
Chapter: Public Safety, Health, & Emergency Management

Modification No. 002

Subject: **Drone/Uncrewed Aircraft System Use**

- I. The Board of Trustees recognizes that the use of unmanned aircraft systems (UASs), also referred to as uncrewed aircraft systems and commonly known as “drones,” may support College operations in a variety of ways.
- II. This policy applies to UASs and any associated technologies or capabilities used in connection with their operation that collect, record, or analyze data, including any sensors, audio, imaging, or analytical technologies.
- III. To protect safety and privacy and to ensure regulatory compliance, the operation of UASs on or above College property is prohibited, except when authorized for approved operational or instructional use. Any authorized use must be conducted by properly trained and licensed individuals, with required insurance, and in accordance with federal, state, and local laws and regulations. Individual students, employees, or outside entities may not operate UASs on College-owned property, whether interior or exterior, unless such authorization has been granted.
- IV. The College reserves the right to immediately shut down the operation of an UAS if it creates any type of electronic interference, poses a hazard to sensitive campus equipment, or interferes with any college activity.
- V. Nothing herein limits lawful UAS use by Local Law Enforcement in execution of a search warrant or as part of a tactical response to an immediate threat.
- VI. The College addresses the use of other monitoring or data collection technologies through applicable public safety, information technology, data governance, and privacy policies and guidelines.
- VII. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

Effective Date: January 23, 2017.

Modification Date(s): April 20, 2026.

Last Review Date: April 20, 2026.

Chapter: Public Safety, Health, & Emergency Management

Modification No. 001

Subject: **Drone/Uncrewed Aircraft System Use**

I. Scope and Applicability

This policy applies to all uncrewed aircraft systems (UASs), commonly known as drones, by any individual on College property, whether leased or owned, including employees, students, contractors, and other third parties.

II. Approval for Use

A. Other than standard operational use of UASs by authorized and trained employees of the Office of Facilities and Montgomery College Marketing and Communication, any member of the College community wishing to operate a UAS on or above College property, whether leased or owned, must:

1. Submit a request via email to the Vice President of Facilities Management, Capital Planning, and Sustainability at least seven (7) days in advance of the intended flight; requests submitted with shorter notice will be considered on a case-by-case basis only in extenuating circumstances that prevented timely submission.
2. Provide a reason for the request, flight plan, description of information to be obtained from the use of the UAS, proof of certification, and proof of insurance.
3. Agree to comply with all applicable laws and regulations, as well as any restrictions deemed necessary by the Vice President of Facilities Management, Capital Planning, and Sustainability and Vice President of Public Safety, Health & Emergency Management/Chief of Campus Police.

B. The College reserves the right to deny or revoke an approval if the proposed activity would disrupt College operations, pose safety or security risks, conflict with College policy, or violate applicable laws or regulations. The requestor will receive written notice of the basis for the decision and may resubmit the request for expedited consideration based on new information or changed circumstances.

C. In property used, but not owned by the College, property owner consent may be required.

III. Acceptable Use

A. Aerial operations of UASs may be authorized to support College land-management, athletic, safety, media and instructional missions subject to the following approval processes and operational requirements:

1. All use must be approved in advance.
2. UAS operators must have completed small UAS pilot training/certification and have appropriate insurance coverage.

3. All operations must comply with applicable laws and all Federal Aviation Administration regulations, including restrictions on location, height, and speed of the flight, and equipment specifications.
 4. Flight plans should be submitted to the Office of Public Safety at least three days in advance. Exceptions may be made for College-authorized operations conducted by the Office of Facilities or the Office of Marketing and Communications when circumstances require same-day or short-notice scheduling, provided the appropriate supervisor approves the operation.
- B. In addition to any prohibited uses of UAS established by law, the following are prohibited:
1. The operation of any UAS on College-owned or leased property by persons of the public for any reason.
 2. The operation of UAS for recreational or hobby purposes on College property.
 3. The use of UASs of any type is prohibited inside College-owned buildings unless used under the auspices of an academic program or individual with specific authorization from the Associate Senior Vice President for Operational Effectiveness and Strategic Initiatives in consultation with the Campus Dean and Vice President of Facilities Management, Capital Planning, and Sustainability.
 4. The use of UASs to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms and legal requirements.
- C. The College reserves the right to immediately shut down any UAS operation if it deems the operation to be unsafe or noncompliant with appropriate laws and regulations.
- IV. Guidelines for Use
- A. When operating a UAS for the purpose of capturing or transmitting images or video, operators must exercise sound judgment and take all reasonable measures to prevent privacy violations and other unlawful intrusions, and may not use such images or video without proper advance waiver and release.
 - B. UAS operators are solely responsible for ensuring full compliance with all applicable federal, state, and local laws, regulations, and ordinances, in addition to this College policy.
 - C. Operators assume all legal and financial liability for any citations and penalties arising from their UAS use, whether or not such use was approved or believed to be in compliance with this policy.

Administrative Approval: March 27, 2026.