

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 25-119**

**RESOLUTION AUTHORIZING THE CREATION OF POLICE DRONE OPERATOR  
POSITION IN THE POLICE DEPARTMENT AND APPROVING THE POSITION  
DESCRIPTION.**

**WHEREAS:** The Police Chief has indicated a need for a Drone Operator within the Police Department;  
and

**WHEREAS:** The Drone Operator position will be considered an extra duty position under the direct supervision of the Police Chief;

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

**SECTION 1:** The Board hereby authorizes the creation of a Drone Operator position in the Police Department and approves the associated job description attached for the position.

**SECTION 2:** The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

**SECTION 3** This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

**SECTION 4:** That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

**SECTION 5:** This resolution shall take effect at the earliest period allowed by law.

**Adopted:** September 9, 2025

**Board of Trustees**

Michael Berding: \_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

Joe McAbee: \_\_\_\_\_

**Vote of Trustees**

\_\_\_\_\_  
yes

\_\_\_\_\_  
yes

\_\_\_\_\_  
yes

**AUTHENTICATION**

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 9th day of Sept, 2025.

**ATTEST:**

Shelly Schultz  
Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**

Katherine Barbieri  
Katherine Barbieri, Township Law Director

**Fairfield Township Police Department**  
**Position Description – Police Drone Operator**  
**September 9, 2025**

**Position Summary**

The Police Drone Operator is responsible for piloting and maintaining unmanned aerial systems (UAS) to support law enforcement operations in a part-time or collateral duty capacity. This role is suited for sworn officers who support UAS operations alongside their primary duties. This position plays a significant role in operations, including, but not limited to, criminal and traffic crash investigations, tactical operations, crime scene documentation, surveillance, and search and rescue. The operator ensures drones are used safely, legally, and effectively to enhance public safety and support officers in the field. A drone operator must be able to perform this job successfully and must be able to perform each essential duty and responsibility satisfactorily.

**Key Responsibilities**

UAS Operation and Support – Operate drones during active law enforcement missions, including, but not limited to:

- Criminal investigations.
- Crime scene and/or accident scene investigations.
- Search and rescue operations.
- Surveillance of suspects or locations (with appropriate warrants and authority).
- Traffic and crowd monitoring.
- Disaster response and damage assessment.

Ensure all flights comply with FAA regulations, department policies, and state privacy laws.

**Equipment Maintenance**

- Perform basic inspections and maintenance of drone equipment, including pre-flight and post-flight inspections.
- Perform basic maintenance and troubleshooting of drones and associated software.
- Ensure readiness of UAS systems (batteries charged, software updated, sensors functional, etc.)
- Notify supervisors of any equipment needs or issues.

**Mission Planning**

- Participate and coordinate in mission planning when notified.
- Plan safe and efficient flight operations.
- Evaluate weather, airspace restrictions, and terrain before each deployment.
- Document flight details and operational outcomes after each deployment.

**Data Management and Reporting**

- Collect and manage video and photographic evidence from drone missions.
- Maintain digital files according to evidence handling procedures.
- Prepare brief operational summaries for inclusion in reports.

**Legal and Ethical Compliance**

- Operate within FAA regulations and Ohio UAS laws.
- Respect privacy and evidentiary guidelines when flying.

- Stay informed about updates to FAA UAS regulations, department policy, and state and other applicable rules and/or laws regarding drone use.

#### **Skills and Qualifications**

- Strong understanding of FAA Part 107 regulations.
- Ability to operate drones safely under various conditions.
- Knowledge of video/photo evidence handling procedures.
- Excellent communication skills and situational awareness.
- Knowledge of law enforcement operations and tactical procedures and basic familiarity with maps, GPS, and GIS tools is a plus.

#### **Training Requirements**

- FAA Part 107 Remote Pilot Certificate (required)
- Department-approved UAS training or equivalent law enforcement drone training course.
- Ongoing familiarization with agency UAS policy and state regulations.

#### **Other Requirements**

- Must be a current sworn officer in good standing with the department.
- Minimum two years of police experience preferred.
- Ability to work irregular hours and willing to respond on-call to emergency calls, as needed for drone operations.
- Able to manage drone duties alongside normal shift responsibilities.
- Physical fitness sufficient for deployment in field environments.

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The specifications above are intended to be sufficient merely to identify the role and be illustrative of the kinds of duties that may be assigned and should not be interpreted to describe all the duties employees in this position may be required to perform.

I have reviewed this position description, and I understand all my job duties and responsibilities. I acknowledge I can perform the essential functions as outlined. I understand that my responsibilities may change on a temporary or regular basis according to the needs of my location or the department, without it being specifically included in the position description. If I have any questions about job duties not specified in this description that I am asked to perform, I will discuss them with my immediate supervisor and the drone unit coordinator.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I confirm that I have discussed any questions I may have had about this position description before signing this form.

Employee (printed name): \_\_\_\_\_

Employee (signature): \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor (signature): \_\_\_\_\_

Date: \_\_\_\_\_