



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 199	DATE November 20, 2006
SUBJECT: AVIATION UNIT	DISTRIBUTION A, B, & H {Aviation Unit}.	
REFERENCE:		

PREFACE

The purpose of this manual is to establish policy, direction, guidelines, and operational procedures for managing the Sheriff's Office Aviation Unit.

The objective of this manual is to provide standardization in the use of aircraft, reporting procedures, flight operations, aircraft maintenance, personnel selection criteria, and training procedures and to ensure Sheriff's Office aircraft are used in an effective, efficient and safe manner.

No existing or future policies will be interpreted by any employee to supersede any Federal, State, or local law or any regulation or policy of the Oakland County Sheriff's Office. Such conflict will be immediately brought to a supervisor's attention.

It is also recognized that no document can be created which will cover absolutely all circumstances for all times. Therefore, this document is considered a flexible guide to operational efficiency. Sound professional judgement and responsible integrity should back up deviations from the strict interpretation of this policy.

The goals of the Aviation Unit are consistent with the goals, principles, policies and procedures of the Oakland County Sheriff's Office.

Aviation Unit – Policies and Procedures

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Chapter 1

ADMINISTRATION

PROCEDURE

1.1 ORGANIZATION

- A. The Aviation Unit is a subordinate component of the Patrol Services Division within the Oakland County Sheriff's Office.
- B. The Aviation Unit is under the Command of the Patrol Services Division. A Sergeant designated as the Unit Supervisor provides immediate supervision.
- C. The Oakland County Sheriff's Office owns the Aircraft utilized by the Aviation Unit. Private vendors contracted through the existing County bid selection process provide maintenance support and the storage hanger.

1.2 FIELD MANAGEMENT

A. Unit Sergeant

The Unit Sergeant is responsible for ensuring adherence to Federal and Department requirements and standards for flight operations. This responsibility extends through scheduled missions, aircraft deployment and the direct supervision of flight crews. Accountability for assigned equipment, accuracy of maintenance records, invoices and completed reports required by this manual rests with the Unit Supervisor. Unit Supervisors meeting Sheriff's Office qualifications may be assigned flight crew duties in addition to supervision.

B. Chief Pilot

- 1. The position of Chief Pilot is subject to the availability of qualified personnel and management prerogative.
- 2. The Chief Pilot is responsible for conducting pilot proficiency and standardization flights, evaluating prospective pilot applicants, coordinating, monitoring and maintaining records of pilot training, developing unit training programs and assisting in the preparation of specifications for additional or replacement aircraft. The Chief Pilot shall be an experienced pilot and possess a current Certified Flight Instructor certificate with the appropriate ratings. During proficiency and training flights, applicant tests, and aircraft inspections, the Chief Pilot assumes functional supervision regardless of the rank of the pilot. It is preferred that the Chief Pilot not be a regularly assigned member of the Air Unit. The Chief Pilot must also meet the minimum requirements of our Insurance carrier.

C. Pilot-In-Command {P.I.C.}

To act as Pilot-In-Command {P.I.C.} of a Sheriff's Office-owned or operated aircraft, the pilot must meet all Federal Aviation Administration {F.A.A.} and Sheriff's Office requirements for the aircraft and be current in the category,

class and type of aircraft to be flown. The pilot must have successfully completed a check-ride with the Chief Pilot. The pilot's primary duty is the safe and effective operation of Sheriff's Office aircraft in accordance with F.A.A. regulations, the aircraft operator's manual and Unit Operating Procedures.

D. **Maintenance Officer**

The Maintenance Officer is a Unit pilot who has primary responsibility for ensuring Sheriff's Office aircraft are maintained in accordance with F.A.A. regulations, and Manufacturer maintenance directives. In addition, he/she is responsible for monitoring the workmanship of maintenance contractors; maintenance records, logs and performing other duties related to aircraft and equipment to ensure required standards are met. The Unit Sergeant shall designate the Maintenance Officer.

E. **Observers**

Sheriff's Office observers are sworn personnel selected, trained and authorized to operate Sheriff's Office aircraft equipment in accordance with policy established in Chapter 3 of this manual. Observers may also be pilot rated but will not act as P.I.C. while performing observer duties. Observer duties are outlined in detail in Chapter 2.

F. **Safety Officer**

The Safety Officer shall identify operational or procedural safety problems and provide suggestions for correcting those issues. The Unit Hazard Report {Annex} is designed to identify problems with Sheriff's Office aircraft or Unit procedures and provide suggestions for correction. A copy of all Hazard Reports will be forwarded to the Safety Officer for review and action. The Safety Officer will track the report until the problem is resolved and ensure that all Unit members are informed of the problem and solution. The Unit Sergeant shall designate the Safety Officer.

Chapter 2**POLICIES AND PROCEDURES****2.1 PURPOSE AND DISTRIBUTION****A. Purpose**

1. These Policies and Procedures have been prepared in accordance with the policies and procedures contained within Federal Aviation Regulation {F.A.R.} Parts 61 and 91, Sheriff's Office General Orders or other sections of this Policy and Procedure and are considered essential to operational safety practices. The contents of this Policy and Procedure shall not be construed to be contrary to any Federal, State or Department provision.
2. The Policies and Procedures shall be used for supplementary procedures and guidance for the supervisor and pilots of the Aviation Unit in the conduct of all flight operations.
3. Within this Policy and Procedure are specific instructions, information and facts necessary for all personnel to carry out their duties and responsibilities with utmost safety and continuity.
4. This Policy and Procedure is intended to provide the most practical, efficient and effective operating procedures commensurate with the highest degree of safety. However, it does not provide a substitute for sound professional judgement. If a procedure contained herein presents any operational problem, or if there are suggestions for improvement, the suggested change{s} should be submitted through the Unit Sergeant.

B. Distribution

1. A copy of this Policy and Procedure shall be issued to all Unit members, Patrol Services Division Command Personnel, the Office of the Sheriff and his Command Personnel and the Communications Unit. Revisions and updates shall be supplied, as necessary.
2. It is the responsibility of the Unit Sergeant to ensure that all personnel with the Aviation Unit have read and are familiar with all portions of this Policy and Procedure.
3. Each Policy and Procedure holder is responsible for keeping his/her copy up-to-date as revisions are furnished.

2.2 GENERAL PROCEDURES

Every flight shall be conducted within the scope of Federal Aviation Regulations {F.A.R.'s}, Aircraft Operation Manuals and Sheriff's Office Policies and Procedures. The aircrew, whether Pilot/Pilot or Pilot/TFO, shall jointly decide whether a flight should be initiated, continued or terminated by taking into

consideration the weather, the condition of the aircraft, crew limitations or restrictions and hazards, if any.

A. **Sheriff's Office Aircraft**

Only designated Sheriff's Office pilots, authorized maintenance personnel, or personnel being tested or trained by the Chief Pilot are authorized to manipulate the aircraft controls during ground or flight operations without the express permission of the Unit Sergeant.

2.3 **PRIMARY MISSION/AVAILABILITY**

The primary mission of the Aviation Unit is to provide aerial support for public safety and law enforcement activities. Helicopters should, when practical, function as patrol units capable of handling services to completion with or without ground unit assistance.

A. **Aircraft Availability**

The Unit Sergeant, with the approval of the Patrol Services Division Commander, shall establish normal operation hours. The Unit Policy and Procedure shall contain call-out procedures for operations during normal business hours.

B. **Training Aircraft**

No aircraft may be used for training without the approval of the Unit Sergeant or Patrol Services Division Commander.

2.4 **DUTIES AND RESPONSIBILITIES**

A. **Unit Sergeant**

1. Shall be responsible for the day-to-day operations of the Aviation Unit and provide immediate supervision for Unit members.
2. The Unit Sergeant shall ensure that Aviation members conform to rules, regulations and procedures of the Oakland County Sheriff's Office.
3. The Unit Sergeant shall ensure that the performance of the Aviation Unit is in accordance with Sheriff's Office goals and objectives and that this is accomplished within the parameters established by the Patrol Services Division Commander.
4. The Unit Sergeant shall ensure that additional procedures and operational limitations, which might be prescribed by the Patrol Services Division Commander, will be implemented.

5. In addition to those duties required of a Sergeant in a supervisory capacity, the Unit Sergeant shall be directly responsible for:
 - Preparation of flight schedules.
 - Assignment of personnel on non-flight days.
 - Authorization and scheduling of helicopter maintenance.
 - Aircraft maintenance contract.
 - Liaison with contract maintenance facility.
 - Preparation and management of Unit budget.
 - Training schedules.
 - Unit related correspondence.
 - Flight hour statistics.
 - Helicopter performance statistics and costs.
 - Liaison with other agencies.
 - Relief pilot duties, if qualified as a Sheriff's Office P.I.C.
 - Relief observer duties.
 - Assignment of duties for maintenance and safety.

B. Chief Pilot

1. The Chief Pilot shall be a Certified Flight Instructor {C.F.I.} helicopter rating and approved by the current insurance carrier. The Chief Pilot will have a minimum of 1500 hours of total time {helicopter}, 500 hours instruction time {helicopter} and 250 hours in make and model.
2. In addition to flight duties, the Chief Pilot is responsible for:
 - Supervision of all aspects of flight training for Sheriff's Office pilots.
 - Maintenance of Unit training records and files.
 - Direct supervision of Unit pilots during training.
 - Advanced, bi-annual, and bi-annual training reviews and schedules.
 - Flight status of Unit pilots {after consultation} with the Unit Supervisor.

C. Flight Crew

The determination as to whether a flight should be initiated/terminated as it concerns the helicopter's airworthiness and safe conditions for flight rests with the flight crew.

1. At the termination of any flight, the P.I.C. must and will be present IN THE COCKPIT during the required engine cool-down procedures to ensure that correct procedures are followed. Once the cool-down

procedures have been complied with, and the engine shut off and main rotor blades have stopped, the P.I.C. may exit the aircraft and perform whatever additional duties are required {post-flight aircraft inspection prior to securing the aircraft for the shift, refueling, etc.}.

2. The P.I.C. will be present initially to ensure that a proper pre-flight inspection is accomplished prior to flight.

D. **Maintenance Officer**

1. The Maintenance Officer shall be an Aviation Unit pilot who may be assigned to normal flight duties.
2. The Maintenance Officer will ensure that the Sheriff's Office helicopters are maintained in an appropriate airworthy condition as set forth by F.A.R.'s and manufacturer specifications.
3. All requests for maintenance shall first be referred to the Maintenance Officer.
4. The Maintenance Officer shall be responsible for the following:
 - Liaison with the contract maintenance facility.
 - Evaluation and scheduling of maintenance requests.
 - Maintenance and parts records.
 - Preparation of work orders.
 - Inspection of contract work performed.
 - Maintenance flights, if required.
 - Coordinate and obtain authorization for non-routine maintenance with the A.S.U. Supervisor.

E. **Safety Officer {See Chapter 1.2}**

F. **Observer**

1. The flight observer will have primary responsibility to:
 - Observe activity on the ground.
 - Operate the police radio, searchlight, camera. Thermo imager, moving map, public address system and siren.
 - Guide pilot as to required flight patterns or routes.
 - Complete required police reports.
 - Assist in maintaining watch for other aircraft in flight.
 - Program or change radio frequencies during flight.
 - Secure for the P.I.C. maps, charts, instruments, etc., as necessary to continue a flight.

2. Except as directed by the P.I.C., a pilot/observer shall not normally be required to operate any of the helicopter controls during flight.
3. "On assignment" observers will receive observer training, under the supervision of the Unit Supervisor, from current observers and pilots. {Annex 2A}

2.5 **POLICIES AND PROCEDURES**

A. **Accident/Incident Reporting**

1. In the event of an aircraft accident/incident, the pilot or observer, if capable, shall immediately notify the Division Commander, O.C.S.O. Communications. Communications shall immediately notify the Unit's Sergeant and make additional notifications, as required or directed.
2. Accident reporting and investigation will be in accordance with the accident plan Policies and Procedures and N.T.S.B. Rule 830.5 – AIRCRAFT EQUIPMENT.

B. **Aircraft Equipment**

Sheriff's Office aircraft being operated in the indicated conditions must have the following equipment installed and operable.

1. **During All Flights**

- **First Aid kit**: At least one first aid kit shall be carried in each aircraft, which is located in the aft baggage compartment.
- **Fire Extinguisher**: Each aircraft shall be equipped with an operable aviation approved fire extinguisher. The fire extinguisher shall be accessible, visible and not obstructed during engine starting operations and all flights. Pressure gauge reading, when not in the operable range, shall be noted and re-serviced. If there is no pressure gauge, the extinguisher will be replaced prior to or upon expiration date.

2. **Visual Flight Rules {V.F.R.}: Day**

- Airspeed indicator.
- Barometric altimeter.
- Rotor tachometer.
- Engine tachometer.
- Engine oil pressure gauge.
- Engine oil temperature gauge.

- Fuel quantity gauge.
- Seat belts for all passengers.
- VHF communications radio.
- Magnetic compass.
- Mode C transponder.
- E.L.T. {Emergency locator transmitter}
- Anti-collision lights.

3. **Visual Flight Rules {V.F.R.}: Night/Special V.F.R.**

- Equipment required for V.F.R. day AND:
- Position lights.
- Operable landing light.
- Instrument panel lighting.
- Turn and slip indicator.
- Flashlight.

C. **Aircraft Operating Minimums/Requirements**

1. **General:** Pilots shall comply with Federal Aviation Requirements {F.A.R.'s},

- 91.119, Minimum Safe Altitudes.
- For those pilots who do not possess an instrument rating, the minimums will be 800/2 day time & 1000/3 night time.
- Day: minimum 500' ceiling & 1 mile visibility.
- Night: minimum 700' ceiling & 2 miles visibility.
- Minimums for pilots possessing a helicopter instrument rating is day 500/1 & nite 700/2.
- Instrument Flight Rules {I.F.R.}, I.F.R. flight is prohibited in Sheriff's Office helicopters. Additionally, V.F.R. on Top flights is prohibited.
- Unit pilots may deviate from the required weather minimums as established in this section, with prior approval of the Unit Sergeant or the Patrol Services Division Commander or their designee, when responding to significant emergency situations such as aircraft crashes, police involved shootings, or other life threatening responses. In any case, pilots will not violate any Federal Aviation Regulation, applicable law, or policy or safety procedure.

D. **Airworthiness Checks**

1. **Daily Preflight Inspections:** Aircraft shall be inspected by the crew at the beginning of each shift in accordance with the pilot flight manual and Sheriff's Office procedures. Preflight shall be recorded on the

2. **Postflight**: A cursory inspection of the helicopter by the pilot shall be made after each flight. The helicopter shall be fueled, as necessary.
3. **Cursory**: If the helicopter is left unattended for any length of time, the pilot shall ensure that no damage or tampering has occurred to the aircraft during his/her absence.
4. **G.P.S. Database**: The G.P.S. database will be updated as required if used for navigation. Database will be updated on a yearly basis.

E. **Alcoholic Beverages and Drugs**

1. **Alcohol**: consumption of alcoholic beverages or drugs shall be in strict conformance with applicable F.A.R.'s, except that no person shall act as a pilot or crewmember on a Sheriff's Office aircraft within 10 hours after the consumption of any alcoholic beverages.
2. **Medication**: In the event that a medication has a detrimental effect on the pilot's performance, he/she will be grounded in accordance with the provisions of the F.A.R.'s and S.O.P. {See F.A.R. 91.17}
3. **Changes in Flight Fitness**: All pilots are responsible for notifying the Unit Sergeant or in his absence, the Patrol Services Division Commander, of any changes in their legal flying status and medical certificates. Further, flight personnel are cautioned not to accept flights when their mental or physical condition could be a detriment to the safety of the operation.

F. **Altitudes**

Patrol flight altitudes must not be less than the flight minimums listed in 2.5c. {This requirement does not preclude control tower instructions or the accomplishment of a specific Law Enforcement task or mission after safety factors have been considered}.

1. Regardless of the location, an aircraft must maintain an altitude that permits {should a power unit failure occur} an emergency landing without undue hazard to persons or property on the landing surface.

G. **Authorized Operations and Areas**

1. **Permitted Operations**: Operations of Sheriff's Office helicopters will be in accordance with the Aircraft Operator's Manual, Standard Operating Procedure, F.A.A. Regulations, State Law, Sheriff's Office General Orders and other pertinent Policies and Procedures. Authorized operations include, but are not limited to routine aerial

patrol, surveillance of fleeing subjects or pursued vehicles, searches for missing subjects, special events, major incident/disaster response, allied and outside agency assists.

2. **Response Areas:** The territorial limits of Oakland County are the primary boundaries in which the Aviation Unit helicopters respond to assignments for service. Response to other jurisdictions outside the County may be undertaken with appropriate Command approval of at least the Division Commander, Deputy Commander or Duty Captain. Command Officer approval is not required for continuing surveillance flights originating within Oakland County, however notification will be made to Command, via Dispatch, if it appears that a surveillance flight will take the crew out of the boundaries of the County.

H. **Auto-rotations**

Pilots shall not practice auto-rotations {except as required during maintenance test flights} unless accompanied by a Sheriff's Office approved C.F.I. {in rotary aircraft}.

1. Power off is described as reducing the power, via the fuel flow control, to the flight idle position {approximately 67-70% NG}.
2. Power recovery is described as full power allowed by the fuel flow control in the flight gate position and shall be initiated to allow for full power prior to hover.
3. Power off Straight in autos will be initiated at an altitude not less than 500' AGL and will be conducted with a power on recovery and terminate to a hover.
4. 180 degree auto-rotations will be initiated at an altitude not less than 500' AGL and will be conducted with a power on recovery and terminate to a hover.
5. Hovering auto-rotations will be conducted with power off at an altitude not to exceed 5' AGL and will terminate on a surface not to exceed the slope limitations of the aircraft.
6. The P.I.C. will be an F.A.A. authorized and rated pilot/C.F.I. in current and qualified make and model aircraft used for the maneuvers.
7. The P.I.C. is the actual pilot flying the aircraft and shall remain the P.I.C. until such time as a positive exchange of control takes place. {i.e.} A flight instructor takes the controls to prevent an unsafe action by the P.I.C. A flight instructor and P.I.C. agree to a change in the designated P.I.C.

8. At no time will practice power off auto-rotations be conducted in County-owned aircraft without an authorized current and qualified flight instructor seated in a crew position.
9. All power off auto-rotations will be conducted over an area approved by part 91 of the F.A.R.
10. Auto-rotations during maintenance test flights shall be concluded with full power.

I. **Checklists**

The use of checklists is mandatory. Checklists shall be used for daily inspections, engine start and shutdown and pre-takeoff and landing. Only those checklists approved by the Chief Flight Instructor shall be used.

J. **Cockpit Personnel Assignments**

The aircraft cockpit shall be occupied by two crewmembers, one of whom will be P.I.C. during all flight operations. The aircraft may only be flown single pilot with approval of the Unit Commander or Patrol Services Commander.

K. **Communications**

1. **Law Enforcement:** Radio communications between the Sheriff's Office Communications Unit, field units or other Sheriff's Office members shall conform to the Policies and Procedures as set forth by the Sheriff's Office. Communications conducted on outside agency's frequencies shall attempt to conform to that particular agency's communications procedures and in all cases reflect decorum and professional demeanor.
2. **Federal Aviation Administration {F.A.A.}** All communications on the F.A.A. radio network will conform to the F.A.R. and Airman's Information Manual {A.I.M.} formats.
3. **Emergency Communications**
 - a. **Precautionary Landing:** A precautionary landing is a voluntary landing initiated because of a real or suspected problem. The crew should communicate to the Communications Unit that a precautionary landing is being made and provide the location. Radio personnel are required to:
 - Ensure they have the location.

- Unless otherwise advised by a crewmember, notify ground units, the Duty Supervisor and, if appropriate, the Command Duty Officer.
- Notify the Unit Supervisor and the Patrol Services Division Commander.
- Be aware that the situation may escalate to a forced landing.

b. **Forced Landing {MAYDAY}**: A forced or emergency landing is normally involuntary and may be the result of engine power loss or other major mechanical malfunction, or crewmember incapacitation directly and immediately affecting continued flight safety. Under these circumstances, a crewmember will normally notify the Communications Unit of the forced landing and provide the aircraft locations. Dispatch personnel shall:

- Ensure they have the location.
- Unless otherwise advised by a crewmember, they should dispatch fire, ambulance, and supervisor and ground units.
- Notify the Command Duty Officer, Unit Supervisor and the Patrol Services Division Commander.

4. **Emergency Communications to Other Agencies**

Crewmembers shall use the emergency terminology defined in the preceding paragraphs. The A.S.U. shall coordinate with allied agencies to ensure that their personnel have been informed of the terminology and emergency response procedures. Allied agencies will be instructed to immediately notify O.C.S.O. Radio upon receiving an emergency communication. Upon notification, O.C.S.O. Radio shall confirm that the appropriate emergency services have been dispatched and make command and supervisory notifications required by this section.

L. **Credit Cards**

1. **Issuance**: It is expected that the Sheriff's Office will issue credit cards for the Air Support Unit.
2. **Purchase Procedures**: Except for fuel, all purchases will pre-approved by the Unit Sergeant. Prior to signing invoices, crewmembers shall ensure that the aircraft number and the charges are entered correctly.
3. **Tax Exemption**: Sheriff's Office aircraft are exempt from Federal Excise Tax. Federal Excise Tax may be charged on credit receipts signed for fuel. Billing adjustments are conducted through the Budget and Accounting Unit.

M. Complaints or Incident Reports

The Unit Supervisor shall forward to the Patrol Services Division Commander any adverse report addressing a crewmember's actions while operating a Sheriff's Office aircraft. Examples of such reports include, but are not limited to citizen complaints, investigations, and noise complaints and incident reports.

N. Crew Rest Policies

Flight crews shall be thoroughly rested and able to complete the mission assigned. **Safety will always be the paramount consideration prior to the launch of any mission!**

O. Deployment and Reliability

1. When not specifically assigned to a mission the helicopter crew should, unless prohibited by weather or other safety-related factors, initially patrol those areas from which the most frequent requests for service emanate.
2. Reliability is a very important factor to the Unit's mission. Every effort shall be made to meet mission assignments. However, safety shall not be compromised to meet any mission.

P. Lojack Receiver

1. LOJACK will be activated on all flights.

Q. Enforcement

Enforcement actions may be taken by crewmember observations. Specific types of enforcement activity and crewmember responsibilities are outlined under "Specific missions."

R. Equipment Loaded Into or Carried by the Aircraft

When equipment is to be loaded into or unloaded from the aircraft, the operation shall be supervised by a crewmember. All equipment inside the aircraft cabin shall be secured unless being utilized by the crew or authorized passengers.

S. Exceeding Aircraft Limitations

1. **Reporting:** Should an aircraft limitation be exceeded to the limit that an inspection is recommended, the pilot shall prepare a memorandum to the Unit Supervisor listing the following information:
 - Type of limit exceeded.
 - Number of times limit was exceeded.
 - Highest value of exceeded limit.

- Length of time above the maximum allowable value.
- Any other pertinent information.

2. **Notification:** In the event a limitation is exceeded to the degree that grounding is recommended, the Unit Sergeant and Division Commander shall be notified immediately. Reporting shall be as listed above.

T. **External Load and Rappelling Operations**

1. **External Load Operations:** External load operations are prohibited at this time.
2. **Rappelling Operations:** Rappelling operations are prohibited without the approval of the Patrol Services Division Commander.
NOTE: Until such time as procedures and training are developed and incorporated into the Aviation Unit Policies and Procedures, rappelling and external load operations are prohibited.

U. **F.A.A. Investigation of Pilot Actions**

Violations of F.A.R.'s are civil in nature. Findings of an F.A.A. investigation are appealed to a National Transportation Safety Board {N.T.S.B.} hearing officer and then to Federal Court. A Sheriff's Office pilot, while operating a Sheriff's Office aircraft on duty shall take the following steps, should the F.A.A. investigate a complaint alleging a violation of the F.A.R.'s:

1. The Patrol Services Division Commander and Unit Sergeant shall be notified immediately.
2. Any and all correspondence submitted to the F.A.A. will also be submitted to the Patrol Services Division Commander.

V. **Firearms in Aircraft**

1. **Shooting Policy:** The issued firearm will be carried during flight operations. Firearms shall not be discharged from aircraft while in flight except as a last resort to protect the crew or others from an immediate threat of death or serious injury.
2. **Special Purpose Weapons:** Special purpose firearms as well as Sheriff's Office shotguns and tactical rifles shall not be routinely transported in Sheriff's Office aircraft.
 - During emergencies, the Special Response Team may, with the approval of the Division Commander, carry tactical weapons on Sheriff's Office aircraft. All tactical weapons will not be loaded when onboard the aircraft.

- For purposes of training, a Command Officer of the unit training and a crewmember will assure that no loaded tactical weapons are taken onto a Sheriff's Office aircraft.

W. **Flight Hours and Staffing**

1. **Flight Crew Staffing**: Under normal circumstances, Flight crews shall consist of two Aviation Unit approved deputies/officers, one of whom shall be a P.I.C. as defined by Policies and Procedures. Minimum staffing levels may deviate with the approval of the Patrol Services Division Captain, his designee or the Aviation Unit Sergeant.
2. **Flight Hours**: Each helicopter is annually budgeted a prescribed number of flight hours. Each shift should fly at least two periods of at least two hours in duration. Since it is not possible to achieve these optimal levels on a daily basis due to weather, maintenance, etc., maximum utilization of the budgeted flight hours should be encouraged throughout the course of the year.
3. **Flight Crew Availability**: Flight crews will report to Communications when they go into service at the airport facility and will monitor Sheriff's Office frequencies while not flying. During all on-duty time, flight crews shall advise Communications of their mission status and when unable to monitor their radios, how they can be contacted. The Aviation Unit Sergeant will advise Communications of the off-duty call-out schedule.

X. **Flight Path Corridors**

In order to cooperate with Oakland International's heavy traffic area, crews should utilize the flight corridors with their reporting points that are depicted on the "letter of agreement" for Special V.F.R. procedures. {Annex ____ }

Y. **Flight Physicals**

Pilots shall possess a current Class III medical certificate. It is the responsibility of pilots to maintain his/her appropriate medical certificate with a copy provided to the Unit Sergeant for their file. Reimbursement will be provided by Oakland County Sheriff's Office.

Z. **Flight Restrictions**

The following activities are prohibited in Sheriff's Office aircraft:

- Operations exceeding the maximum certified gross weight of the aircraft or exceeding the maximum seating capacity.

- Operations declared unlawful or exceeding terms of the aircraft airworthiness certificate and/or limitations.
- Use of aircraft for aerial applications outside the scope of law enforcement applications.
- Operations in violation of Sheriff's Office restrictions or letters of agreement.

AA. **Fueling**

Crewmembers shall comply with the following procedures when fueling Sheriff's Office aircraft:

- A crewmember shall personally supervise the fueling operation to ensure a proper fuel truck placement, proper grade and amount of dispensed fuel, and that no smoking or open flame is allowed within 50 feet of the fueling operation, including the use of cell phones and radio equipment.
- Fuel truck, fuel tank, stationary fueling equipment and the aircraft shall be grounded. The fuel nozzle shall be grounded to the aircraft.
- The pilot and observer of a landing aircraft will ensure, prior to departing the vicinity of the aircraft, that the aircraft is immediately fueled upon shutdown. An exception to this would be when inclement weather, such as a thunderstorm, is occurring at the helicopter's location.
- If an aircraft is not refueled, because of the above noted exception, it will be noted on the aircraft's console with a red "remove before flight" ribbon so the next crew will become immediately aware that it has not been fueled. It will also be noted on the office board, making the next crew aware that the aircraft has not been fueled. If the second crew is available, the first crew will verbally inform the next crew of the fuel situation.
- Because the duration and assignment of each flight is subject to variation, no mission will be initiated without the aircraft being full of fuel, or at least the maximum allowable based on mission profile and weight and balance considerations. Each crewmember {pilot and observer} will be responsible to ensure that this requirement is met.
- Hot refueling {engine running} is NOT permitted.

BB. **Fuel Reserves**

All flights shall be terminated with at least 30% fuel remaining barring exigent circumstances.

CC. **Fuel Spill Cleanup**

1. The fueling fixed base operator {F.B.O.} will clean up all fuel spills.

DD. NO-GO Policy**1. NO-GO Criteria:**

- Fuel gauge or engine instruments inoperative.
- Defective warning light or horn.
- Chip light activated.
- Both landing light and taxi light inoperative into night operations.
- Over-water flight without personal floatation devices if unable to reach a suitable landing area in an auto-rotational glide.
- Below weather minimums.

EE. High Rise Structure Fire

At the scene of a major fire emergency, the aircrew should promptly evaluate the severity, request personnel and equipment, then provide information and assistance to the fire department and other public safety agencies. The four primary tasks for the aircrew on the scene are:

- Observing
- Evaluating the situation
- Communicating the evaluation
- Assist in on-scene command

FF. Missions

1. **Priority:** Life saving missions shall receive priority.
2. **Emergency mission authorization:** The Unit Supervisor, in the absence of a Division Command Officer, may initiate emergency or urgent missions as specified in the S.O.P. To ensure optimum response, urgent requests for aircraft assistance should be made directly to the Unit Supervisor.
3. **High risk missions:** Due to their degree of risk a list of missions requiring approval prior to acceptance shall be maintained in this S.O.P. The Patrol Services Division Commander shall approve the list and any changes. Specific high-risk missions, approving authority, reporting requirements and review procedures shall be included in this S.O.P. As a minimum, the following missions shall be considered high risk:
 - Flight operations into areas of known or reasonably expected hostile gunfire.
 - Off-site landings/takeoffs into areas of known or reasonably expected hostile gunfire without a second pilot/observer at his/her appropriate crew station at

areas other than airports, or helipads, or areas not specifically designated by S.O.P. as an approved area.

4. **Mission requiring Unit Supervisor notification:**

- Extended night missions.
- Missions outside the Oakland County area.

GG. **Off-Site Landings**

1. Helicopter landings at other than approved locations shall be restricted to law enforcement related missions, training or requests for service that have been approved by the Division Captain or above.
2. When off-site operations are performed, the flight crew shall carefully evaluate surrounding terrain conditions and continuously check for any unforeseen obstacles. Approaches to and departures from the helicopter shall be on the down slope side to remain clear of the rotor system.
3. Off-site landings likely to generate unusual public interest or attention shall be reported as soon as practical to the Unit Sergeant, and shall be fully explained in the flight's log.

HH. **Operational Hazard Reports**

1. **Responsibility:** Each member of the Aviation Unit is responsible for ensuring that all activities are conducted in a safe manner. Our goal is to avoid injuries to personnel, and all damage to equipment and property. All members shall use safe procedures in the performance of all duties, assist fellow members in the performance of tasks so as to minimize hazards, contribute to the Sheriff's Office safety program by making suggestions for improvement, and immediately report unsafe conditions, procedures, or work practices to the Unit Sergeant.
2. **Reporting:** To establish the flow of information regarding physical hazards, {which personal action cannot correct}, and to address issues which warrant additional training to improve safety, the Hazard Report has been developed {Annex}. Upon observing a safety hazard, personnel shall document the information on the Hazard Report and turn it in to the Unit Sergeant. After the condition is resolved, the form will be maintained in Unit files.

II. **Passenger Transportation**

1. Sheriff's Office helicopters may not be used for any commercial purpose. They cannot be used to carry persons or property for

compensation or hire. Sheriff's Office helicopters cannot carry passengers except for:

Crew members

Persons who are:

1. Required to perform a task or duty directly related to the ongoing law enforcement mission.
2. Purposes of orientation flights that will be approved by the Unit Supervisor. On-duty orientation rides for departmental personnel are encouraged and may be authorized by their immediate supervisors. Orientation flights involving non-departmental or non-law enforcement agency personnel will require prior approval of the Patrol Services Division Commander or Unit Commander or his designee. All non-departmental personnel will complete a Waiver of Liability prior to the flight and all passengers will be entered in the passenger logbook. Prior to departure, all passengers shall be given a safety briefing by a crewmember on relevant aspects of the proposed flight. Briefings shall, as a minimum, include the following:
 - Location/operation of emergency exits.
 - Location of first aid kits.
 - Location/use of fire extinguisher.
 - Location/use of discomfort bags.
 - Emergency egress procedures.
 - Use of seat belts.
 - Use of flotation devices, if appropriate.
 - Safety considerations.
3. The engines and rotor blades shall be stopped prior to loading or unloading passengers, unless crewmembers are directly supervising the loading or unloading activity.
4. Passengers will not occupy the normal duty station of a crewmember.
5. Aircraft passenger log and waiver forms will be maintained at the Aviation Unit airport office.

JJ. **Performance checks**

The P.I.C. shall ensure that sufficient power is available to conduct necessary flight operations. Power required will be computed by use of the

manufacturer's performance charts or other charts approved by the Aviation Unit. Additional weight and balance shall be made, when appropriate.

KK. Pilot Requirements

The Aviation Unit shall display and maintain a status board that shall indicate Sheriff's Office and F.A.A. currency status of each assigned pilot. Only those persons designated as Sheriff's Office pilots who meet additional criteria set forth in the Policies and Procedures may act as pilot-in-command.

- Pilots are responsible for ensuring that their pilot and medical certificates are current.
- Pilots shall maintain currency in accordance with applicable F.A.R.'s.
- Pilots shall submit a copy of their current pilot and medical certificates to the Unit Sergeant and a copy will be placed in the Unit Pilot Information book.

1. **Pilot-In-Command**: It is the responsibility of the P.I.C. to determine that all of the following requirements are met prior to flight in accordance with:

- F.A.R. 91.103

2. **Pilot/Observer**: It is the responsibility of the observer to determine that the following requirements are met prior to flight:

- Ensure that the pilot has received a mission briefing, when possible. The pilot shall be given as much information as is known prior to the start of a pre-planned mission.
- Ensure that mission equipment and other appropriate related equipment is operational and correctly stowed on board.
- Although the pilot has final responsibility he/she may delegate the duty of briefing and securing all passengers.
- Ensure that all baggage and cargo are properly secured.

LL. Prisoner Transportation

Sheriff's Office aircraft shall not be used for prisoner transport without permission of the Patrol Services Division Commander. Sheriff's Office aircraft may provide aerial observation for motorcades transporting high

MM. **Required Aircraft Documents**

Current copies of documents, license and certificates required by F.A.A. shall be kept in a location that is accessible to the crew while in flight.

NN. **Security Equipment in Aircraft**

All loose articles of clothing and equipment shall be secured in the aircraft before flight.

OO. **Unattended Helicopter**

The P.I.C. will not leave the helicopter with the engine operating and the rotors turning. Should the flight crew have to leave the immediate area of the aircraft, the aircraft will be secured. No weapons will be left in the aircraft.

PP. **Uniform**

1. Uniform and safety equipment shall be worn in accordance with the Sheriff's Office Policies and Procedures. Good grooming will be practiced at all times when on duty.
2. County issue Nomex flight suit and gloves will be worn at all times while engaged in flight duties.
3. Sheriff's Office issue survival vests shall be worn on all flights.
4. Nylon web duty belts, shoulder holster and accessories are authorized for flight suit personnel.
5. Chemical personal protective devices {e.g. pepper spray} shall not be carried on Sheriff's Office aircraft during flight operations.

QQ. **Unit Inspections**

The Patrol Services Division Commander shall conduct a Unit Inspection of the Aviation Unit at least once annually.

RR. **Safety Around the Flight Line**

Safety shall be the primary consideration when working around any aircraft. The following practices shall be followed:

- Approach and depart a running helicopter from the right front or the left front, AT ALL TIMES. Do so in a crouched position. Remain in sight of a crewmember, and approach or depart only with a

crewmember's knowledge and approval.

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- Secure all loose, lightweight objects in the landing and run-up areas of the pad.
- Do not place protruding objects in the landing area without notifying the flight crew.
- All persons and vehicles are to be kept at least fifty feet away from aircraft when rotor blades are in motion unless otherwise authorized by a crewmember. Any unauthorized persons approaching or standing near running helicopters or landing pads shall be directed to a safe area.
- All personnel assigned to the Aviation Unit shall take immediate action upon noticing an unsafe condition or unsafe act occurring on or near the helicopter or pad area.
- Any striking or dropping of helicopter parts shall be reported to the Unit Sergeant immediately.
- Flammables and combustibles shall be stored properly at all times. All clean up materials shall be placed in proper receptacles.

SS. Safety Equipment

1. **Seat Belts**: Crewmembers and passengers shall wear seat belts and harnesses in accordance with F.A.R.'s.
2. **Helmets-sleeves-gloves**: Crewmembers shall wear helmets, keep sleeves down and secured and wear protective gloves during all in-flight operations.
3. **Floatation devices**: All occupants of the aircraft shall wear a survival flotation device.

TT. Safety Policy

The Unit Policies and Procedures are based on the concept that safety comes first. Essential elements of safety include quality condition of equipment, thorough training and motivation of pilots, devoted attention to duty, good judgement, sound operational planning and efficient use of resources. **The Aviation Unit shall endeavor to perform all flight operations with the highest degree of safety.**

UU. Simultaneous Operations Involving other Agency Aircraft

1. Missions may require simultaneous operation of Sheriff's Office and allied agency aircraft including Michigan State Police, E.M.S. aircraft,

2. Sheriff's Office crewmembers shall only participate in joint operations when the following conditions exist:
 - Safety of flight is paramount and is not compromised.
 - Two-way radio communications is established and maintained throughout the operation.
 - Visual contact is established and maintained, if practical.
 - No more than one other aircraft is directly involved in such proximity as to constitute a potential hazard.
 - One aircraft shall be designated the primary aircraft with full involvement in the ground activity. Other aircraft are secondary and shall not be directly involved with the ground situation unless the primary aircraft turns over its primary duties.
 - Aircraft shall be separated by a minimum of 500 feet altitude, and when practical shall orbit in the same direction and be offset 180 degrees in the pattern.

VV. **Smoking**

Smoking is prohibited within 50 feet of the aircraft and during all fueling operations. Smoking is prohibited inside Sheriff's Office aircraft.

WW. **Snipers**

As a general rule, aircrews are to keep Sheriff's Office aircraft away from the danger of sniper fire.

1. When called upon to assist in an incident involving the knowledge of, or the suspected presence of a sniper, the initial reconnaissance will be flown at maximum effective altitude so as to minimize exposure to sniper fire. Lower altitudes may be used only when all safety considerations and mission requirements have been evaluated.
2. A P.I.C. may depart the area of sniper fire at any time he/she feels the risks exceed the possible benefits of air cover.
3. In the event any Sheriff's Office aircraft comes under sniper fire it will, at the earliest possible moment, be returned to the hanger for immediate inspection.

XX. **Weather**

The P.I.C. shall obtain a weather briefing at the start of each shift. Updates should be obtained as conditions dictate.

1. References 2.5 {c} Aircraft Operating Minimums/Requirements
2. Aircraft will not be flown in or into I.M.C. conditions.
3. All flights will be terminated during any of the following conditions:
 - During reported or observed icing conditions.
 - During local thunderstorm activity.
 - When turbulence may cause loss of control.
 - At anytime when the P.I.C./Observer determines, for good reason, that the existing weather conditions may jeopardize the aircraft or present a safety of flight issue.

YY. **Wind Restrictions**

Not to exceed the limitations placed on a pilot set by the Unit Commander.

2.6 **Specific Missions/Assignments**

A. **Patrol Flights**

1. Helicopter flights will be scheduled in order to provide the greatest amount of aerial support to the Patrol Services Division units.
2. Priority will be given to those assignments that involve a threat to human life or safety and felony in-progress calls.
3. The helicopter will be available for any assignment in which an aerial response may enhance the successful handling of the call.
4. If capable of clearing a dispatched call, the flight crew will cancel the ground unit response under the following conditions:

- No citizen contact is required, and
 - The flight crew has ascertained that a ground unit response is unnecessary.
5. Aviation Unit members will maintain an awareness of crime problems within the County through briefings via daily information provided by County agencies. This information will be utilized to plan flight activities and patrol areas.
 6. During normal patrol operations the helicopter shall conduct the following activity:
 - Respond to calls for service.
 - Initiate cover and service assignments.
 - Patrol outer and isolated regions of the County.
 - Patrol high-density street activity areas.
 - When requested, provide aerial crime-scene photography.
 7. During nighttime operations, the searchlight shall be utilized solely for the furtherance of a police related task.
 8. Use of the thermo imager system in lieu of the searchlight is at the discretion of the flight crew.
 9. During routine patrol flights the helicopter may be available for use in investigative assignments and special events.
 10. O.C.S.O. Communications Unit shall be informed of the helicopter's flight status or radio frequency changes.

B. Pursuits

1. The helicopter shall assist with high-speed vehicle pursuits in accordance with the Sheriff's Office policy. The flight crew will assume the primary pursuit responsibility for:
 - Pursuit communications, i.e., vehicle description, direction, estimated speed, hazards, etc.
 - Tactical deployment of pursuing vehicles.
 - Providing pertinent information to pursuit supervisor {upon request}.
 - Any other information deemed necessary for the safe success of the pursuit.
 - All pursuit activities will be recorded and, if possible, down-linked to Command.

2. A safe altitude shall be maintained which allows the pilots to observe the pursued vehicle while maintaining at least 300 feet clearance of all obstacles.
3. The aircraft shall be positioned at an altitude and distance from the vehicle that does not require the pilot to make rapid flight control movements to follow the pursued vehicle.
4. The aircraft shall follow and observe the pursuit.
5. During the pursuit, the observer is responsible for coordinating the ground units to affect the arrest.

C. **Special Events**

1. Flight in support of special events may be conducted in conjunction with scheduled patrol flights with the approval of the Patrol Services Division Commander.
2. The Patrol Services Division Commander or Duty Captain must approve flight operations, which are conducted on an overtime basis.
3. Specialized personnel, Traffic Officers, etc., should be utilized as passenger/observers during events, whenever feasible.
4. During flight over special events, flight crews may conduct the following duties:
 - Crowd estimates and management.
 - Traffic control management.
 - Perimeter crime patrols {parking lots, etc.}.
 - Aerial command post.
 - Aerial photography.
5. During special events, special attention must be paid to other aircraft in the vicinity such as E.N.G. aircraft.
6. Pre-selected forced landing areas should be considered with proper altitudes and flight patterns.

D. **Emergency Call-Out Procedures**

1. The helicopter may be utilized on an as-needed basis to assist in emergency situations that occur outside the normal flight operation schedules.

2. Only authorized flight crew personnel shall operate the aircraft.
3. During hours of darkness only those pilots who are "night current" may operate the aircraft.
4. Requests for helicopter response shall be directed through the Unit Supervisor, Division Commander or their designee.
5. Upon receiving an emergency call-out request, the following information shall be evaluated prior to initiating a response:
 - Nature of incident.
 - Location of incident.
 - Weather conditions.
 - Authorizing command officer.
 - Performance expectations.
 - Special equipment required.
6. Responding crewmembers shall report immediately to the Aviation Unit facility and confirm the response is still warranted.
7. Crewmembers shall dress in the appropriate uniform prior to flight operations.
8. Once airborne, the crew will advise dispatch of its status and contact the scene commander for direction.
9. On concluding the mission, the flight log shall be prepared to reflect all relevant information regarding the incident.
10. At any time prior to, or during the mission, the P.I.C. or Observer may elect to terminate the flight operations based upon his evaluation of flight safety conditions.

E. Major Incident Response Procedures

1. The Aviation Unit supervisor or his designee shall respond to the unit office and coordinate the aerial response.
2. Flight crews will respond as directed. Additional personnel may be placed on standby.
3. Once airborne, flight crews will provide the following services:
 - a. Provide an aerial command post for incident commanders, as needed.

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- Sheriff
 - Police
 - Fire
 - Oakland County Emergency Management
 - Haz-Mat Specialists
- b. Damage Evaluation/Prevention
- Major points of ingress/egress
 - Major fires
 - Major Haz-Mat incidents
 - Highway over/underpass structure damage
 - Dams and reservoirs
 - Rail yards and track lines
 - Accessibility to hospitals and emergency facilities
 - Power facilities and substations
- d. Transportation of Emergency Services Personnel, as needed.
- Sheriff
 - Police
 - Fire
 - E.M.T. and medical teams
 - Incident specialists
- e. Crime Prevention Patrol
- f. Aerial Photography/Video Taping/Video down linking
4. Helicopter priority shall be given to those situations involving the protection of human life.
5. During flight operations in the vicinity of HAZ-MAT incidents or dense smoke, the helicopter shall conduct operations up-wind. At no time shall the aircraft fly directly through or over any airborne obstruction or substance.
6. Aircrews shall be on constant alert for other aircraft within the vicinity, i.e., E.N.G. aircraft.
7. If necessary to facilitate the safe and effective management of the situation, a Temporary Flight Restriction, per applicable F.A.R.'s, will be initiated.
8. At the termination of flight operations, flight crews shall return to the

airport for post-flight inspection and be available for debriefing.

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2.7 **Accident Plan**

A. **Introduction**

The Aviation Unit "Policy and Procedure for Accidents, Incidents and Occurrences" is to be activated in the event of an accident involving a Sheriff's Office aircraft. This plan has been designed to assure that the proper pre and post accident procedures are followed.

B. **Objective**

In the event of a Sheriff's Office aircraft accident, the following procedures are to be expeditiously and efficiently accomplished:

- Aircraft and crew are located and rescued.
- Crewmembers and any involved civilians are aided and cared for.
- Appropriate commanders and staff personnel are notified.
- The accident scene and Sheriff's Office equipment are secured and protected.
- Evidence needed for a comprehensive investigation is gathered and preserved.
- A chronological log of events is maintained.

C. **Procedures to Confirm a Suspected Aircraft Accident**

In the event that communications are lost with the helicopter and an accident is suspected, the following steps shall be taken in an attempt to locate the aircraft.

- Attempt to contact the crew through all O.C.S.O. radio channels.
- Check most recent video transmissions.
- Attempt to contact the crew through air traffic control centers. {Pontiac Tower}
- Analyze the crew's last radio transmissions for time, location and mission.
- Survey all ground units for possible communications with the crew.
- Contact all airports in the vicinity of the helicopters last known location.
- Contact maintenance contractors and service vendors used by the Aviation Unit.

- Check with allied agencies in the vicinity of the helicopter's last known and/or suspected position and with the F.A.A. for information about possible downed aircraft.
- Initiate a ground and air search utilizing Sheriff's Office aircraft or the closest response agency.

D. **Notification: Missing Aircraft**

One of the following personnel in the order listed shall be notified when an aircraft is missing but before an accident has been confirmed.

- Notify the Unit Supervisor or his alternate.
- Notify the Patrol Services Division Commander.
- Notify the Communications Supervisor.
- Notify the Major of Law Enforcement Services.
- Notify allied agencies of missing aircraft and elicit search assistance.

E. **Dispatch Procedures and Responsibilities**

Communications Unit should be the focal point for all communications and notifications.

- On scene units should be directed to use a designated radio frequency.
- Communications shall confirm notifications as listed above in paragraph D.

F. **Unit Supervisor Responsibilities**

The Unit Supervisor or his alternate shall coordinate the following responses of personnel and equipment:

- Air and/or ground search rescue.
- Appropriate Fire Department, ambulance/paramedics.
- S.I.U. and Evidence Technician personnel.
- Aircraft Extrication Equipment.
- Aircrew designated by the Unit Supervisor or his alternate.
- Appropriate law enforcement agency having jurisdiction in the area of occurrence.

G. **Notification of Family**

In the event of injury or death of an Aviation Unit member, the method of notifying the crewmembers family will be predicated on the extent of injuries.

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In cases involving death or serious injury, the provisions of the Sheriff's Office Policies and Procedures will be followed. Notification will be made upon approval of the Division Commander and the Unit Supervisor. A telephone call should never substitute for a personal visit. Precautions should be taken to ensure that the news media does not acquire any victim information prior to the family notification. In the event of no injuries, family notification shall be made at the discretion of the Unit Supervisor or upon request of the crewmembers.

H. **F.A.A. and N.T.S.B.**

Reporting shall be commensurate with N.T.S.B. rule 830.5 and the Standard Operating Procedures.

I. **News Media**

Efforts should be made to keep the media apprised of the circumstances of the incident deemed appropriate for release to the public. This may be accomplished through the Public Information Officer {P.I.O.}. The integrity of scene security, emergency notifications, and the investigative process should be evaluated prior to allowing, or removing media from the scene.

J. **Scene Management and Perimeter Control**

The flight crew or patrol supervisor first to arrive at the scene shall take measures to assure that the appropriate notifications are made and the integrity of the scene is maintained. He/she should:

- Request appropriate emergency services to respond to the scene.
- Establish and maintain a command post.
- Assure that the Patrol Services Division Commander and Unit Supervisor or their alternates have been notified.
- Minimize the amount of walking in the immediate area of the aircraft.
- Cordon off the scene from spectators.
- Assure that persons do not remove or rearrange any of the debris regardless of its apparent insignificance.
- Aircrew or other designated personnel will be responsible for maintaining 24-hour security at the scene.

K. **Investigation**

All investigations will be conducted under N.T.S.B. part 830.5.

L. **Aircraft Recovery**

Removal of the aircraft from the scene will be done at the direction of the N.T.S.B. representative. Emphasis should be on leaving the scene as undisturbed as possible, notwithstanding rescue efforts.

1. **On or Near the Roadway**: The aircraft shall not be moved or disturbed regardless of the degree of traffic interference. Redirecting traffic around the scene should minimize congestion.
2. **Off the Roadway**: Steps should be initiated to acquire the services of a Sheriff's Office helicopter for liaison and transportation after initial response by command and supervisory personnel.
3. **Airport Incidents**: Removal of the aircraft may be required by airport officials and the F.A.A. in order to expedite the opening of the runways. Their requests will be honored, as soon as possible.

M. **Follow-Up Communications**

The Sheriff's Office investigator shall keep the Division Commander apprised of the status and progress of the investigation.

- During the course of the investigation a comprehensive briefing may be given, as needed.
- Information concerning the status of the investigation should be periodically disseminated to the field.

AIRCRAFT USER'S GUIDE: ANNEX

To achieve maximum effectiveness and utilization of the Sheriff's Office helicopters, all Commanders and Supervisors are encouraged to "THINK AIRCRAFT." This guide lists examples of missions applicable to Sheriff's Office helicopter operations. Operations are not restricted to the missions listed. Detailed operating plans should be worked out at the operational level, and aircraft should be utilized according to Aviation Unit guidelines.

Questions concerning the use of the helicopters should be directed either to the Aviation Unit Supervisor or Patrol Services Division Commander.

Routine Patrol

Significant savings in manpower resources and other costs can be effected when aircraft assume a portion of the patrol duties. The helicopter's responsibilities are to:

- Respond to calls for service.
- Assist ground units in calls for service.
- Provide aerial cover for ground units.
- Patrol high crime and specific problem areas.
- Assist ground units in high-speed pursuits.
- Clear dispatched calls for service that can be handled from the air that do not require officer contact with a complainant.
- Provide a highly visible presence.

Special Uses

When time is of the essence, or the utilization of an aircraft will significantly reduce requirements for personnel and equipment, or a situation cannot be accomplished by other means, air operations become essential and should be requested.

Disasters

The following steps should be taken when aircraft are used to assist in disaster situations:

- Establish coordination with incident command.
- If additional aircraft are involved, establish a common radio frequency for air-to-air coordination.
- Set priorities for missions and utilization of the aircraft.
- Provide over-flight for Command and specialist personnel.
- Provide videotaping and/or photography and/or video down linking.
- If possible and/or necessary, establish an aerial Command Post for

direction of the ground units.

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- May provide transportation of mission essential personnel:
 - Command personnel
 - Rescue workers
- Set up procedures and, if necessary, perimeters to deter crimes such as looting.
- Organize ground support.
- Fuel.
- Rations for support personnel.
- Backup aircrews, if available.
- Mobil Command Center.

Special Events

A “special event” is any unusual, non-emergency event designated as a special event by the Sheriff’s Office.

Requirements for Aviation Unit utilization:

- Advance notice and planning, when possible.
- Prior over-flights of the area, when possible, to determine:
 - Possible landing zones.
 - Hazards or obstacles to flight such as towers and wires.
- Specialized or expert passenger/observers.

Services to Other Agencies

Agencies should be aware of the equipment aboard the Sheriff’s Office helicopter and its capabilities. Some of the equipment offered:

- 30 million candlepower searchlight.
- Thermal image camera that detects temperature differences with zoom capability.
- Color video camera with zoom capability.
- Both with video taping capability and video down linking to a ground based receiver for “real-time” viewing of an incident or scene.
- Tactical radios for communication on most frequencies.
- Moving map for accurate “address based” locations.
- Four passenger seats to afford officers an opportunity, when properly requested, to ride-along for an aerial perspective of their territory and surroundings.

MISCELLANEOUS

The following are some of the missions that can be accomplished by Sheriff’s Office

aircraft:

- Aerial backup.

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- Surveillance
- Searches, to include fleeing or wanted suspects, lost and missing subjects.
- Crime scene over-flight to include photo and video opportunity.
- High-speed pursuit.
- Crimes in progress.
- Major accident scenes.
- Major fire scenes.
- Disasters and demonstrations.
- Crowd control.
- Directed patrol of high crime areas.

Chapter 3

PERSONNEL

3.1 Assignment/Transfer

A. General

All Unit Supervisor, pilot assignments, and transfers shall be in accordance with current Policies and Procedures as approved by the Sheriff.

- Assignments shall be temporary until successful completion of appropriate training/certification and demonstration of satisfactory performance within the Unit.
- Individuals must agree to remain in the Aviation Unit for a minimum of five years, except in the case of promotion or removal or unsatisfactory job performance.

B. Procedure

Personnel desiring a transfer into the Aviation Unit shall submit a written "Letter of Interest" as prescribed by Department procedures.

3.2 Selection Criteria and Qualifications

A. Unit Supervisor

- Rank of Sergeant

B. Pilot

1. Basic Qualifications

- Have attained the rank of Deputy II with a minimum of two years road experience.

3.3 Removal from Flight Duty

A. Voluntary Removal

Upon written request by a Unit member, he/she may be removed from flight duty by the Unit Supervisor.

- Removal from flight duty shall be cause for transfer from the Aviation Unit.
- Officers transferring from the Unit, after voluntary removal from flight duty, may be reconsidered for pilot duties. A new transfer request must be submitted in accordance with the Sheriff's Office current transfer policy.

B. Eligibility for Assignment

All pilots must hold and maintain an F.A.A. Class III Medical Certificate. Any pilot who fails to hold or maintain their Class III Certificate is ineligible to remain in the Aviation Unit. Failure to maintain a Class III Certificate or revocation of their Class III Certificate is grounds for disqualification for assignment to the Aviation Unit and shall be cause for removal. Nothing in this paragraph shall be construed to deny an employee the right to exercise his/her collective bargaining rights.

C. Temporary Removal Without Loss of Premium Pay

The Unit Supervisor or Chief Pilot may temporarily remove any pilot from flight duty when his/her condition or performance might jeopardize the safe operation of Sheriff's Office aircraft.

- A proficiency check ride by the Chief Pilot, a flight physical, and/or psychological screening may be required prior to reinstatement to flight duty.
- Temporary removal shall not exceed duration of 90 working days.

3.4 Premium Pay

Premium pay is a matter for future discussion.

3.5 Shift Schedule

Current shift rotation is currently every 28 days.

3.6 Pilot Seniority

Unit seniority, other than unit supervisor, will be by departmental seniority date.

Chapter 4

TRAINING

4.1 General

Pilots and other personnel authorized by the Sheriff's Office shall be required to receive and satisfactorily complete training specified in this chapter.

A. Training Types

The Sheriff's Office shall provide initial, recurrent, and if necessary, remedial pilot training to authorized personnel.

B. Annual Crewmember Training

1. The Aviation Unit will conduct annual training {outlined in Annex} for all Unit members. The aircraft familiarization/flight portion of this requirement may be met by attending a "factory authorized" pilot recurrency training course.
2. The Unit Sergeant and Chief Pilot shall schedule course content and dates.

C. Specialized Training

The Aviation Unit will maintain a library of training lesson plans, videos and cassettes for flight operations requiring special training. A listing is contained in Annex. Pilots may request use of these materials through the Chief Pilot or Training Pilot.

4.2 Pilot Training

A. Initial Training

Pilot trainees shall undergo phase training contained in these Standard Operating Procedures, Appendices and Attachments. All phases of initial training must be successfully completed. The Sergeant in charge shall provide monthly reports to the Patrol Services Division Commander of all pilots in basic training.

1. Currently, initial Rotary Wing qualification training is being contracted on an as needed basis and will include:

- Formalized ground school.
- Formalized flight training to include non-standard and emergency maneuvers.

B. Recurrent Training

Each pilot shall receive the following minimum flight training:

1. **Dual Instruction**: the contracted Unit C.F.I. will conduct all dual instruction.
 - Appropriate ground instruction and briefings should be given to enhance training.
 - Flight training received from an alternate source specifically approved by the Chief Pilot may be applied to this requirement.
2. **Night Training**: If a pilot's night currency, as prescribed by F.A.R. Part 61, lapses, a proficiency flight is required prior to any night flight. Night proficiency will be evaluated annually by the Chief Pilot as part of their annual requirements.
3. **Proficiency Flight**: Any pilot that has not flown and maintained currency for the previous 60 days must take and successfully complete a proficiency flight with the Chief Pilot.
4. **Proficiency Check Ride**: In order to maintain the highest levels of pilot efficiency and training, all pilots assigned to the Aviation Unit, will fly at least once every 90 days with the Chief Pilot on a proficiency check ride.

C. Non-Compliance

Pilots not meeting currency requirements shall not act as Pilot-In-Command of Sheriff's Office aircraft. This restriction shall remain in effect until currency requirements are met.

D. Documentation

The Chief Pilot shall document on the appropriate reports, all pilot training. Completed pilot training reports shall be distributed as follows:

1. Original - pilot's Unit file

2. Copy - pilot
3. Copy - through Unit Supervisor to Division Commander

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4.3 **Proficiency Evaluations**

A. **Pilots**

Each pilot is required to successfully complete an annual check ride with the Chief Pilot. The check ride may be delayed a maximum of 30 days beyond the due date. A pilot who does not take or successfully complete the check ride may not act as P.I.C. of Sheriff's Office aircraft until satisfactory completion.

1. **Maneuvers and Tests:** Pilot check rides consist of maneuvers and procedures as outlined on the Pilot Training/Check ride forms and any additional maneuvers, procedures or tests that may be appropriate.
2. **Evaluation Ratings:** Check ride evaluation ratings are based on the following:
 - Planning and execution of maneuvers and procedures.
 - Piloting the aircraft with smoothness and accuracy.
 - Applying aeronautical knowledge.
 - Demonstrating sound judgement.
 - Showing mastery of the aircraft; the successful outcome of a maneuver or operation should never be in doubt.
3. **Ratings Discussion:** The Chief Pilot shall discuss ratings with the pilot immediately after the check ride.
4. **Distribution of Check Ride Evaluations:**
 - Original - pilot's Unit file
 - Copy - pilot
 - Copy - Unit Supervisor

B. **Chief Pilot**

The Unit Chief Pilot shall maintain C.F.I. currency as mandated under F.A.R.'s.

C. **Flight Evaluation**

1. Eligible personnel shall be required to satisfactorily complete evaluations of their flight skill, knowledge, and/or other proficiency. The Chief Pilot or his designee shall conduct pilot evaluations.
2. Failure to satisfactorily complete an evaluation may result in any of the

following:

- Training in deficient areas.

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- Temporary removal from flight duty until deficiencies are corrected.
- Temporary removal from Pilot-In-Command status.
- Recommendation for permanent removal from flight duty.

4.4 **Specialized Training**

- A. The unique and critical nature of missions performed by members of the Aviation Unit requires specific knowledge to optimize job performance.
- B. Specialized training may be divided into three categories.
1. **Job require:** Training which is mandated by the F.A.A. {currency requirements}, flight training or equipment training necessary to perform aircrew duties.
 2. **Job related/necessary:** Training to gain expertise, which a member is not mandated to possess, but the skill and the knowledge increase the crewmember's value and safety to the unit.
 3. **Job related/suggested:** Training to gain expertise, which is not mandated but provides knowledge and skill to enhance his/her performance.
- C. For all training requested, the Division Commander shall approve using Aviation Unit or Sheriff's Office training funds.
- Requests for training should be discussed and approved by the Division Commander prior to formal request for training.
 - All training requests should be made by submitting the Sheriff's Office training request form with supporting documentation.

Chapter 5

AVIATION SAFETY

5.1 Safety Considerations

All Sheriff's Office flight operations shall be conducted in a manner to afford the flight crew with the greatest possible margin of safety. Flight safety shall be the primary consideration during all operations.

5.2 Safety Meetings

The unit shall conduct safety meetings at least quarterly to re-emphasize various safety practices and exchange aviation safety information. Information and safety procedures provided by the F.A.A. and other agencies shall be reviewed on an annual basis. The Safety Officer will schedule and coordinate safety meetings.

A. The Unit Safety Officer will maintain a reading file concerning aviation safety issues, which will be kept in the unit office for crewmembers to periodically read and review.

5.3 Aviation Life Support Equipment {A.L.S.E.}

A.L.S.E. shall be issued to all crewmembers to enhance safety during both routine operations and emergencies. The following procedures shall be followed to enhance the effective use of A.L.S.E:

A. The minimum amount of A.L.S.E. that is required for each crewmember is indicated on the A.L.S.E. form {Annex}. The Aviation Unit may supplement this equipment as desired to meet the needs of its operations and missions.

B. The following A.L.S.E. shall be worn during flight operations except when otherwise authorized by the Unit Supervisor:

- Nomex flight suit. Sleeves shall be down with Velcro fastened.
- Nomex flight gloves.
- Flight helmet.
- Emergency Floation Vest.

C. Certain specific short-term operations dictate the removal of portions of the required equipment but should not be considered a means to avoid the proper wearing of required equipment during routine operations.

- D. Strong encouragement is given to wearing the following optional A.L.S.E. at all times:
- Hearing protection
 - Skull cap
- E. Replacement of A.L.S.E. will be on an “as needed” basis. Crewmembers requiring the replacement of Unit issue A.L.S.E. items should notify the Unit Supervisor.

5.4 **Flight Restrictions**

A. **Flight Restrictions Due to Outside Factors**

Sheriff’s Office pilots must have optimal physiological and psychological fitness in order to perform their duties. Apart from pathological conditions, fitness may be adversely affected by a variety of outside factors, the effects of which may be hardly perceptible, and therefore negligible in every day activities. However, these same factors may have considerable effect on crew efficiency.

- Any crewmember that has been treated by a medical doctor and whose treatment may affect his/her suitability for flight duties shall report this fact immediately to the Unit Supervisor or Chief Pilot. If there is any questions as to the ability of a crewmember to safely perform flight duties, the Supervisor shall not allow him/her to perform flight duties until a written clearance from an F.A.A. approved flight examiner is received.
- Any crewmember that has taken medication, received immunizations, provided blood donations, or been involved in a decompression experience shall not be permitted to perform flight duties until the minimum time frames and/or conditions have been met.

B. **Alcohol/Systemic Drugs**

A crewmember taking drugs not approved by the F.A.A., which have systemic effect will be restricted from flight duties until convalescence and/or rehabilitation is completed. Individuals receiving the following drugs or types of drugs will be restricted from flight duties, as indicated.

- **Alcohol**: No person shall act as a crewmember whenever he/she has consumed an alcoholic beverage within the

preceding 10 hours from the schedule start of a shift.

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- **Antihistamines: {not approved by the F.A.A.} Or Any Barbiturates**: For the period they are taken and for 24 hours after being discontinued or following any other effects, whichever is longer.
- **Mood Enhancing, Tranquilizing or Calming Drugs**: For the period that they are used and for four {4} weeks after the drug has been discontinued. When medications are utilized for non-mind effecting reasons, {i.e., symptomatic relief of vomiting or muscle spasm} the period the disability will last only for the duration of the acute illness and for 72 hours after cessation of medication.

C. **Additional Factors**

- Medical restriction from flight duty will be for a minimum period of:
 - Immunizations – 12 hours
 - Blood donations – 72 hours
- Decompression Sickness or Scuba Diving – 24 hours
- Crewmembers experiencing excessive fatigue or any illness shall not perform flight duties until fully recovered from the condition.
- A crewmember may be restricted from flight duty if the Unit Supervisor determines there is reason to believe he/she may be psychologically incapacitated or troubled to the extent it casts doubt on his/her ability to perform flight duties.

5.5 **Hazard Reports**

A. The Hazard Report, {Annex} is designed to be used by any Unit member to report safety hazards. The hazard may be operational or procedural in nature. The purpose of the form is to identify problems with Sheriff's Office aircraft or Unit procedures and to provide suggestions for correcting the problems. The form shall be completed as follows:

- The crewmember identifying a problem should turn in the completed form to the Unit Supervisor.
- The original copy is filed and one copy is forwarded to the Division Commander if the hazard is significant. A second copy will be forwarded to the Safety Officer, Chief Pilot or other

appropriate Unit member for review and action.

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- The Unit Supervisor must approve the action recommended by the Maintenance Officer or the Chief Pilot.
- The Unit Safety Officer or other designated Unit member continues to track the report until the problem is resolved, then ensures that all Unit members are informed of the solution to the problem. The original report is updated with the problem resolution and a copy forwarded to the Division Commander, if appropriate.

Chapter 6

INSPECTION, MAINTENANCE AND BILLING

6.1 Objectives

An Inspection and Maintenance Program is established to ensure the Air Aviation Unit meets or exceeds industry standards in aircraft maintenance, performance, and uniformity of equipment and operations. To accomplish this objective, all maintenance will be according to the manufacturer's specifications, standards, and guidelines.

6.2 General

A. Approval

Approval from the Unit Supervisor is required for all modifications, alterations and equipment installations on Sheriff's Office aircraft.

B. Coordination

The following services shall be coordinated through the contract maintenance facility.

- Procurement of parts from the manufacturer at the law enforcement discounted price.
- Engine and component overhauls.
- Major repairs.
- Warranty claims.
- Services by manufacturer's technical representatives.
- Technical difficulties that cannot be resolved through other authorized maintenance facilities.

C. Expendable Purchases

- Whenever possible, the purchase of parts should be made from the manufacturer to include their law enforcement discount.
- A contract maintenance facility shall be utilized to assist in purchasing items not available through the manufacturer.
- Expendables, such as engine oil may be purchased in bulk quantities, when possible.

D. **Authorization**

Only the Maintenance Officer, Chief Pilot, Unit Supervisor or crewmember designated by the Unit Supervisor may authorize aircraft maintenance.

6.3 **Operations and Maintenance Manuals**

A. **Publications**

The following publications are furnished to the Aviation Unit for each aircraft:

- Pilot's Flight Manual
- Airframe Maintenance Manual
- Airframe Parts Manual
- Engine Maintenance Manual
- Engine Parts Manual
- Appropriate F.A.A. Airworthiness Directives and Advisory Circulars
- Manufacturer's Service Bulletins and Service Letters

B. **Responsibility**

All pilots shall be familiar with the contents of the publications listed above. The Unit Supervisor shall assure the contents of applicable Airworthiness Directives and Revisions are reviewed by all pilots.

6.4 **Aircraft and Records Inspections**

A. **Inspections**

The Maintenance Contractor completes inspections of Sheriff's Office aircraft, equipment, manuals and maintenance records at the manufacturer recommendation. Daily inspections will be performed by the A.S.U. crewmembers who have received the appropriate training.

B. **Equipment Inspections**

The following inspections shall be performed and documented by the Unit Supervisor or his/her designee for all Sheriff's Office aircraft:

1. **Transponder**: Inspection and certification of the transponder must have been performed within the proceeding 24 calendar months.

2. **Pilot Static System**: Static pressure system, altimeter instruments, and each automatic pressure altitude reporting system must have been inspected and certified within the proceeding 24 calendar months.
3. **Emergency Locator Transmitter {E.L.T.}**: Will be maintained in accordance with the following:
 - Function Test Unit during 100-hour inspections.
 - Check battery pack for leaks during 100-hour inspections.
 - Check antennae, cable, and mounting bracket during 100-hour inspections.

C. **Inspection Categories**

1. **Aircraft**

- **Exterior surfaces**: Overall cleanliness, paint and visible damage.
- **Interior**: condition, required documents, instruments, instrument markings, placards and controls.
- **Engine compartments**: condition, cleanliness, and systems check.
- Engine run-up and flight check.

2. **Records and Manuals**

- Airframe and engine logbooks for proper entries.
- Recorded maintenance.
- Required test flight endorsements.
- Compliance with Airworthiness Directives.
- Airframe and engine maintenance manuals with latest revisions.
- Service Bulletins and Service Letters, when applicable.
- F.A.A. Airworthiness Directives.
- Maintenance request files.

6.5 **Vendor Maintenance**

All vendor inspections and maintenance will be performed according to manufacturer's standards, procedures and guidelines. A copy of these procedures

and guidelines will be provided to the maintenance vendor for each type of aircraft.

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A. **Contracts**

All repairs and maintenance will be performed by authorized personnel in accordance with the provisions of the appropriate contract.

B. **Coordination**

Maintenance and inspections should be coordinated in advance with authorized contractors to minimize downtime.

C. **100-Hour Inspections**

100-hour inspections shall not be exceeded by more than 4 hours and only then to transport the aircraft to a maintenance facility. This will allow flexibility in scheduling maintenance. Flight hour requirements of finite limit components shall not be over flown.

D. **Maintenance Away from Service Facility**

If there is any doubt as to flight safety, an aircraft shall not be flown. It should be repaired at the location where a defect develops or transported to the repair facility.

E. **Emergency Repairs**

If emergencies or under unusual circumstances, service or repairs beyond the ability of the crew must be referred to the maintenance contractor after consultation with the Unit Supervisor.

6.6 **Maintenance Performed by Pilots**

A. **Tool Kits**

Tool kits will be available to the Unit.

B. **Authorized Repairs**

The following repair/maintenance operations are authorized by the F.A.A. to be performed by pilots. Sheriff's Office pilots who are not proficient shall receive training from the current maintenance vendor and demonstrate proficiency prior to accomplishing any of the following:

- Replacement or tightening of loose screws or fasteners.
- Lubrications in accordance with F.A.R. Part 43.
- Replacement of bulbs, reflectors, lenses of position and

landing lights and anti-collision lights.

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- Tightening loose clamps to correct minor seepage.
- Removal and installation of rear seats.
- All pilot repairs/maintenance will be in compliance with F.A.R. Parts 43.

6.7 Aircraft Status and Maintenance Chart

A. Aircraft Status Board

An aircraft status and maintenance chart shall be maintained for each aircraft assigned. This chart shall be current and posted in the office area. It will show the following minimum information:

- Operational status: UP or DOWN
- Next inspection due: Time/Hour
- Annual inspection: Date/100-Hour
- Date of transponder and encoder check.
- Replacement date for E.L.T. battery.
- Any additional status notes.

B. Mandatory Inspections

To permit scheduling of mandatory inspections, replacement of finite life items, and component overhauls, require maintenance intervals shall be entered on the maintenance chart.

6.8 Logbooks

A. Entries

Per the applicable F.A.R.'s, airframe and engine logbooks shall be maintained for the specific make and model of each aircraft as listed on the aircraft data plate. The following logbook entries shall be made, as soon as practical:

- Upon completion of inspections, repairs, or maintenance performed by an authorized mechanic or Sheriff's Office personnel
- Upon compliance with an F.A.A. or manufacturer's maintenance directive.
- Upon compliance with manufacturer's Service Bulletins or Service Letters after a maintenance test flight and release for

service.

1. Logbook entries will contain:

- Hobbs time and date.
- Brief description of work completed.
- The words “aircraft returned to service.”
- The words “see work order # for details.
- Bijan Air, Inc., with the mechanics signature.

B. **Logbook Review**

The logbooks shall be reviewed by a rated Sheriff’s Office pilot prior to accepting the aircraft from the facility or individual performing the maintenance, or as soon as practical thereafter.

C. **Availability of Logbooks**

Logbooks shall be kept where Sheriff’s Office or F.A.A. representatives may readily inspect them. Except when traveling to or from a maintenance vendor, logbooks shall not be carried in the aircraft.

6.9 **Care and Storage of Aircraft**

A. **Post Flight Responsibilities**

- Shut down and securing of aircraft will be performed in accordance with the aircraft operator’s manual.
- All aircraft will be given a post-flight inspection.
- Helicopters are to be stored in the hanger, after duty hours.
- Any aircraft kept outside will be secured with tie downs, when not being used.
- All aircraft parked outside will have exhaust covers securely attached.
- Personal property, helmets, headsets, portable BMS and other unsecured items should be removed from the helicopter at the end of the shift.

B. **Aircraft Security**

- Aircraft parked outside the hanger should be locked to protect

equipment from theft, damage, and tampering.

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- When aircraft are on display to the public, one crewmember will remain with the aircraft at all times. The aircraft will be locked, if there are no crewmembers standing by.
- When aircraft are on display to the public, the area around the helicopter will be secured in such a manner as to prevent damage to equipment.

6.10 **Aircraft Maintenance Request**

A. **Work Authorization**

Properly endorsed Aircraft Maintenance Requests serve as authorization for aircraft maintenance.

B. **Completion**

- Maintenance requests shall be completed for all maintenance repairs. This includes all contracted vendors, non-contracted vendors and special purchases.
- The Unit Supervisor or Unit Maintenance Officer shall complete the Maintenance request. Although the information required in most of the spaces is self explanatory, special attention should be given to the following:
 1. **Aircraft Number**: Enter the number of the aircraft requiring repair or the aircraft for which the component/part requiring repair was removed.
 2. **Hobb's Time**: Enter the maintenance Hobb's Time for the aircraft.
 3. **Description of Work**: Itemize repairs, inspections, etc., to be completed by the vendor.

6.11 **Fuel Billing**

A. **Slips**

The original bill, credit slips and computer printout will be forwarded to the Accounting Section for payment after review and endorsement by the Unit Supervisor or his/her designee.

B. **Credit Card**

The credit card assigned to each Sheriff's Office aircraft shall be used to purchase fuel at off-site locations.

- Credit card invoice slips will be forwarded to the Unit Sergeant immediately upon return to the Aviation Unit office.
- At the end of each calendar month, the Unit Sergeant or his/her designee will confirm with the Accounting Section the expenditure charged to the credit card account and the amount of the invoices paid.

6.12 **Aircraft Spare Parts Inventory**

A. **General**

The Maintenance Officer is responsible for inventory, storing, and maintaining current records of spare parts for all Sheriff's Office aircraft.

B. **Requesting a Spare Part**

When a spare part is required, the Maintenance Officer will take necessary action to ensure that the part is available to the Unit or the maintenance contractor.

Chapter 7

DISASTER AND EMERGENCY OPERATIONS

7.1 Introduction

A. General

Sheriff's Office aircraft are a valuable resource during disasters and for use in responding to emergencies. They can be used for communications, observation, reconnaissance, and transportation of personnel and equipment in conjunction with an Emergency Operation Center {E.O.C.}. Experience shows aircraft can respond quickly and effectively to a Commander's request for aerial assistance.

B. Purpose

The purpose of this chapter is to assist Field Commanders in developing emergency response plans by outlining aircraft request procedures, aircraft operational capabilities and logistics.

7.2 Request Procedures During Disasters

A. Call-Out Procedures

Requests should be made directly to the Unit Supervisor and/or Division Commander.

B. Emergency Operations Center {E.O.C.}

When an E.O.C. is activated, the request shall be made through the incident commander.

C. Required Information

The request should provide the following information:

- Number of aircraft needed.
- Base of operation.
- Anticipated duration of assignment.
- Assessment for relief flight crews and fuel for sustained

operations.

D. **Operational Considerations**

- Aircraft coordination.
- Establish mission priorities.
- Ground support and security for aircraft.
- Personnel transportation.

7.3 **Operational Control**

A. **Flight Crew Responsibility**

The Pilot and Observer have final responsibility for determining if a flight can be conducted safely.

7.4 **Helicopter Operations**

A. **Standard Crew**

A typical crew consists of two pilots or a pilot and observer.

B. **Operational Factors**

1. **Aircraft:** Eurocopter AS350B2

- Response speed: 150 mph
- Duration: 4 hours
- Load capacity: 2 crew plus 4 passengers
- Litter patients: none
- Cargo: 800 pounds

C. **Additional Requirements**

- Fuel arrangements
- Landing area 100 feet by 100 feet; level and clear of obstacles.

D. **Communications Equipment**

Each helicopter is equipped with VHF/FM, low band FM, UHF and 800 MHz radios.

E. **Specialized Equipment**

Each helicopter is equipped with thermal and color cameras, search light, video down link, public address and siren.

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7.5 **Landing Sites**

Commanders should consider potential landing areas in conjunction with primary and alternate E.O.C. locations. The Unit Supervisor should be consulted regarding potential and approved landing sites. When practical, the sites will be examined and approved by an A.S.U. pilot prior to use.

7.6 **Temporary Flight Restriction at Emergency Incident Scenes**

A. **General**

Conflicts may result from low flying aircraft at an emergency incident scene. The safety of aircraft and ground personnel at an emergency should be a primary consideration of the Incident Commander. When a potential conflict with aircraft exist, procedures can be effected to restrict the airspace to those aircraft having a need to be in the area.

B. **Notice to Airmen {N.O.T.A.M.}**

Temporary flight restrictions in the form of an N.O.T.A.M. can be implemented to effect control of emergency incident airspace. N.O.T.A.M.S. disseminate time-critical aeronautical information immediately via the National N.O.T.A.M. System. NOTE: For technical definitions, refer to "Airman's Information Manual," N.O.T.A.M.S.; Section 294, temporary flight restrictions: Section 133.

C. **Responsibility**

Incident Commanders should be aware of the procedure for initiating an N.O.T.A.M. A representative of the Sheriff's Office, preferably an Aviation Unit member, should initiate an N.O.T.A.M. by contacting the appropriate F.A.A. facility. The scene manager shall ensure the N.O.T.A.M. is extended or canceled, when necessary.

- The authority contained in F.A.R.'s allows the F.A.A. to issue to N.O.T.A.M. prohibiting unauthorized aircraft operations. A determination to request an N.O.T.A.M. must be carefully considered for use when essential to the successful termination of the emergency incident.
- The F.A.A. has refused to accept blanket responsibility for developing information needed to issue N.O.T.A.M.S. However, commanders may contact the F.A.A. flight service

station for assistance in obtaining information, when necessary.

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D. **Procedure**

The following information will be required by the F.A.A. to initiate an N.O.T.A.M. at emergency scenes:

- Name of person calling
- Agency by whom employed.
- A description of the incident, {e.g., chemical spill, large acid cloud up to 500 feet above and each side of spill}.
- The estimated length of time that the N.O.T.A.M. will be in effect.
- The name of the agency responsible for the scene management, as well as the name and phone number of the person managing the restricted airspace.
- A clear definition of airspace restricted: name of nearest radio navigation aid; radial on which incident is located; distance from radio aid along radial.
- Altitude restrictions {e.g., no flights below 2000 feet above ground level}.
- Aircraft that are permitted in the restricted airspace. Any and all aircraft may be restricted if hazard relief activities are being conducted.
- Advise the F.A.A. what frequency you will be operating on.
- When the F.A.A. issues an N.O.T.A.M., it is sent to other flight service stations for dissemination to those aircraft requesting such information. Not all aircraft may be aware of the N.O.T.A.M. When airborne, O.C.S.O. aircraft will attempt to communicate the N.O.T.A.M. to other aircraft in the area.

E. **Restricted Aircraft**

1. **Hazardous Materials Scene**: If the airspace is restricted to protect persons and property from a hazardous material, NO AIRCRAFT, including news media aircraft, may operate in the restricted area unless it is participating in hazard relief activities and is under the direction of the scene manager.
2. When airspace is restricted to provide a safe environment for operation of disaster relief aircraft, only aircraft meeting one of the following conditions are allowed:
 - It is participating in hazard relief activities and is under the direction of the scene manager.

- It is carrying law enforcement officials directly involved with the scene management.

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- It is on an approved I.F.R. flight plan.
- The flight is necessary due to proximity of an airport, terrain or local weather; and notification is given to the F.A.A. facility specified in the N.O.T.A.M. to receive advisories concerning disaster relief aircraft operations, AND does not hamper the activities, AND is not conducted for the purpose of observing the disaster.
- It is carrying properly accredited news representatives, and prior to entering, a flight plan is filed, and the flight is conducted above the altitudes used by disaster relief aircraft, unless otherwise authorized.



Michael J. Bouchard
Sheriff

MJB/DS/bjw