

DATE: 2/27/24

TO: COUNCILMEMBERS

FROM: CITY MANAGER'S OFFICE

SUBJECT: COUNCIL Q&A FOR FEBRUARY 27, 2024 CITY COUNCIL REGULAR MEETING

Agenda Item 1 (Minutes from previous meetings):

- Please see the accompanying pdf.
Answer: Edits made.

Agenda Item 4 (HCD Prohousing Designation):

- Does the designation impose any additional obligations on the City?
Answer: For some jurisdictions it could, however the adopted Housing Element already contains a variety of Prohousing policies and deliverables, several of which have already been implemented by Ordinance. The application will be reviewed and rated by HCD, and if we receive a high enough score we will become a Prohousing Designation jurisdiction.
- Will the designation affect how the City works with private developers or contractors?
Answer: No. The designation opens the doors for the city to additional funding sources for affordable housing. The policies that get a jurisdiction to be eligible for the designation are largely requirements of the 6th Cycle Housing Element process.
- Resolution: Within item #3 of the NOW THEREFORE clause is this sentence: "Applicant further acknowledges and confirms that the Prohousing Policies in its Application comply with its duty to Affirmatively Further Fair Housing pursuant to Government Code sections 8899.50 and 65583." What does this mean?
Answer: "Affirmatively furthering fair housing" means taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all of a public agency's activities and programs relating to housing and community development.

Beyond acknowledging the statutory requirement of Government Code Section 8899.50 the city was required by law under Government Code Section 65583 to adopt various policies and programs which implement AFFH.

- That same item #3 also says “Applicant further acknowledges and confirms that its general plan is in alignment with an adopted sustainable communities strategy pursuant to Public Resources Code section 21155- 21155.4.” Is our general plan in alignment as required?

Answer: Yes, the existing General Plan contains the required policies.

Agenda Item 6 (Prohibited Day Schedule):

- My understanding is that the Council’s direction was to reference the City’s website for holidays, not to solely rely on a list within the code. This is not reflected in the ordinance.

Answer: The City Council began deliberations at 3:51 of the timestamp of the hearing recording; the reference to the City’s website was discussed however because that amendment to the draft ordinance would require a reintroduction the City Council directed staff to include this provision in the ordinance upon the next time it is amended. The City Council made a Motion to introduce the ordinance as proposed at 3:52, made by Councilmember Lee Eng, and at 3:53:34 a friendly amendment was made by Mayor Weinberg to include the draft WHEREAS language that was included in the Council Q&A. At 3:54 a vote of the City Council was taken and was unanimous.

https://www.youtube.com/watch?v=u_xr7k5RsHE

Agenda Item 8 (MEUP):

- PD Requests to replace SAGE CONTROL ORDINANCES with DEFTEC sponge rounds. Will the use of DEFTEC sponge rounds in way modify items 1(b) – (g) of § 709.9 of the policy? (In other words, is the “purpose,” “authorized use,” “training,” “lifespan,” “fiscal impact,” and “legal and procedural rules” the same for the DEFTEC sponge rounds as they are for the SAGE CONTROL ORDINANCES?) If so, what are the PD’s proposed revisions to §1(b) – (g) of § 709.9 of the policy?

Answer: The replacement rounds will not change the purpose, authorized uses, or other sections in 709.9.

- Please provide proposed language to insert into § 709.9 for each of the drones PD proposes to acquire.

Answer:

13. An Unmanned Aerial System (UAS), also referred to as drone: is an unmanned aircraft of any type that is capable of sustaining directed flight, whether pre-programmed or remotely controlled and all of the supporting or attached components

a. Description, quantity, capabilities, and purchase cost:

Two (2) DJI Matrice 30T drones with thermal cameras at a cost of approximately \$44,576. This UAS is capable of flying for 41 minutes, with a wind resistance of 15m/s, and has a fast-charging battery that can recharge in approximately 25 minutes.

Two (2) Aardvark Loki Mk2 drones for indoor operations at a cost of approximately \$13,693. This UAS is designed to be operated primarily inside and can operate in any space where it’ll fit. This smaller and more agile UAS can operate in complete darkness, providing imagery to officers from a safe distance.

b. Purpose:

UAS offers to significantly improve the capacity of law enforcement (LE) to provide a variety of foundational police services. UAS can support first responders in hazardous incidents that would benefit from an aerial perspective. Furthermore, the use of UAS can assist in de-escalation efforts, resource management in emergencies such as wildfires, and aid in missing persons searches. The policy allows to Los Altos Police Department to assist Public Works in City of Los Altos city infrastructure inspections.

c. Authorized Uses:

UAS may only be utilized for the following specified situations:

- a. Mass casualty incidents (e.g. large structure fires with numerous casualties, mass shootings involving multiple deaths or injuries);
- b. Disaster response and damage assessment;
- c. Missing or lost persons;
- d. Hazardous material releases;
- e. Identifying, locating and apprehending non-compliant, threatening or combative persons who pose a threat of injury or death to themselves, others or officers;
- f. Suspected explosive devices;
- g. Video/photographic documentation of crime scenes or collision locations;
- h. Reconnaissance of incident locations that are inaccessible for fire apparatus;
- i. Response to fires or post-fire investigations;
- j. Sideshow events where many vehicles and reckless driving is present;
- k. Rescue operations;
- l. Conduct inspections of the City's utility infrastructure (e.g. electric, fiber, water, sewer, etc.) to detect leaks or stressed assets, and aid in general public works inspections.
- m. Training flights as required to meet FAA and Department certification standards;
- n. Hazardous situations which present a high risk to officer and/or public safety, to include:
Barricaded suspects;
Hostage situations;
Armed suicidal persons;
- o. Arrest of armed and/or dangerous persons.
- p. Service of high-risk search and arrest warrants involving armed and/or dangerous persons.
- q. Other unforeseen exigent circumstances.

d. Lifespan:

Both the DJI Matrice 30T and Aardvark Loki Mk2 are expected to last a minimum of three or more years. The maintenance and uses will generally dictate the lifespan. Additionally, the lifespan may be impacted by the evolution of technology and dependent on equipment updates and if it's continually supported.

e. Fiscal Impact:

On-going fiscal impacts are expected to be minimal and generally limited to staff time. Staff time would include any in-house maintenance and the necessary time to operate and maintain FAA certification.

f. Training:

Prior to any staff operating or piloting any UAS, staff must obtain basic operator training. Currently, POST offers the following classes, which would be minimally required: a 32-hour UAS basic pilot course and/or a 16-hour night operator course. Additional courses may prove beneficial and sought depending on the feedback from the operators.

g. Legal and Procedural Rules:

Los Altos Police Department's policy 611 restricts Los Altos Police Department's use of UAS in several ways to promote greater privacy protections.

Los Altos Police Department will only use the UAS for specific purposes as guided by Policy 611.

Policy 611- Authorized Use lists the only allowable uses of UAS (e.g. mass casualty incidents, disaster response and damage assessment, missing or lost persons, hazardous material releases, Identifying, locating and apprehending non-compliant, threatening or combative persons who pose a threat of injury or death to themselves, others or officers, suspected explosive devices, video or photographic documentation of crime scenes or collision locations, reconnaissance of incident locations that are inaccessible for fire apparatus, response to fires or post-fire investigations, sideshow events where many vehicles and reckless driving is present, rescue operations, training, Conduct inspections of the City's utility infrastructure (e.g. electric, fiber, water, sewer, etc.) to detect leaks or stressed assets and aid in general public works inspections, training flights as required to meet FAA and Department certification standards, hazardous situations which present a high risk to officer and/or public safety to included: armed suicidal persons, hostage situations, barricaded suspects, arrest of armed and/or dangerous persons, service of high-risk search and arrest warrants involving armed and/or dangerous persons, and other unforeseen exigent circumstances).

Policy 611 also articulates the Request Process, which indicates the approval must come from the Watch Commander or Officer in Charge via the Chain of Command for all use approvals.

The Federal Aviation Administration (FAA) sets strict flight regulations for all UAS users, including for law enforcement. The FAA provides two law enforcement options for creating acceptable UAS under 14 Code of Federal Regulation (CFR) part 107, subpart E, Special Rule for Model Aircraft; the agency can designate individual members to earn FAA drone pilot certificates and fly under the rules for small UAS, or receive a FAA certificate to function as a "public aircraft operator" to self-certify agency drone pilots and drones. Either way, these options allow for Los Altos Police Department to use systems under 55 pounds, for flying at or below 400 feet above ground level. Absent an emergency situation warranting a FAA COA/Part 107 waiver- permitted law enforcement response, law enforcement is also restricted from using UAS to fly over or near the following locations:

- Stadiums and Sporting Events;

- Near Airports; and
- Emergency and Rescue Operations (wildfires and hurricanes).

Policy 611 “Privacy Considerations,” outlines several other protocols for mitigating against privacy abuse:

Los Altos Police Department UAS personnel must adhere to FAA altitude guidelines – flying below 400 feet helps to ensure that UAS is not used for surveilling overly large geographic areas; Los Altos Police Department will use UAS to focus on specific areas.

Los Altos Police Department UAS operators 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, place of worship, medical provider’s office).

Los Altos Police Department operators and observers shall take reasonable precautions, such as turning imaging devices away, to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy.

Policy 611 “Prohibited Use” explains that:

UAS shall not be used for the following activities:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation when not connected to actual information about specific individuals related to criminal investigations;
- For the purpose of harassing, intimidating, or discriminating against any individual or group; or
- To conduct personal business of any type.

Los Altos Police Department is prohibited from weaponizing any UAS.

- How does the drone provide visual data? Is it WiFi? Bluetooth? Something else? What secures that data as it is being transmitted so that it cannot be read by anyone else with access to the signal?

Answer: UAS has differing methods to transmit data. Most commonly, it is via radio frequency. The UAS typically communicates with the remote controller using wireless technology, often achieved through a method like radio transmissions, such as radio frequencies or other wireless communication protocols. Communication between the UAS and the remote controller will incorporate security measures such as encryption and identity authentication to ensure the security of the communication. Wireless communication security can be maintained by using encryption techniques, such as passwords or other encryption protocols, to protect the signal from unauthorized access or interference. *Los Altos Police Department Policy 611 requires secure and encrypted data transfer utilization.*

Agenda Item 9 (Improvements to streets and public rights-of-way):

- Is there a reason that prior councils have not implemented this policy?
Answer: It is unclear as to why previous councils or executive staff did not propose such regulations.
- Is the proposed policy in accord with what our neighboring jurisdictions are doing?
Answer: Yes, this ordinance is consistent with several jurisdictions throughout Silicon Valley.
- Is this policy triggered if a homeowner decides to split their lot pursuant to SB 9?
Answer: No. SB9 specifically prohibits a jurisdiction from requiring off-site improvements.
- Proposed § 11.20.040 gives the City Engineer enormous power to “deem [what is] necessary.” Are there objective standards that will be employed by the City Engineer? Are there already rules drafted pursuant to proposed § 11.20.090 that address this?
Answer: This language is consistent with neighboring jurisdictions.

Section 11.20.040, “The permittee shall install such improvements that the City Engineer deems necessary, in accordance with the general purpose and intent of this chapter as specified in Section 11.20.030 of this chapter, which may include the following; curbs and gutters, driveways, sidewalks, ADA ramps, bicycle lanes, bike racks, pedestrian crossings, overlay, pavement structural section, pavement striping, street lights, storm sewers, stormwater treatment measures, sanitary sewers, street trees, street signs, water lines, fire hydrants, monumentation, retaining walls and, where necessary, the dedications and improvement of service roads, facilities for off-street parking, alleys, easements for public utilities, drainage, sewers, walkways, watercourses, planting strips and nonaccess facilities”.

The entire Section 11.20.040 further explains that the City Engineer deems necessary “in accordance with the general purpose and intent of this chapter”. The following language in the same section identifies the infrastructure improvements which are normal of any development within the city to provide as an improvement. Some developments occur in an area of the city where the improvements already exist so streetlights for example are not required. This is on a case-by-case basis, and will be site specific, there would be no way to account for the improvements every parcel in the city could trigger, rather the city has a prescribed accounting of what could be required, and standards for each, these are objective standards in and of themselves.

- Please provide any proposed rules drafted pursuant to § 11.20.090.
Answer: No rules and regulations are proposed beyond the draft ordinance. Staff will return as required by the ordinance when necessary review of new rules and regulations are needed.
- Why didn't this draft ordinance first go to the Planning Commission for review?
Answer: Title 11 is Miscellaneous Property Regulations which is the sole purview of the City Council. The Los Altos Planning Commission's authority and purview rests in Title 14 – Zoning.
- Other than an appeal from the Planning Commission, why don't appeals first go to the PC (§ 11.20.180.A.)?

Answer: The Planning Commission does not have purview of any regulations contained within Title 11 of the Los Altos Municipal Code.

- Please explain how the “credits” work. (§§ 11.20.060 and 11.20.110).

Answer: For example, any improvements actually made pursuant to the provisions of the chapter, a permittee shall be entitled to a credit equal to the value of the improvements as appraised by the city as of the time of the prior improvements were made.

In simple terms, any physical improvements that were made or any land dedication that was made which can be verified through documentation will be honored as a credit today.

- What specifically will this ordinance allow that is not allowed under current rules?

Answer: If any development is proposed in the future that does not include a subdivision, they will have to make the same offsite improvements as those who are subdividing property.

- What are the potential negative consequences and costs of this ordinance to the city, private property owner, abutting residential homes?

Answer: The negative consequences of the ordinance not being adopted is that the city will carry the burden (all future costs) of offsite improvements which are traditionally made by development that is occurring. This ordinance only requires the typical offsite improvements to be provided when substantial development occurs.

- The definition of abutting properties needs to be included in 11.20.010 with examples and diagrams.

Answer: “Abutting”, when referring to lots, parcels or property, means next to and having some portion of a boundary that is coterminous with the parcel proposed for development. Lots or parcels that are separated only by an alley are abutting if there property lines would be shared if they extended to the centerline of the alley.

The Los Altos Municipal Code does not provide examples, or diagrams when defining terms.

- Under 11.20.030 section B states “ Spread the cost of required public improvements upon the abutting properties, as contemplated by law;” . What is defined by abutting properties?

Answer: Please see above for definition of abutting.

- Please explain why abutting properties will be expected to pay for changes that are required because of a neighboring development.

Answer: Abutting properties are not required by this ordinance to make improvements required of other properties.

- Because this is a new ordinance, why are we waiving the first reading; shouldn't we have two readings?

Answer: The ordinance will return on consent for the second/adoption.

Agenda Item 10 (Mid-Year Budget Adjustments):

- Public Works Dept. Request for \$30,000 related to 4600 ECR: Why isn't this cost being borne by the property owner and/or it's property insurance carrier?

Answer: The City is seeking reimbursement through the private insurance of the property owner. If funds are received they will be applied to this cost. The costs for services rendered in response to the fire were not included in the budget, which is why they are requested here.
- Development Services Dept. Request: Why isn't the full \$800,000 covered by application and related fees?

Answer: This is a correction to the adopted budget. The revenues were budgeted in the revenue account , but the expenditures were budgeted to the performance deposit account (liability account). The revision will align the expenditures with corresponding revenue, ensuring accurate reflection within the budget.
- Police Dept. Request: Why is an additional \$340,000 requested? What went over budget?

Answer: The \$340k is additional revenue, not an additional expense. This is a transfer from the statewide share of tax revenue that is received by each City based on population. It is a one-time additional growth allocation transfer that takes place every few years.
- Why were traffic impact fees overestimated at such a large amount (\$900,000)?

Answer: Funds for traffic impact fees are received at the time a permit is pulled. At the time of budget adoption, the City believed permits would be issued in the current fiscal year. After speaking with representatives from the projects in question, it is unlikely the permits are pulled prior to June 30 of this year.
- Where is the City with respect to its PERS obligations? Does the midyear budget affect our PERS payment strategy?

Answer: The budget reflects the City's CalPERS payment strategy. The budget reflects the payment of an additional \$1M to CalPERS by the close of the current fiscal year. The current CalPERS funding (all plans) is approximately 78%, an increase of 10% funding from the previous biennial budget.
- Is the midyear budget (with respect to impact fees) affected by the *Sheetz v. El Dorado County* case? How does staff propose to accommodate the *Sheetz* case in the budget cycle?

Answer: The Mid-year budget cycle addresses the immediate changes to the adopted budget. Staff will determine if there are impacts from this case, and if there are, they will be reflected in the final budget adjustments brought to Council for consideration and approval.
- Resolution: Second Whereas: "Finance Committee" should be "Financial Commission."

Answer: Staff will make the revision to the final resolution.
- Resolution: Second Whereas: "review" should be "reviewed."

Answer: Staff will make the revision to the final resolution.
- Doesn't the resolution need to explicitly include the actual appropriations being made?

Answer: Staff will make the revision to the final resolution.

Agenda 11 (City Council Salary and Benefits)

- Why aren't the increased benefits itemized and identified in the staff report and ordinance?
Answer: As identified in the staff report, the changes to the Council benefits were adopted by Resolution at the February 13, 2024 Council meeting. The proposed action is solely the second reading and adoption of the ordinance setting Council salary.
- Which specific cities offer paid benefits for their Councilmembers and their dependents?
Answer: Among comparator cities, Belmont, Foster City, Los Gatos, Menlo Park and San Carlos pay for health benefits for dependents of Council members.
- Is a second reading needed to address the increase in benefits?
Answer: No, the increase in benefits was adopted by Resolution which only requires one meeting of the Council.
- Is an ordinance needed to approve the increase in benefits much like salary benefits?
Answer: No, as stated in the ordinance, benefits are adopted by Resolution and so can be changed by Resolution.
- Please provide an itemized breakdown (comprehensive list)with estimated costs for the benefits being included.
Answer: An itemized breakdown of cost of benefits was included when Council adopted the changes in benefits on February 13, 2024. The chart included in the staff report was:

Salary	\$11,400
Dental/Vision plan	\$2,119
Health	\$21,600
Life/AD&D	\$36
EAP	\$48
CalPERS	\$876
Total	\$36,079

Agenda Item 12 (Heart Sculpture):

- Why has the cost of the sculpture risen so dramatically?
Answer: The artist informed us that the previous quote was for an order of three sculptures for \$25k each. The purchase of only one sculpture is higher. Also, the artist said that with recent prominent sales of his sculptures, the price has increased.
- Why is staff recommending a location different from those recommended by PARC?
Answer: Staff is only adding another possible location for consideration in case the Commission recommended locations are not preferred by Council. The staff recommended location has not been looked into for driver line-of-sight implications yet.
- Has traffic safety/PD vetted each of the three, proposed locations to ensure that the sculpture will not interfere with traffic, lines-of-sight, etc.?

Answer: Staff does not believe there are any line-of-sight issues with the two preferred locations, but will have PD review if selected. The added recommendation has not been vetted yet and will need to be.

- Can we place a sculpture on a County site?

Answer: Staff does not believe we can place the sculpture on County property and do not recommend to.

Agenda Item 14 (Senior Transportation Program):

- Why does the City subsidize travel within Los Altos Hills? Does LAH contribute to the program to cover the costs related to the transportation of their residents?

Answer: The Senior Commission is joint between Los Altos and Los Altos Hills. Staff determined that any senior transportation program should serve the senior community the Commission represents.

Unmanned Aerial System (UAS) Operations

611.1 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.

611.1.1 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.

611.2 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.

611.3 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.

611.4 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- 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.

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611.5 AUTHORIZED USE

UAS may only be utilized for the following specified situations:

- (a) Mass casualty incidents (e.g. large structure fires with numerous casualties, mass shootings involving multiple deaths or injuries);
- (b) Disaster response and damage assessment;
- (c) Missing or lost persons;
- (d) Hazardous material releases;
- (e) Identifying, locating and apprehending non-compliant, threatening or combative persons who pose a threat of injury or death to themselves, others or officers;
- (f) Suspected explosive devices;
- (g) Video/photographic documentation of crime scenes or collision locations;
- (h) Reconnaissance of incident locations that are inaccessible for fire apparatus;
- (i) Response to fires or post-fire investigations;
- (j) Sideshow events where many vehicles and reckless driving is present;
- (k) Rescue operations;
- (l) Conduct inspections of the City's utility infrastructure (e.g. electric, fiber, water, sewer, etc.) to detect leaks or stressed assets.
- (m) Training flights as required to meet FAA and Department certification standards;
- (n) Hazardous situations which present a high risk to officer and/or public safety, to include:
 - i. Armed suicidal persons;
 - ii. Hostage situations;
 - iii. Barricaded suspects;
- (o) Arrest of armed and/or dangerous persons
- (p) Service of high risk search and arrest warrants involving armed and/or dangerous persons
- (q) Other unforeseen exigent circumstances.

Unmanned Aerial Systems shall only be used for legitimate law enforcement purposes or to aid in other City divisions as guided by the above permissions.

611.6 REQUEST PROCESS

- (a) All requests shall be routed to the Watch Commander, if they are not available, the Officer In Charge (OIC)
- (b) The Watch Commander should contact the Captain of Operations, or their designee in their absence for reporting purposes, at the earliest opportunity.
- (c) The Captain of Operations, or their designee, is responsible for updating the UAS activity log within 14 days of use.

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611.7 RETENTION OF UAS DATA

If available, any data collected by the use of a UAS should be purged by LAPD within 30 days if it doesn't contain any data of evidentiary value. If the data has evidentiary value, it should be uploaded into LAPD's evidence database and kept pursuant to the established retention guidelines set forth in policy 810-Records Maintenance and Release.

611.8 DATA SHARING

Los Altos Police may only share data collected from the use of a UAS under the following circumstances:

- The District Attorney's Office for use as evidence to aid in prosecution, in accordance with laws governing evidence;
- Other law enforcement personnel as part of an active criminal investigation;
- Other City divisions as it directly relates to the prescribed in 611.5 Authorized Uses;
- Other third parties, pursuant to a Court Order or Search Warrant.

611.9 ROLES AND RESPONSIBILITIES

The roles and responsibilities for UAS Program members are as follows:

- (a) Program Coordinator—a Los Altos Police Sergeant who manages the UAS Program and ensures the program operates in accordance with all Federal, State and local laws, and within department policy and guidelines. In addition, the Program Coordinator will:
 - (a) Maintain all training flight and maintenance records for each operator and observer, as well as individual airframes.
 - (b) Ensure operators and observers stay current with their training and certifications.
 - (c) Maintain contact with the FAA and familiarity with the pertinent FAA regulations.
 - (d) Evaluate airframes based on mission needs.
 - (e) Remain up to date with current UAS case law, best practices, and industry standards.
 - (f) Develop and maintain the UAS Operational Guidelines Manual
- (b) Operator—the operator's role is to safely operate the UAS in accordance with all applicable law and policy.
 1. The operator may reject a flight based on personnel safety or violation of FAA regulations.
 2. The operator shall be responsive to requests and input from the observer in order to accomplish the safe and effective deployment of the UAS.
 3. Operators are responsible for mission documentation and updating the flight book.

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- (c) Observer—the Observer's role is to assist in the safe and effective operation of the UAS. The observer shall:
1. Assist the operator in avoiding obstacles
 2. Operate any attachments to the UAS
 3. Remain alert for safety issues surrounding the operator and observer
 4. Handle radio communications.

Unmanned Aerial System (UAS) Operations
