

UNIVERSITY OF CENTRAL OKLAHOMA

UNMANNED AIRCRAFT SYSTEMS (DRONES) POLICY

Purpose: The University of Central Oklahoma is committed to maintaining a safe and non-threatening campus environment. This commitment reflects the institution's adherence to its mission, to its various policies supporting this mission, and to relevant state and federal laws. Consistent with this commitment, the University has implemented the following policy on the use and operation of all unmanned aircraft systems (UAS), including small UAS and model aircrafts.

Any person wishing to operate small unmanned aircraft systems (UAS) such as drones on or above university property shall adhere to the following requirements:

- Obtain and hold a remote pilot airman certificate with a small (UAS) rating from the Federal Aviation Administration.
- Make available to a university official upon request, a copy of any certificate or other documentation required by this policy.
- All use of UAS on or above university property must be pre-approved by UCO Police Services.
 - Written notification to UCO Police Services and the Office of University Communications at least 48 hours prior to each use. Notification should include date, time, location and purpose of usage.
- UCO-owned UAS shall have ownership information affixed indicating the name of the department, phone number and name of the UCO employee with responsibility for the equipment.
- Must comply with FAA requirements, state law, other locally applicable laws, and University policies or regulations regarding UAS. It is the responsibility of the operator of the UAS to ensure that all relevant laws and regulations are adhered to during operation of the UAS.
- UCO Police Services has the authority to approve emergency use of a UAS and to approve use for structure inspections by appropriate authorities.

Operating Procedures:

- Follow FAA guidelines
 - Never operate in a careless or reckless manner or under the influence of alcohol/drugs
 - UAS must be in the operator's line of vision at all times, not to exceed one quarter mile
 - At all times the UAS must remain close enough to the remote pilot in command and the person manipulating the flight controls of the UAS for those persons to be capable of seeing the aircraft with vision unaided by any device other than corrective lenses.

- UAS may only be flown during daylight hours and good weather only
- Maximum allowable altitude is 400 feet above ground
- Maximum speed is 100 mph
- UAS and a camera payload must weigh less than 55 pounds
- UAS may never be operated directly over any persons not participating in the operation
- UAS may never be operated under a covered structure or inside a covered stationary vehicle
- Never operate in a “no fly zone” on campus – these include within __200__ feet of the following:
 - Radio Tower
 - Central Plant building
 - Police Services building
- Never operate inside any building, over a moving vehicle (i.e. automobile, bicyclist, golf cart, etc.), or near any window
- Operators should be aware of potential failure modes (battery failure, wind/weather conditions, control signal loss) of their system and plan to conduct operations to minimize the risk to persons and property.
- UAS must not be used to take photos or videos of persons or property without express written permission from UCO Police Services and the persons involved.
- May not be used for the purpose of taking aerial photographs or videos for sale to the public.
- UAS may not be used to monitor or record sensitive areas or areas where there is reasonable expectation of privacy.
- UAS should not be flown within 30 foot radius of people, vehicles, buildings or structures.
- Operators are prohibited from monitoring, recording or from flying on or above any UCO intercollegiate athletic facility, unless otherwise authorized by UCO Police Services.

The university reserves the right to rescind permission for the use of a UAS if the operator violates any provision of this policy.

- Violations of this policy may result in disciplinary actions up to and including termination from the university. UCO students will be referred to the Office of Student Accountability and Conflict Resolution. UCO employees will be referred to Human Resources.
- Legal prohibitions regarding physical presence on campus/trespassing and other legal action may also be pursued against third parties that operate UAS on or over University property in violation of this policy.
- Fines or damages incurred by individuals or units not in compliance with this policy will not be paid by the University and will be the responsibility of those persons involved.
- Illegal or unsafe UAS operations on campus may result in the intentional grounding of the UAS(s) in question by UCO Police Services via reasonable and appropriate means.



- Any damage to equipment or loss of data will be the responsibility of the owner and/or operator of the UAS(s).

For guidance and information regarding general UAS operations and licensing refer to the Federal Aviation Administration via www.FAA.gov.

Effective: July 12, 2022

By:

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