



MONROE CITY COUNCIL
Public Safety Committee
Tuesday, October 6, 2020, 7:00 P.M.
Zoom Online Meeting Platform

2020 Committee
Councilmembers
Patsy Cudaback
Ed Davis
Heather Rousey

AGENDA

CALL TO ORDER

1. Virtual Participation Information

The City Council meeting will be held virtually via Zoom Meeting. Due to the COVID-19 pandemic, and Proclamation 20-28 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting:

- Click link:
<https://us02web.zoom.us/j/89817485087?pwd=YURsMUVjOGRMVHN1ZlFWMEdzSXVIQT09>
- Dial in: (253) 215-8782
- Meeting ID: 898 1748 5087

ROLL CALL

PLEDGE OF ALLEGIANCE (Councilmember Davis)

PUBLIC COMMENTS

(This time is set aside for members of the public to speak to the City Council on any issue related to the City of Monroe; except any quasi-judicial matter subject to a public hearing. Three minutes will be allowed per speaker.)

1. Virtual Participation Information

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak by clicking “raise hand” and the Mayor will call on attendees to speak at the appropriate time. If you are joining by phone, dial *9 to “raise hand.”

Attendees can alternatively submit written comments to be read into the record at the time of the meeting. All written comments must be received prior to 5:00 p.m. on the day of the meeting and must be 350 words or less. Submit to gpfister@monroewa.gov.

APPROVAL OF THE MINUTES

1. [Meeting minutes of July 21, 2020](#)
2. [Meeting minutes of August 4, 2020](#)

NEW BUSINESS

1. [Municipal Court Update \(Judge Ness\)](#)
2. [Prosecuting Attorney Update \(Chief Jolley\)](#)
3. [Drone Program Update \(Chief Jolley\)](#)

NEXT COMMITTEE MEETING

1. November 3, 2020
 - PSC Goals and Agenda
 - Code Enforcement – Chronic Nuisance Properties
 - Public Defense/Grant Update
 - Contract Renewals

ADJOURNMENT



MONROE CITY COUNCIL
Public Safety Committee Meeting
Tuesday, July 21, 2020, 5:30 P.M.
Zoom Online Meeting Platform

2020 Committee
Councilmembers
Patsy Cudaback
Ed Davis
Heather Rousey

MINUTES

I. Call to Order

A regular meeting of the Monroe City Council Public Safety Committee was held on Tuesday, July 21, 2020. A quorum was not present at the original 5:30 p.m. start time. The meeting was called to order by Councilmember Davis at 6:03 p.m. The City Council meeting was held virtually via Zoom. Due to the COVID-19 pandemic, and Proclamation 20-28 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Council Present: Councilmembers Davis, Cudaback, and Rousey
Mayor: Present
Staff Present: Pfister, Knight, Jolley, Haley, and Ness

Due to time limitations, all items appearing on the agenda, with the exception of the Court Assessment, will be moved to the August 4, 2020 Committee meeting.

II. New Business

A. Court Assessment

Deborah Knight, City Administrator, provided background on the Municipal Court Assessment; the Interlocal Agreement with Lake Stevens and Sultan; and the subsequent cost sharing. Ms. Knight introduced consultants Anne Pflug with The Other Company, and Karen Reed with Karen Reed Consulting, LLC.

Ms. Pflug and Ms. Reed shared a PowerPoint presentation highlighting the following topics:

- Scope of analysis
- Monroe's current justice system - services, facilities, interventions, and gaps
- Character of court caseload
- Comparison of court services options and costs
- Facilities options
- Summary of advantages and disadvantages of options
- Improving outcomes
- Conclusions and recommendations

Discussion ensued related to the following topics: cost of public defense; grants; jail and court costs; managing costs; elected vs. appointed judges

III. Next Committee Meeting (August 4, 2020, 6 p.m.)

Agenda Items (originally scheduled for this evening): Training update, National Night Out, LEMAP review

IV. Adjournment

Councilmember Cudaback moved to adjourn the Tuesday, July 21, 2020, Public Safety Committee Meeting; the motion was seconded by Councilmember Rousey. Motion carried (3-0)

The meeting was adjourned at 6:54 p.m.



MONROE CITY COUNCIL
Public Safety Committee Meeting
Tuesday, August 4, 2020, 6 P.M.
Zoom Online Meeting Platform

2020 Committee
Councilmembers
Patsy Cudaback
Ed Davis
Heather Rousey

MINUTES

I. Call to Order

A regular meeting of the Monroe City Council Public Safety Committee was held on Tuesday, August 4, 2020. The meeting was called to order by Councilmember Davis at 6:02 p.m. The City Council meeting was held virtually via Zoom. Due to the COVID-19 pandemic, and Proclamation 20-28 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Council Present: Councilmember Davis and Councilmember Rousey
Mayor: Present
Staff Present: Gina Pfister, Deputy City Clerk; Jeffrey Jolley, Police Chief; and Deborah Knight, City Administrator
Others Present: N/A

II. New Business

A. Training Update

Police Chief Jeff Jolley provided an update on professional development and growth of police department personnel; the embedded social worker program; and commented on public outreach efforts at the weekly farmers market.

B. National Night Out

Chief Jolley provided background information on National Night Out; and noted a tentative plan to hold it on October 6, 2020, assuming the large gathering guidelines for the state could be met.

C. Loaned Executive Management Assistance Program (LEMAP) Update

Chief Jolley provided background on LEMAP and its importance; the assessment and report; and reviewed the subsequent recommendations.

Discussion ensued related to the following topics:

- Training and support
- Use of force statistics
- Current culture

III. Next Committee Meeting (October 6, 2020, 6 p.m.)

Agenda Items: Fall events, drone program update, comprehensive emergency management plan, Judge Ness update

IV. Adjournment

Councilmember Davis moved to adjourn the Tuesday, August 4, 2020, Public Safety Committee Meeting; the motion was seconded by Councilmember Rousey. Motion carried (2-0)

The meeting was adjourned at 6:38 p.m.



SUBJECT:	<i>Municipal Court Update</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
10/06/20	Municipal Court	Judge Ness	Judge Ness	New Business #1

Discussion: 10/06/20
Attachments: 1. Hearings Held by Case Type
 2. Covid 19 Emergency Orders

REQUESTED ACTION: Municipal Court update presented by Judge Ness. Discussion only, no requested action.

POLICY CONSIDERATIONS

None

DESCRIPTION/BACKGROUND

Presentation by Judge Ness on the following Municipal Court 2020 topics:

- Court Overview
- Covid -19 Pandemic and the Court’s response:
 - Emergency Orders
 - Remote and In Person Hearings
 - Processing the backlog
 - Impact on services
- Court’s Community Outreach

Monroe Municipal Court Hearings Held by Case Type

INFRACTIONS			MISDEMEANORS	
Year	Contested	Mitigation	Arraignments	Other Hearings
Jan – Aug 2020	156	160	231	332
2019	375	409	596	801
2018	363	466	508	682
2017	456	673	425	573
2016	540	722	423	576

IN THE MUNICIPAL COURT
FOR THE CITY OF MONROE

IN THE MATTER OF) ADMINISTRATIVE ORDER
)
Emergency Response) No. 2020-01
To COVID-19 and)
Threat to Public Health)

On February 29, 2020, Washington State Governor Jay Inslee declared a state of emergency due to the public health emergency posed by the spread of the coronavirus (COVID-19).

On March 4, 2020, Washington State Supreme Court Chief Justice Debra Stephens adopted Order No. 25700-B-602, granting emergency authority upon all Washington courts to “adopt, modify, and/or suspend court rules and orders, and to take further actions concerning court operations, as warranted to address the current public health emergency.”

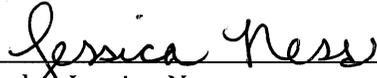
Accordingly, pursuant to the authority given this Court through the Washington State Supreme Court Order and GR 29, this Emergency Order is effective March 16, 2020 and shall remain in effect unless renewed, modified, or rescinded by the Monroe Municipal Court Judge.

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. Traffic Infraction Hearings: All infraction calendars between March 16, 2020 and April 24, 2020 requiring a personal appearance are stricken and cases will be reset to a calendar after April 24, 2020. New hearing notices will be mailed by the Court. Hearings currently calendared for appearance on a written by-mail statement pursuant to IRLJ 3.5 will continue to be heard. The time for hearing provisions as set out in IRLJ 2.6 are suspended. Anyone who receives a notice of infraction is still required to respond to the notice of infraction within fifteen (15) days of the date the notice is personally served or, if the notice is served by mail, within eighteen (18) days of the date the notice is mailed.

2. Criminal Hearings:
 - a) Arraignments: Arraignments for DUI/Physical Control, Domestic Violence and Violation of Court Orders will continue to be heard. All other arraignments will be continued until after April 24, 2020. New hearing notices will be mailed by the Court. The Time for Arraignment provisions of CrRLJ 4.1 are suspended until further Order of the Court.
 - b) All criminal motions currently calendared are stricken and may be re-noted after April 24, 2020. The Court may consider Motions to Quash bench warrants ex-parte and waive quash fees.
 - c) All criminal cases currently pending are continued until after April 24, 2020. New hearing notices will be mailed by the Court.
 - d) All Jury Trials currently calendared are continued to a trial term after April 24, 2020.
 - e) The Court will continue to hear in custody cases as necessary to preserve defendants' constitutional rights.
3. Any hearings held on the record in Court will not be considered "open" for the purposes of the defendant's right to a public trial or the public's right to the open administration of justice. The defendant's right to a public trial and the public's right to open proceedings is suspended. Recordings of the court proceedings may be obtained. Any copy fees are waived.
4. Any State Court Rules that are inconsistent with the provisions of this Administrative Order are suspended during the effective time of this Order.

DATED this 16th Day of March, 2020



Judge Jessica Ness
Monroe Municipal Court

IN THE MUNICIPAL COURT
FOR THE CITY OF MONROE

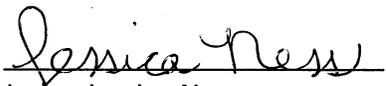
IN THE MATTER OF)	ADMINISTRATIVE ORDER
)	
Emergency Response)	No. 2020-02
To COVID-19 and)	
Threat to Public Health)	

WHEREAS, on April 2, 2020, Governor Inslee extended his state-wide mandatory "Stay Home Order" through May 4, 2020,

NOW, THEREFORE, effective April 3, 2020, until this order is rescinded or modified, it is HEREBY ORDERED:

1. All terms of Administrative Order 2020-01 shall be extended through May 4, 2020.
2. The Court will hear in-custody matters only and all other civil and criminal matters shall be continued to a date after May 4, 2020. Arraignments filed on out of custody matters shall be set 45 days past filing for arraignment, and said date shall be the commencement date. The time for hearing periods set out in IRLJ 2.6 are suspended and all continuances pursuant to this Order shall be excluded periods.

DATED the 3rd Day of April, 2020


Judge Jessica Ness
Monroe Municipal Court

IN THE MUNICIPAL COURT
FOR THE CITY OF MONROE

IN THE MATTER OF)	ADMINISTRATIVE ORDER
)	
Emergency Response)	No. 2020-03
To COVID-19 and)	
Threat to Public Health)	

On February 29, 2020, Washington State Governor Jay Inslee declared a state of emergency due to the public health emergency posed by the spread of the coronavirus (COVID-19).

On March 4, 2020, Washington State Supreme Court Chief Justice Debra Stephens adopted Order No. 25700-B-602, granting emergency authority upon all Washington courts to “adopt, modify, and/or suspend court rules and orders, and to take further actions concerning court operations, as warranted to address the current public health emergency.”

On March 23, 2020, Governor Inslee issued a “Stay Home, Stay Healthy” order directing non-essential businesses to close, banning public gatherings and requiring Washingtonians to stay home except to pursue essential activities.

At the end of March, Monroe City Mayor Thomas closed Monroe City Hall. Monroe Municipal Court and Monroe City hall share a public entrance.

On April 29, 2020, Washington State Supreme Court Chief Justice Debra Stephens adopted Order No. 25700-B-618 which supersedes the Court’s previous order and provides direction and authority to presiding judges.

On May 4, 2020, Governor Inslee extended the “Stay Home, Stay Healthy” order through May 31, 2020.

Accordingly, pursuant to the authority given this Court through the Washington State Supreme Court Order and GR 29, this Emergency Order is effective May 5, 2020 and shall remain in effect unless renewed, modified, or rescinded by the Monroe Municipal Court Judge.

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. Traffic Infraction Hearings: All infraction calendars between March 16, 2020 and May 31, 2020 requiring a personal appearance are stricken and cases will be reset to a calendar after May 31, 2020. New hearing notices will be mailed by the Court. Hearings currently calendared for appearance on a written by-mail statement pursuant to IRLJ 3.5 will continue to be heard. The time for hearing provisions as set out in IRLJ 2.6 are suspended. Anyone who receives a notice of infraction is still required to respond to the notice of infraction within fifteen (15) days of the date the notice is personally served or, if the notice is served by mail, within eighteen (18) days of the date the notice is mailed.

2. Criminal Hearings:
 - a) Arraignments: Out of custody criminal cases filed between March 16, 2020 and July 3, 2020 will be deferred until a date 45 days after the filing of charges. Good cause exists under CrRLJ 4.1 to extend the arraignment date. The new arraignment date shall be considered the "initial commencement date" for purposes of establishing the time for trial under CrRLJ 3.3(c)(1). New hearing notices will be mailed by the Court.

 - b) All criminal motions currently calendared are stricken and may be re-noted after May 31, 2020. The Court may consider ex-parte agreed motions to quash warrants, motions to review pre-trial release conditions, and any other motion with the consent of the Judge.

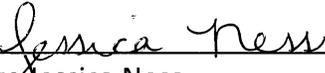
 - c) All criminal cases currently pending are continued until after May 31, 2020. New hearing notices will be mailed by the Court.

 - d) All Jury Trials currently calendared are continued to a trial term after July 6, 2020.

 - e) The Court will continue to hear in custody cases as necessary to preserve defendants' constitutional rights.

3. Any State Court Rules that are inconsistent with the provisions of this Administrative Order are suspended during the effective time of this Order.

DATED this 4th Day of May, 2020



Judge Jessica Ness
Monroe Municipal Court

IN THE MUNICIPAL COURT
FOR THE CITY OF MONROE

IN THE MATTER OF)	ADMINISTRATIVE ORDER
)	
Emergency Response)	No. 2020-04
To COVID-19 and)	
Threat to Public Health)	

On February 29, 2020, Washington State Governor Jay Inslee declared a state of emergency due to the public health emergency posed by the spread of the corona virus (COVID-19).

On March 4, 2020, Washington State Supreme Court Chief Justice Debra Stephens adopted Order No. 25700-B-602, granting emergency authority upon all Washington courts to “adopt, modify, and/or suspend court rules and orders, and to take further actions concerning court operations, as warranted to address the current public health emergency.”

On March 23, 2020, Governor Inslee issued a “Stay Home, Stay Healthy” order directing non-essential businesses to close, banning public gatherings, and requiring Washingtonians to stay home except to pursue essential activities.

At the end of March, Monroe Mayor Thomas closed Monroe City Hall. Monroe Municipal Court and Monroe City Hall share a public entrance.

On April 29, 2020, Washington State Supreme Court Chief Justice Debra Stephens adopted Order No. 25700-B-618 which supersedes the Court’s previous order and provides direction and authority to presiding judges. The Supreme Court has since created additional orders for guidance to this Court.

On May 4, 2020, Governor Inslee extended the “Stay Home, Stay Healthy” order through May 31, 2020. The timeline for re-opening government buildings in Snohomish County is uncertain at this time.

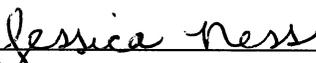
Accordingly, pursuant to the authority given this Court through the Washington State Supreme Court Order and GR 29, this Emergency Order is effective June 3, 2020 and shall remain in effect unless renewed, modified, or rescinded by the Monroe Municipal Court Judge.

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. Traffic Infraction Hearings: All infractions will be heard via email or on a written by-mail statement submitted to the Court pursuant to IRLJ 3.5 through September 1, 2020. Anyone who receives a notice of infraction is still required to respond to the notice of infraction within fifteen (15) days of the date the notice is personally served or, if the notice is served by mail, within eighteen (18) days of the date the notice is mailed.
2. Criminal Hearings:
 - a) Arraignments: Out of custody criminal cases filed between March 16, 2020 and July 3, 2020 may be deferred until a date 45 days after the filing of charges. Good cause exists under CrRLJ 4.1 to extend the arraignment date. The new arraignment date shall be considered the "initial commencement date" for purposes of establishing the time for trial under CrRLJ 3.3(c)(1). Hearing notices will be mailed by the Court.
 - b) The Court will schedule remote hearings. All parties scheduled for hearings must appear remotely by video or audio, unless otherwise permitted or ordered by the court to appear in person. The Court shall make remote hearings available to the public. The Court's audio recording continues to be the official record of the hearings.
 - c) The Court may contact parties who had previously noted motions that were stricken because of the Court's emergency order continuing all non-emergency in-person hearings, and notify them that they need to re-note their motion if they still wish to have their motion heard. The Court will continue to consider submitted agreed motions and orders, which may be submitted by email or fax.
 - d) Jury Trials are continued to a trial term after September 1, 2020.
 - e) The Court will continue to hear in custody cases as necessary to preserve defendants' constitutional rights.
3. All persons physically coming to Court must comply with the following:
 - a. Anyone who is sick should not come to court. Notify your attorney if represented by one. If you do not have an attorney, please notify the court via phone, email, or fax prior to your scheduled court hearing.

- b. All visitors are required to use hand sanitizer immediately prior to entering the court area.
 - c. All visitors must wear a mask that covers the nose and mouth area. The court may ask defendants or witnesses to temporarily remove their mask for identification purposes. Attendees must bring their own masks. The Court will have a limited supply of masks to provide to the indigent, if needed.
 - d. Seating in the courtroom has been reduced to allow for six-foot social distancing recommended by health experts. Attendees are to comply with the configuration of the seating and not move the arranged seating without permission of the court.
 - e. Court staff must wear masks when in public common areas, including the courtroom.
 - f. Court security must wear a mask when interacting with others or when in the public common area.
 - g. Any attendee failing to comply with court access requirements will be denied entry.
4. The Court's front window will continue to be closed to the public until Monroe City Hall is re-opened. The Court continues to remain open and can be reached via phone, email, fax, or mail.

DATED this 3rd Day of June, 2020



Judge Jessica Ness
Monroe Municipal Court

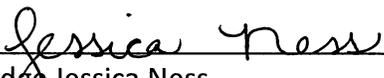
IN THE MUNICIPAL COURT
FOR THE CITY OF MONROE

IN THE MATTER OF)	ADMINISTRATIVE ORDER
)	
Emergency Response)	No. 2020-05
To COVID-19 and)	
Threat to Public Health)	

Monroe Municipal Court continues to operate under a state of emergency due to the COVID-19 pandemic. The Monroe Municipal Court's previously issued Administrative Orders remain in effect, except where the provisions of any prior Order(s) are inconsistent with this Order, this Order controls.

Traffic Infraction Hearings: All infractions will be heard via email or on a written by-mail statement submitted to the Court pursuant to IRLJ 3.5 through December 31, 2020. Anyone who receives a notice of infraction is still required to respond to the notice of infraction within fifteen (15) days of the date the notice is personally served or, if the notice is served by mail, within eighteen (18) days of the date the notice is mailed.

DATED this 10th Day of August, 2020



Judge Jessica Ness
Monroe Municipal Court



SUBJECT:	<i>Prosecuting Attorney Update</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
10/6/20	Police	Jeff Jolley	Jeff Jolley	New Business #2

Discussion: October 6, 2020
Attachments:

REQUESTED ACTION: Discussion Only
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POLICY CONSIDERATIONS

N/A

DESCRIPTION/BACKGROUND

January 1, 2020, the City entered into a new three year contract with the firm of Zachor & Thomas, Inc. PS for prosecution services. The prosecutor assigned to the City is Chad Krepps and Katrina Thornton was assigned to represent the City in municipal court.

The year 2020 has presented incredible challenges to the City, Police Department, and Zachor and Thomas. On March 18, 2020 the State Supreme Court issued order no. 25700-B-606 which canceled the majority of all court hearings to be reset to a future date. This initial order was extended multiple times thereby leaving our state court system hearing mostly only in-custody criminal matters. From March 18, 2020 through late June Monroe Municipal Court was only able to hear cases set on the Snohomish County Jail calendars on Wednesday and Friday afternoons.

From mid-March to mid-April the Snohomish County Jail also enforced screening standards designed to limit the inmate population. Generally, only a mandatory booking would be taken into the jail.

While the need for court appearances was limited, the men and women of the Monroe Police Department continued to respond to calls for service and patrol the city. Persons believed to have violated the law were issued criminal citations for a future court date. The work of the police department largely went on. From January 1, 2020 through June 30, 2020 Monroe PD issued approximately 400 citations into the Municipal Court. This is a number on par with 2019.

Beginning in late June the Municipal Court began to reopen to out-of-custody matters. Now, as a result of the hiatus in court hearings the court is looking at larger calendars, as well as, additional court days to both catch up with the cases that were continued and to process the backlog of cases needing to be arraigned.

In July the prosecutor that was assigned to the municipal court changed to Carolyn Miller. Ms. Miller comes to Zachor & Thomas with experience as a Deputy Assistant Prosecuting Attorney for the King County Prosecuting Attorney's Office.

Throughout this time the Police Department and Zachor and Thomas have shown a continued commitment to one another and continue to review investigations, search warrants, and policy to continue to build upon the success of recent years.

		INFRACTIONS		MISDEMEANORS				
		Traffic	Non Traffic	DUI/Phy Control	Other Traffic	Non Traffic	Parking	Totals
Monroe Municipal Court	Jan - Jul 2020*	850	9	18	74	271	29	1,251
	2019	2,256	19	43	115	503	78	3,014
	2018	2,002	31	71	112	451	74	2,741
	2017	2,872	11	19	91	392	111	3,496
	2016	2,702	19	32	86	383	56	3,278

*Jan – Jul only



SUBJECT:	<i>Update on Drone Program</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
10/6/2020	Police	Jeff Jolley	Jeff Jolley	New Business #3

Discussion: October 6, 2020
Attachments:

1. 2020 Drone Usage Reports
2. Lexipol policy - #605 Unmanned Aerial System (UAS) Operations

REQUESTED ACTION: Discussion Only
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POLICY CONSIDERATIONS
 N/A

DESCRIPTION/BACKGROUND

The City of Monroe established the Unmanned Aerial System (sUAS) program and began using drone technology in May of 2020. City personnel who are assigned as sUAS pilots must complete an agency-approved training program to ensure proper use and operations. The Monroe Police Department currently has three licensed drone operators, Sergeant Chuck Fuller, Detective Paul Henderson and Officer Derrick Lether.

The City of Monroe’s small unmanned aircraft systems policy provides personnel who are assigned responsibilities associated with the deployment and use of a small unmanned aircraft systems (sUAS) with instructions on when and how this technology and the information it provides may be used for law enforcement, public safety and city related purposes in accordance with current laws and regulations.

The Monroe Police Department has adopted the use of drone technology for specific operations to provide aerial visual perspective in responding to situations and exigent circumstances for the following objectives: To assist first responders; in understanding the nature, scale and scope on an incident and for planning and coordinating an effective response.

All flights are documented and all data, images, video and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the city. All Digital Multimedia Evidence (DME) shall be securely downloaded at the completion of each mission. Files should be securely stored in accordance with agency policy and state records retention laws.

The city will post the Unmanned Aerial System (AUS) reports on the City’s website to show how the device was used. (see attachment)

2020 City of Monroe sUAS Usage Report

Date and Time	Location	# of Minutes	Department	Purpose
8/4/20 1343-1349 hours	800 Blk W Main St	6 minute flight time	Police	Training
8/4/20 1350-1351 hours	800 Blk W Main St	1 minute flight time	Police	Training
8/6/20 1615-1617 hours	100 Blk S Lewis St	2 minute flight time	Police	Officer safety – subject on roof of business
8/12/20 1337-1339 hours	800 Blk W Main St	2 minute flight time	Police	Demonstration for news story
8/12/20 1443-1448 hours	Farmers Market	5 minute flight time	Police	Farmer’s Market demo
8/12/20 1509-1525 hours	Farmers Market	15 minute flight time	Police	Farmer’s Market demo
8/12/20 1603-1604 hours	Farmers Market	1 minute flight time	Police	Farmer’s Market demo
8/12/20 1604-1610 hours	Farmers Market	6 minute flight time	Police	Farmer’s Market demo
8/12/20 1614-1618 hours	Farmers Market	3 minute flight time	Police	Farmer’s Market demo
8/12/20 1722-1722 hours	Farmers Market	30 second flight time	Police	Farmer’s Market demo
8/12/20 1756-1801 hours	Farmers Market	5 minute flight time	Police	Farmer’s Market demo
8/12/20 1904-1911 hours	Main St / SR 2	7 minute flight time	Police	Search for domestic violence suspect/assist with K9 track
8/16/20 1402-1402 hours	8700 Blk 1 st Pl NE, Lake Stevens	30 second flight time	Police	Assist outside agency
8/23/20 1516-1525 hours	800 Blk W Main St	8 minute flight time	Police	Training
8/23/20 1525-1531 hours	800 Blk W Main St	5 minute flight time	Police	Training
8/28/20 1442-1446 hours	100 Blk W Main St	4 minute flight time	Police	Officer safety – subject on roof of business
8/28/20 1608-1620 hours	15200 Blk 179 th Ave	12 minute flight time	Police	Search for hit & run/eluding suspect
8/28/20 1628-1635 hours	15500 Blk Lakeview Ave	7 minute flight time	Police	Search for hit & run/eluding suspect
Date and Time	Location	# of Minutes	Department	Purpose
7/08/20 0807-0828 hours	Sky River Park	21 minute flight time	Police	Search for assault suspect
7/09/20 1452-1458 hours	800 Blk W Main St	6 minute flight time	Police	Training

7/23/20 1742-1745 hours	Forest View Park	3.5 minute flight time	Police	Assist outside agency
7/25/20 1555-1559 hours	800 Blk W Main St	4.5 minute flight time	Police	Training
7/25/20 1603-1606 hours	800 Blk W Main St	3.5 minute flight time	Police	Training
7/25/20 1607-1608 hours	800 Blk W Main St	1 minute flight time	Police	Training
7/25/20 1611-1613 hours	800 Blk W Main St	2 minute flight time	Police	Training
7/29/20 1606-1612 hours	20200 Corbridge Rd	6 minute flight time	Parks	Aerial shots for grant proposal
7/29/20 1616-1620 hours	20200 Corbridge Rd	4 minute flight time	Parks	Aerial shots for grant proposal
Date and Time	Location	# of Minutes	Department	Purpose
6/05/20 1430-1442 hours	Monroe Lowes	12 minute flight time	Planning	Land development
6/18/20 1000-1015 hours	13500 191 st St	15 minute flight time	Parks	Aerial shots for grant proposal
6/18/20 1045-1105 hours	21400 US 2	20 minute flight time	Parks	Aerial shots for grant proposal
6/24/20 1828-1836 hours	The Farm area	8 minute flight time	Police	Suicidal male

Unmanned Aerial System (UAS) Operations

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

605.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned Aerial System (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

605.2 POLICY

Unmanned aerial systems may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

605.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

605.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require supervisor approval, depending on the type of mission.

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- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

605.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted in compliance with FAA rules and regulations.

All UAS flights shall be recorded on the approved flight log and reported monthly on the appropriate city website.

605.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.

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- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

605.7 RETENTION OF UAS DATA

Data collected by the UAS shall be retained as provided in the established records retention schedule.