and
  - b. The IDOA [Brian Renner]

### **APPROVAL**

  
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Dr. Rebecca Holwerda, Commissioner  
Indiana Department of Administration

