

# Receiving Relinquished Drones Procedures

1. The agreement executed between FDLE and the Recipient requires them to deliver and relinquish the noncompliant drones to either TROC or TBROC. They are instructed to set an appointment with the ROC point-of-contacts (POC) to turn in their drones.
2. The recipient is required to provide a completed and signed "Appendix B – Drone Certification" form when relinquishing the drone(s).
3. The FDLE POC shall:
  - a. Ensure the information on the completed form corresponds to the drones relinquished
  - b. Sign and date the Drone Certification Form under the FDLE ROC section.
  - c. Scan and email the signed form to [OCJGSFA@fdle.state.fl.us](mailto:OCJGSFA@fdle.state.fl.us).

**NOTE:** The FDLE POC is not responsible for ensuring the relinquished drones are in working order and not at end of life. The POC is not responsible for verifying flight hours. Payment is based on the signed attestation from the Recipient agency.

4. The FDLE POC shall coordinate with their chain of command AND the Florida Center for Cybersecurity (USF) for the transfer of drones.

## OCJG Program Contacts:

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