

**VILLAGE OF VERNON HILLS  
RESOLUTION NO. 2017-068**

**A RESOLUTION APPROVING A POLICY GOVERNING DRONE OPERATIONS FOR THE VILLAGE OF VERNON HILLS AND AMENDING RESOLUTION 2017-040 AMENDING THE VILLAGE OF VERNON HILLS PERSONNEL RULES EFFECTIVE MAY 1, 2017**

**WHEREAS**, the Village of Vernon Hills, County of Lake, State of Illinois (*"the Village"*) is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code; and

**WHEREAS**, the Village Board has approved a manual of Village of Vernon Hills' Personnel Rules (*"Village's Personnel Rules"*) establishing the policies and procedures for the Village; and

**WHEREAS**, changes in regulation and compliance with best practices may sometimes require amendments to the Village's Personnel Rules; and

**WHEREAS**, the Village staff has reviewed the Village's Personnel Rules and identified a need to include Exhibit I – Drone Policy, which is attached to this Resolution as Exhibit A; and

**WHEREAS**, the Village Board desires to approve this amendment to the Personnel Rules to include this policy.

**NOW THEREFORE BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS**, as follows:

**SECTION 1: APPROVAL OF AMENDMENTS.** The amendment to the Village of Vernon Hills Personnel Rules to include Exhibit I: Village of Vernon Hills Drone Policy is hereby approved, as attached to this Resolution as Exhibit A.

**SECTION 2: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval by a majority of the members of the Village Board.

**SECTION 3: RESOLUTION NUMBER:** This Resolution shall be known as Resolution Number 2017-068.

Dated this 7<sup>th</sup> day of November, 2017

Adopted by roll call vote as follows:

AYES: 5 - Koch, Hebda, Marquardt, Oppenheim, Schultz

NAYS: 0 - None

ABSENT AND NOT VOTING: 1 – Takaoka

  
Roger L. Byrne, Village President

PASSED: 11/7/2017

APPROVED: 11/7/2017

ATTEST: 11/8/2017

  
\_\_\_\_\_  
John Kalmar, Village Clerk

**RESOLUTION 2017-068**  
**EXHIBIT A: VILLAGE OF VERNON HILLS DRONE POLICY: EXHIBIT I OF VILLAGE OF**  
**VERNON HILLS PERSONNEL RULES**



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**EXHIBIT I  
 VILLAGE OF VERNON HILLS DRONE POLICY**

The Village of Vernon Hills, in the interests of enacting policies governing the operations of unmanned aerial vehicles, has created a policy and procedure to provide oversight for the usage of drones or other aerial devices (Drone) whether personally owned or Village owned by Village staff. Nothing in this policy will subordinate the Personnel Rules, IT Policy, or other General Orders as may be assigned by a Department Head or Supervisor.

In order to utilize a Drone for Village purposes, the following information must be filled out and approved by the individual's supervisor and/or Department Head

Name : \_\_\_\_\_

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_

Have all unmanned aircraft been registered with the FAA? \_\_\_\_ Yes \_\_\_\_ No

Year	Make & Model	Serial Number	Value	FAA Registration Number	Weight	Wingspan/Rotor Diameter (inch or ft)

Aircraft Type: # of  
 \_\_\_\_ Fixed-wing  
 \_\_\_\_ Rotor-wing  
 \_\_\_\_ Balloon  
 \_\_\_\_ Glider  
 \_\_\_\_ Single or Multi-engine

Purpose of Use: Check all that apply		Area of Operations: Check all that apply
____ Aerial Photography	____ Mapping	____ Industrial
____ Construction	____ Special Events	____ Residential
____ Education/training	____ Other	____ Commercial
____ Inspections/Surveys	____ Open Space	____ Law Enforcement

## Operating Procedures

1. Employee must clearly identify flight path prior to usage of any UAV.
2. If an FAA waiver is received for operating a UAV out of line of sight, flights may not be over any roadway or private property.
3. Flight operations during inclement weather are prohibited and must be conducted during the months of April 1 through December 1. Allowances may be made by the Village Manager.
4. Unmanned aircraft may not operate over any persons not directly involved in the operation.
5. Daylight-only operations (official sunrise to official sunset, local time).
6. Must yield right-of-way to other aircraft, manned or unmanned.
7. All UAVs operated at a maximum airspeed of 100 mph (87 knots) or less.
8. All UAVs operated at a maximum altitude of 400 feet above ground level or less.
9. Preflight inspection performed by the operator prior to each flight.
10. A person may not operate an unmanned aircraft if he or she knows or has reason to know of any physical or mental condition that would interfere with its safe operation.
11. Provide FAA Certification #
12. Employee must notify the Village of any FAA violations or accident
13. Any personally owned aircraft must be covered by an insurance policy in which the Village is named as an additional insured. Other satisfactory proof of coverage may be required by the Village.
14. All operations must be within the scope of the operators employment with the Village

Nothing in this policy or procedures will supersede Federal or State regulations. Employee acknowledges that failure to follow this policy will result in disciplinary action, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date