DEPARTMENT OF CORRECTIONS

Policy Number: 301.032
Title: Drone Intrusion
Effective Date: 6/19/18

PURPOSE: To provide procedures for identifying and responding to the unauthorized use of drones within or above the grounds belonging to, or land controlled by, any Minnesota correctional facility.

APPLICABILITY: All facilities

DEFINITIONS:
Drone – any unmanned aerial vehicle (UAV) including such examples as, single and multi-rotor helicopters, radio controlled airplanes, and other remotely-controlled or unguided objects such as gliders, balloons, and Chinese lanterns.

Unauthorized use – any use of a drone within or above the grounds belonging to, or land controlled by, any DOC correctional facility: 1) that is not within the scope of an individual's employment; or 2) absent prior approval by facility management.

PROCEDURES:

A. Any facility employee who observes an unauthorized drone within or above the grounds belonging to, or land controlled by, any DOC correctional facility must immediately activate the incident command system (ICS) pursuant to DOC policy 301.140, "Incident Command System," and maintain observation of the drone. Staff must not attempt to intercept or stop a drone.

B. Upon ICS activation, security staff must immediately move offenders from all facility outdoor areas, notify perimeter officer(s) to watch for intruders/drone operators, and report the unauthorized drone and any suspicious persons or vehicles in the area to the watch commander.

C. The watch commander notifies the officer of the day (OD), the office of special investigations (OSI), and law enforcement.

D. The ground area beneath where a drone was observed must be secured by security staff and searched for contraband. Any contraband discovered must be documented and removed from the area, in accordance with Policy 301.035, "Evidence Management." Any drone or contraband that is suspected of containing a weapon or explosive device must not be approached and, if on the ground, must be isolated until evaluated by OSI, if available, or by local law enforcement.

E. All staff directly involved in any drone incident must write appropriate reports in accordance with DOC policies; necessary reports may include, but are not limited to, incident reports, ICS reports, contraband disposition reports, and evidence inventory reports. Reports must be retained by the appropriate business unit at the facility, according to a retention schedule.

INTERNAL CONTROLS:

A. All reports/documentation are retained by the appropriate business unit at the facility according to a retention schedule.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 243.55
Policy 301.030, "Contraband"
Policy 301.140, "Incident Command System"
Policy 301.035, "Evidence Management"
Policy 300.300, "Incident Reports"

REPLACES: Division Directive 301.032, "Drone Response," 1/19/16.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support