AIR SUPPORT MANUAL

This manual is a supplement to the Pomona Police Department Rules and Regulations Manual. As such, violation of any part of this manual is cause for disciplinary action. This manual shall apply to all employees assigned to the Pomona Police Department Air Support Unit.

It is the responsibility of each Air Support Unit member to be thoroughly familiar with the contents of this manual and to adhere to the procedures established herein.

Each member shall also adhere to all applicable Federal Aviation Regulations and approved aircraft operating manual specific to the unit aircraft being operated. In the case of a conflict, the Federal Aviation Regulations and the appropriate aircraft operator's manual shall supersede the Departmental Manual.

The primary mission of the Air Support Unit shall be to provide aerial support to the Patrol Division of the Pomona Police Department. The secondary mission shall be to provide air support to other Department divisions as needed. Aerial support may also be provided to other Pomona City departments or to outside agencies when appropriate. No secondary or ancillary mission or function shall usurp the Unit's primary function.

AIR SUPPORT MANUAL

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STATUTORY REFERENCES:

Federal Aviation Regulations; Parts 1, 13, 21, 23, 33, 35, 39, 43, 45, 47, 61, 65, 91, 125, 135, 145, 183.
National Transportation Safety Board Regulations, Part 830.
Airman's Information Manual.
Public Utilities Code, Part IX, Aeronautics Law.
Department of Transportation, Title 21, Division of Aeronautics.
Pomona City Ordinance, Section 32-225.
Approved aircraft operating manual.

DEFINITIONS:

AIRCRAFT: Fixed and rotary wing equipment owned or operated by the Pomona Police Department Air Support Unit for the purpose of conducting aerial law enforcement.

AIRCRAFT ACCIDENT: An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all of such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft received substantial damage (NTSB Part 830.2).

AIRCRAFT DISCREPANCY: An aviation term used to describe a problem with an item or system on the aircraft that effects airworthiness or mission status.

AIRCRAFT INCIDENT: An occurrence other than an accident, associated with the operation of any aircraft, which affects or could affect the safety of operations. Conditions one through six require immediate notification of the NTSB (NTSB Part 830.5).

1. Flight control system malfunction;

2. Inability of any required crew member to perform flight duties as a result of injury or illness;

3. Turbine engine rotor failures, excluding compressor blades and turbine buckets;

4. In-flight fire;

5. Aircraft collision in flight;

6. Aircraft is overdue and believed to have been involved in an accident;

7. Damage to aircraft when there is no intent for flight;

8. Damage to property other than the aircraft caused by unit aircraft, if the damage is estimated to exceed $25,000 for repair (including materials and labor) or fair market

value in the event of a total loss, whichever is less. Requires that the NTSB must be notified immediately (NTSB Part 830.5)

9. Injury to any person caused by the operation of unit aircraft;

10. Sabotage;

11. Theft (aircraft or major component thereof).

CROSS-COUNTRY FLIGHT: A flight consisting of at least (3) separate landing destinations at charted airports. Each landing site (leg) should be separated by at least 25 nautical miles and shall not exceed 55 nautical miles.

D.O.T.: Department of Transportation.

EMERGENCY LANDING: An immediate, unplanned landing made in response to an in-flight emergency such as a mechanical failure.

FAA: Federal Aviation Administration.

F.A.R's: Federal Aviation Regulations

FLIGHT CREW: Air Support Unit personnel assigned to operate a unit aircraft, normally consisting of one (1) pilot and one (1) flight officer.

GROUND ACCIDENT: An occurrence involving an aircraft where no intent for flight exists and results in substantial damage, and/or injury to personnel resulting in the loss of one or more duty days. This also includes damage to aircraft caused by environmental phenomenon.

GROUND INCIDENT: An occurrence meeting the criteria as outlined above which results in less than substantial damage and/or an injury which does not result in the loss of any duty days.

HELIPAD: A small designated area of an airport, heliport, or prepared surface used for the takeoff, landing, or parking of helicopters.

HELIPORT: An area of land, water, or structure used or intended to be used for the landing and takeoff of helicopters including any associated building and facilities.

INTENT FOR FLIGHT: Intent for flight is a prerequisite for classification of an aircraft accident. Intent for flight exists when an engine is started for the purpose of commencing flight and continues until all engines, rotors, or propellers have stopped. An aircraft engine is considered started the instant an attempt is made to set it in motion.

N.T.S.B.: National Transportation and Safety Board.

PRECAUTIONARY LANDING: A discretionary landing made by a pilot as a precautionary measure due to warning lights, loss of power, unusual vibration(s), or any other indication of a possible or pending mechanical problem or malfunction.

SERIOUS INJURY: Any injury which results in any of the following conditions:

1. Requires hospitalization for more than forty-eight (48) hours, commencing within seven (7) days from the date the injury was received;

2. Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);

3. Causes severe hemorrhages, nerve, muscle, or tendon damage;

4. Involves any internal organ; or

5. Involves second- or third-degree burns, or any burns affecting more than five (5) percent of the body surface (NTSB Part 830.2).

SUBSTANTIAL DAMAGE: Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered "substantial damage" (NTSB Part 830.2).

TACTICAL LANDING: Any planned landing at any location for the deployment of a special weapons team, K-9 team, or made during rescue operations.

TEMPORARY LANDING SITE: Any landing site other than a heliport, helipad, school, or airport that has been pre-approved for use by the Unit Commander or Chief Pilot. If the temporary landing site is within 1000’ of a K-12 school, a site survey shall be completed prior to the date of the landing and forwarded to the California Department of Transportation Aviation Division.

PERSONNEL - DUTIES AND RESPONSIBILITIES

A. Unit Commander

The Division Commander or his designee will be the Unit Commander. The Unit Commander is responsible for the management of all aspects of air operations within the Police Department to include planning, staffing, training, budgeting, maintenance, and deployment of aircraft.

B. Pilot-in-Command (P.I.C.)

The Pilot-in-Command shall be that member of the Air Support Unit who is assigned as the pilot of a unit aircraft for a specific shift or event and shall have operational command of the aircraft. The Pilot-in-Command shall have the ultimate responsibility for the safe operation of the aircraft and compliance with all rules and regulations established by this manual concerning actual flight operations of the aircraft.

The Pilot-in-Command shall be responsible for the safety of the aircraft, aircrew, and/or passenger(s) as well as the security of the aircraft for the entire time that the aircraft is assigned to him for a specific shift or event.

The Pilot-in-Command shall have the authority and the responsibility to supersede any order or directive given him in the course of his duties if it is deemed by him to be contrary to the safe operation of the aircraft for any reason. If such an occasion arises, the Pilot-in-Command shall submit a written report to the Unit Commander in memorandum form detailing the circumstances prior to the completion of the shift during which the incident occurred.

The Pilot-in-Command shall be responsible for the complete pre-flight, post-flight, and flight documentation procedures concerning the aircraft while in his control. Each member of the Air Support Unit who functions as a Pilot-in-Command shall possess a current FAA commercial rotorcraft-helicopter certificate and Class II medical certificate.

No person may act as Pilot-in-Command of an Air Support Unit aircraft unless within the preceding twenty-four (24) months, they have successfully completed biennial flight review with a certified flight instructor, or logged one of the following pilot flight checks;

1. Certification flight test for a pilot certificate or added rating;

2. Any proficiency flight check required by a Federal Aviation Regulation;

3. Pilot examiner annual flight checks (FAR 61.57).

C. Chief Pilot (C.P.)

The Chief Pilot will be designated by the Unit Commander. The Chief Pilot is responsible for in-house flight training for Air Support Unit members. The Chief Pilot shall possess a valid FAA rotorcraft-helicopter certified flight instructor’s certificate. The Chief Pilot is required to have an extensive knowledge of all aspects of helicopter operations and the Federal Aviation Regulations.

At the direction of the Unit Commander, the Chief Pilot shall evaluate the performances and proficiencies of the Unit's pilots through monitoring and/or performance check rides and assure their familiarization with and knowledge of the Federal Aviation Regulations, the Air Support Unit Manual and all other government codes pertaining to flight operations. The Chief Pilot shall be designated by the Unit Commander and will report directly to same.

D. Flight Officer

The Flight Officer is that member of the flight crew whose primary function is aerial observation of ground activity in accordance with the mission of the Air Support Unit and the successful achievement of the mission. As such, the Flight Officer shall have tactical control of the aircraft inasmuch as it pertains to the aircraft's response and deployment in regards to aerial patrol, response to calls for service, and aerial surveillance. Said tactical control shall be subordinate to flight safety as determined by the pilot of the aircraft at all times.

The Flight Officer shall be a non-probationary sworn Pomona Police Officer with the Pomona Police Department. The Flight Officer is responsible for police mission-specific equipment in the aircraft, which includes, but is not limited to, binoculars, night-vision devices and maps. The Flight Officer will be responsible for updating the unit maps.

Under the direction of the Pilot-in-Command, the observer shall assist in pre-flight and post-flight procedures of the aircraft, as well as any other duties related to the movement or use of any unit aircraft.

It is the Flight Officer's duty to turn on the exterior lights including landing pad lights, lights shall be left off during any day shift flights, at the circuit breaker box at the beginning of the shift and off at the end of the shift.

The Flight Officer shall serve a minimum two-year tour of duty with the Air Support Unit with an option for an extension of assignment at the discretion of the Unit Commander. The Flight Officer shall report directly to the Unit Commander.

E. Part-Time Pilot

A pilot hired by the City to fly on an as needed basis. There is no guarantee of shifts, flight hours, or training. Each part-time pilot is required to keep themselves current. To remain current, each part-time pilot, within the previous 90 days, must have logged two hours of pilot-in-command time in the make and model of the aircraft to be flown. The two hour minimum may be modified at the discretion of the Chief Pilot.

F. Chain-of-Command:

All unit personnel shall follow the departmental chain-of-command.

PATROL OPERATIONS

A. Patrol Altitude

Aerial patrol should be conducted at approximately five-hundred (500) feet above ground level (AGL). It is realized that it will be necessary to fly below the altitude at certain times; however, routine aerial patrol shall not be conducted below three-hundred (300) feet AGL. Flight below (300) feet AGL will be documented in the daily flight log.

B. Landings

Any emergency or precautionary landing made shall be documented in the flight log by the pilot-in-command. Planned off site landings for community relations or special functions require the prior approval of the Unit Commander.

C. Public Address System

The public address (PA) system on the aircraft shall be used only in cases where communication with ground personnel, citizens, or suspects is necessary in order to complete a task in the furtherance of the goals and objectives of the Air Support Unit.

Use of profanity, harsh language, slang, or any other unprofessional behavior while using this system is prohibited.

D. Flight Hours

1. Maximum flight hours - The maximum flight hours a pilot may fly during a twenty-four (24) hour period is eight (8) hours. Flight operations shall be discontinued if the pilot feels that he is too fatigued to continue flying.

2. Minimum flight hours - During a regularly scheduled patrol shift, each flight crew is expected to fly fifty (50) percent of the total shift time (e.g. four [4] hours should be flown in an eight [8] hour shift, five [5] hours should be flown in a ten [10] hour shift). Anytime that the minimum flight hours are not flown due to weather, mechanical, or other reasons, the pilot shall document the reason in the flight log.

E. Weather Minimums

1. Day - Normal flight operations should be discontinued during the day when the ceiling falls below 1,000 feet or visibility is below one (1) mile.

2. Night - Normal flight operations should be discontinued during the night when the ceiling falls below 1,000 feet or visibility is below two (2) miles.

3. Emergency Responses - Only the pilot-in-command has the authority to override the suggested weather minimums for emergency responses. Flight safety shall always be of primary concern.

4. Whenever a flight is discontinued due to weather minimums, the Watch Commander shall be notified of such decision by a member of the Flight Crew.

F. Seat Belts

1. Flight crew - Flight crew members shall have seat belts and shoulder belts on and fastened at all times when the aircraft's rotors or propeller(s) are in motion.

2. Passengers - Passengers other than flight crew members shall have seat belts and shoulder belts, if provided, on and fastened at all times when the aircraft's rotors or propeller(s) are in motion.

G. Ride-Along (Fly-Along and Orientation Flights)

Passenger Safety

The Pomona Police Department currently uses the MD 500 model E helicopter. This aircraft is regulated under FAR Part 91 and passengers are permitted. Any passenger who is not an employee of the City of Pomona must sign a waiver of liability. The Chief of Police or their designee must approve any requests for ride-a-longs by/for people who are not Department employees.

On duty Department employees may be flown in order to accomplish assignments, such as photo missions, or training/familiarization flights. In the case of probationary sworn and non-sworn employees, they should have approval from their supervisor and the Air Operations Section Supervisor.

Passenger Safety Briefing

It is the responsibility of the pilot to ensure that all passengers have received a safety briefing. A pilot or TFO may give the safety briefing which must include at least the following information:

1. No smoking is permitted in the aircraft.

2. The use of safety belts, including instructions on how to fasten and unfasten the safety belts. Each passenger shall be briefed on when, where, and under what conditions the safety belt must be fastened about that passenger.

3. Location and means for opening the passenger entry door and emergency exits.

4. Safest means of approaching/departing from the aircraft.

5. Location of survival equipment.

6. Location and operation of fire extinguishers.

Other law enforcement, fire, and commercial operators make use of the heliport on a random basis. Although our personnel are not responsible for their passenger briefing, Air Operations personnel are responsible for safety at the heliport and around the aircraft. Air Operations personnel shall monitor the common helicopter aircraft frequency to provide landing /departing instructions to non-PPD aircrews.

Additional Passenger Assistance

In addition to the above briefing, passengers will be briefed or assisted as necessary for the following circumstances if warranted:

1. Approaching or departing the helicopter when it has landed on a slope with respect to main rotor dangers.

2. Personnel when approaching a helicopter with turning rotor blades shall secure hats or other headgear.

3. No person should be allowed to approach an aircraft with rotor blades in motion until given permission by the Pilot in Charge (PIC) or the Tactical Flight Officer (TFO).

4. All doors will be checked to ensure they are properly closed and secured.

5. Assistance with headsets and earplugs should be provided as necessary.

6. All non-crewmember passengers shall be escorted to the aircraft and assisted in boarding and debarking by a crewmember.

Unauthorized Passengers

No unauthorized passengers shall be permitted in a Pomona Police Department aircraft. An unauthorized passenger is any person who is not a sworn police officer and who does not have prior approval from the Chief of Police or their designee.

Helicopter Ride-Along Procedures

Whenever possible, rides shall be scheduled subject to the following procedure:

1. Requests for a ride-a-long shall be submitted by the Air Operations Section Supervisor to the office of the Chief of Police.

2. Before the flight, all ride-a-longs are required to sign the liability waiver form.

3. The waiver form should be forwarded to the Operations Captain's office.

4. As a rule, all ride-a-longs should be at least 18 years of age.

5. Ride along certificates will specify weight (400 total pounds) and age limitations.

7. The Pilot in Charge (PIC) will conduct a weight and balance evaluation prior to the flight.

H. Mutual Aid

1. All mutual aid requests require the approval of the Watch Commander. The normal procedure would be for the requesting agency to contact Dispatch who would then contact the Watch Commander.

1. In emergency situations, the Flight Officer may contact the Watch Commander by means of the radio for approval.

I. Discharge of weapons from aircraft.

1. Only under exigent circumstances and with the Chief of Police or their designee's approval will the discharge of weapons from the aircraft be allowed.

FACILITIES

A. **Heliport Security -** The heliport is to be kept locked at all times unless there is a unit member present. At the completion of the last shift each day, all gates and doors shall be locked and the building alarm turned on. It shall be the responsibility of the last unit member leaving the facility at the end of the last shift of the day to ensure that the gates and doors are locked and the alarm is on.

B. **Non-Departmental Personnel -** Any visitors to the heliport must be accompanied and supervised by an Air Support Unit member at all times. All non-departmental personnel must remain in the lobby area at all times.

C. **Cleanliness -** The heliport shall be kept clean at all times. It is the responsibility of each unit member to keep their respective work areas clean. Waste baskets in each work area are to be emptied at the end of each shift.

D. **Smoking -** Smoking is prohibited within the police heliport facility. The use of any tobacco products within any unit aircraft is also prohibited.

E. **The hangar** is for the maintenance of Department aircraft only. No outside maintenance of any kind is allowed. It is the Department's policy not to trade, borrow, or loan helicopter parts, tools, or equipment to any outside person or agency.

LEVELS OF AIRCRAFT AVAILABILITY

A. **Available -** The aircraft and flight crew are available for service with no restrictions.

B. **Limited Availability -** When conditions exist, such as deteriorating weather or possible maintenance concerns, the flight crew will have the aircraft in a flight ready condition on the helipad, but will not fly normal patrol. The flight crew will monitor the police radio and respond to in-progress calls if possible, depending on the severity of the call and the reason(s) for the aircraft's limited availability status.

C. **Down for Weather -** When the pilot-in-command determines that meteorological conditions are such that the aircraft should not be flown, it is to be considered down for weather. The flight crew shall remain on stand-by at the heliport.

D. **Grounded -** When the aircraft is down for maintenance or a mechanical problem occurs that, in the pilot-in-command's or aircraft mechanic's opinion, renders the aircraft to be un-airworthy, the aircraft will be deemed to be grounded. The Unit Commander will be notified of same. If no other aircraft is available, the flight crew will follow the guidelines under notification of availability.

E. **Notification of Availability -** If the flight crew's or the aircraft's availability status should change during a shift, the flight crew shall notify the Watch Commander and Communications as soon as practical. Notifications to the Watch Commander and Communications regarding a "grounded" status are only to be made if no other aircraft is available. Aircraft availability status other than "available" shall be documented in the flight log.

GROUND HANDLING OF AIRCRAFT

A. **Ground Movement -** Any ground movement of aircraft will be one by Air Support Unit personnel only. Only areas on the aircraft specifically designed for handholds or steps shall be used as such.

B. **Engine Run-Ups -** No unnecessary personnel shall be allowed within one-hundred (100) feet of a unit aircraft when the engine is running and the rotors or propellers are turning.

C. No engine shall be started while the aircraft is inside the hangar bay of the heliport.

D. **Motor Vehicles -** No motor vehicle shall be driven within one-hundred (100) feet of any unit aircraft while the rotor blades or propeller(s) are in motion.

E. **Aircraft Shutdown -** When shutting down any unit aircraft, the aircraft's anti-collision lights shall be left on until the rotors or propeller(s) have stopped turning.

PRE-FLIGHT INSPECTION OF AIRCRAFT

A. **Pilot's Pre-Flight Inspection -** Prior to the first flight of each shift, it is the Pilot-in-Command's responsibility to conduct a pre-flight inspection of the aircraft in accordance with its respective aircraft operators manual. The Pilot-in-Command may assign the Flight Officer to assist in the pre-flight inspection, but the ultimate responsibility for determining if an aircraft is safe for flight rests with the Pilot-in-Command.

B. **Mechanic's Pre-Flight Inspection -** On those days when flight operations are scheduled and a mechanic is on-duty, the mechanic shall conduct an inspection of the aircraft prior to that of the Pilot-in-Command in order to ensure a ready status of the aircraft.

C. **Flight Officer's Pre-Flight Inspection** – Prior to the first flight of each shift, the Flight Officer shall conduct a pre-flight inspection of the mission equipment to ensure it is in working order. This pre-flight inspection shall include checking all mounting points and safety wire for external equipment and confirming all equipment is stowed properly in the cockpit.

PILOT IN-SERVICE TRAINING

A. Autorotation

1. Each pilot shall complete full touch down autorotation training at least twice each year. Each training session is to be scheduled approximately six (6) months apart.

2. Only training aircraft are to be used for this training. Patrol aircraft are not to be used. If no departmental training aircraft is available, an outside vendor aircraft shall be used.

B. Cross-Country Flights

1. Each pilot will participate in at least two (2) cross-country flights per calendar year to maintain familiarization and proficiency in the planning and execution of flights outside of routine patrol areas. One daytime VFR cross-country flight and one nighttime VFR cross-country flight will be conducted and will include:

   a. Use of current sectional charts.

   b. Use of available flight information and weather briefing facilities.

   c. Use of available navigation equipment on board the aircraft.

   d. Utilization of fuel management during the execution of the flight.

   e. Flights will be noted in the monthly report.

2. The Air Operations Section Supervisor shall notify the Operations Captain when the flight crew is going on a cross-country flight. Prior to each cross-country flight, a flight plan will be prepared by the pilot undertaking the flight and submitted to the Unit Commander for approval. The flight plan will include the following:

   a. Each destination to be visited and the intended landing locations in the order to be visited.

   b. Estimated time needed to complete the flight.

   c. Any other information pertinent to the safe execution of the flight.

C. Terrain Familiarization Training Flights

1. Each pilot may take up to four (4) terrain familiarization training flights of the area surrounding the City of Pomona each calendar year.

2. The purpose of these flights are to maintain familiarization with:

   a. Traffic arteries.

   b. New construction.

   c. Potentially hazardous locations.

   d. Emergency landing sites.

3. Each flight shall remain in areas that a Department aircraft might respond to in regards to a mutual aid request or during a pursuit.

4. Each flight shall be one (1) hour or less in duration.

5. The flight crew shall advise the Watch Commander prior to any familiarization flights.

6. These flights will be noted in the monthly report.

D. Pilot Proficiency

Each pilot assigned to the Air Support Unit shall be required to fly at least eight (8) hours per month in a rotor wing aircraft to maintain the necessary proficiency to fly aerial patrol.

FUELING

A. **Hot Fueling -** All aircraft shall be fueled in accordance with Department of Airport regulations. "Hot fueling", fueling the aircraft with engines(s) running, rotor blades or propeller(s) turning, is prohibited.

B. **Fuel Minimums -** All flights will be terminated twenty (20) minutes prior to the helicopter running out of useable fuel as listed in the aircraft's operating manual.

C. **Refueling -** During patrol operations, the aircraft will be fueled to capacity immediately upon landing at the heliport during normal break periods. The purpose for this is to maintain maximum readiness in the event of an emergency.

D. The aircraft will be fueled at the end of each shift unless circumstances dictate otherwise. Pilot-in-Command will be responsible for determining fuel load to complete a mission.

E. **Smoking -** Smoking is prohibited within two-hundred (200) feet of any unit aircraft when fueling is in progress. Smoking is prohibited within fifty (50) feet of any unit aircraft that contains fuel.

SAFETY STATEMENT

Accident prevention is a top priority in the unit. Safety management responsibility begins at the top and includes supervisors and employees. It is every employee's duty to integrate safety into all unit operations so that this unit's objectives and goals are achieved safely and efficiently.

SAFETY PROGRAM DOCUMENTATION

Effective safety program management requires written accountability. This includes:

A. Safety memos from the Chief Pilot to all personnel and to the Unit Commander.

B. Recommendations for safety awards.

C. Safety training records designating the level of safety training provided to each member of the unit, the member's level of expertise, and recommendations for future training. This data and a photocopy of certificates and/or safety awards earned by the unit member shall be maintained in individual Air Support Unit training files, and Pomona Police Department training files.

UNSAFE ACTS

It is the responsibility of all unit personnel to report any unsafe act, especially one impacting flight safety. The initial report may be made verbally or in writing to the Chief Pilot who shall notify the Unit Commander as soon as possible. In the absence of the Chief Pilot, the report may be made directly to the Unit Commander. In any event, the report should be made immediately upon discovery of the hazard or as soon as practical thereafter. Location, personnel involved, time, date, aircraft or unit equipment involved, and the conditions which in the eyes of the person observing the incident made the act unsafe must be included in the report.

EMERGENCY ACTION PLAN

In the event of an aircraft accident, emergency or incident, this plan describes what actions to take, the priority order of the actions and the personnel designated to execute the actions.

A. Priorities

The order of priorities in the emergency action plan is:

1. Save the lives of occupants of an aircraft which has crashed or has been involved in an unplanned event.

2. Move injured occupants to an appropriate medical treatment facility.

3. Secure the aircraft and/or wreckage from further damage or potential damage.

4. Initiate the proper notifications to departmental authorities and other governmental agencies as follows:

    a) The Watch Commander will notify the Operations Captain and the Chief of Police.

    b) The Air Operations Section supervisor or their designee will notify the Los Angeles County Sheriff Department Aero Bureau Aviation Accident Investigation Team (phone #: 310-421-2701).

    c) The Air Operations Section Supervisor will notify the N.T.S.B. (phone #: 310-297-1041) in accordance with N.T.S.B. Regulations Parts 830.6, 830.10, 830.15, and 830.20.

5. The Air Operations Section Supervisor or their designee is responsible for the appropriate measures taking place to assist close relatives and others who may be affected by a serious or tragic incident.

6. The Air Operations Section Supervisor or their designee will control access to maintenance and pilot records and logs to ensure that only the accident investigators have access to them.

AIRCRAFT ACCIDENT INVESTIGATION

1. Due to the specialized nature of aircraft accident investigation, the L.A.S.D. aircraft Accident Investigation Team will be requested to conduct any accident investigation involving Air Support Unit aircraft. The Air Operations Section Supervisor will act as departmental liaison to the L.A.S.D. investigators.

2. In the event of an aircraft accident involving unit aircraft, all statements or release of information will be restricted to those made by the Air Operations Section Supervisor or their designee. Any inquires or questions regarding an aircraft accident involving Air Support Unit Aircraft, except those made as part of a departmental investigation, shall be directed to the Air Operations Section Supervisor or their designee.

3. Post-Accident Requirements

   a) Flight physical:

      If a pilot is involved in an aircraft accident, he will undergo a complete flight physical prior to resuming flight duties. Evidence of satisfactory completion of said physical will be placed in the pilot's unit file.

   b) Check flight:

      Any pilot involved in an aircraft accident shall complete a post-accident check flight with a check pilot designated by the Department. The results will be placed in the pilot's unit files.

   c) Aircraft incidents:

      In the event of an aircraft incident, a pilot may be required to undergo a flight physical and/or check flight at the discretion of the Chief of Police or their designee.

   d) Psychological examination:

      Any pilot involved in an aircraft accident may be required to undergo a psychological examination at the discretion of the Chief of Police or their designee. If the accident results in injuries or death, this examination shall be mandatory prior to the pilot returning to flight duty.

4. Ground Accident Investigation

   Any ground accident involving unit aircraft requires:

a) An investigation by the Air Operations Section Supervisor or their designee.

b) Immediate notification of the Operations Captain

5. Ground Incident Investigation:

a) An investigation by the Air Operations Section Supervisor or their designee.

b) Notification of the Operations Captain on the next administrative duty day.

NASA AVIATION SAFETY REPORTING SYSTEM (ASRS)

The NASA ASRS evolved from NTSB/industry safety recommendations to the FAA in the mid-1970's. The system is intended to identify problems in the National Airspace System (NAS) before accidents occur and to enable FAA and other appropriate agencies to take corrective actions to prevent accidents. The NASA ASRS reports provide about ten (10) times as much data as do accident statistics, therefore, the potential to prevent accidents is vital to all, provided ASRS reports are filed by pilots and aviation related personnel. As such, use of the NASA ASRS by Air Support Unit members is encouraged as a valuable accident prevention program.

FITNESS FOR FLIGHT

Safety in flight shall always be a priority in the operation of any unit aircraft. This includes effects of illness, alcohol, drugs and medications on the pilot.

A. Illness

Illness can degrade performance of many piloting tasks vital to safe flight. The resulting symptoms can be distracting and also impair judgment, memory, alertness, and the ability to make calculations. It is the pilot's responsibility to report himself unfit for flight to the Air Operations Section Supervisor or Watch Commander if they feel their piloting ability has been degraded by any illness.

B. Alcohol

In compliance with Federal Aviation Regulation 91.71, no person may act or attempt to act as a crew member of any aircraft:

1. Within eight (8) hours after the consumption of any alcoholic beverage; or

2. While under the influence of alcohol; or

3. While having .04 percent by weight or more alcohol in the blood.

4. Except in any emergency, no pilot of any aircraft may allow a person who appears to be intoxicated or who demonstrates by manner or physical indications that the individual is under the influence of drugs (except a medical patient under proper care) to be carried in the aircraft. (FAR 91-17A1, 2, 4)

C. Drugs

No person may act or attempt to act as a crew member of any aircraft while using any drug that affects that person's faculties in any way contrary to safety (FAR 01-17A3). Both prescription medication and "over the counter" medication that may affect a person's piloting ability. Any use of medication that may affect a pilot's ability to fly is cause for a pilot to report himself unfit for flight and must be reported to the Unit Commander. If there is any question regarding a medication's effect of piloting ability, a medical doctor should be consulted for an expert opinion as to whether the pilot should be allowed to fly or not. Information on the effects of medications on pilots may also be obtained from the FAA Flight Medical Center at (310) 297-1300.

ISSUED EQUIPMENT

A. Each regularly assigned flight crew member of the Air Support Unit shall be issued the following items:

1. Two (2) military-style (Nomex) flight suits, green

2. Two (2) Velcro backed cloth name tags with black police wings

3. Two (2) pairs of Nomex flight gloves, green

4. One (1) flight helmet

5. One (1) flight jacket, MA-1 style, green

B. Each regularly assigned mechanic of the Air Support Unit shall be issued the following items:

1. Two (2) cover-all uniforms, navy blue

2. Two (2) leather name tags with gold police wings

DUTY UNIFORM

Each regularly assigned member of the Air Support Unit shall wear a complete uniform while on duty which consists of the following:

A. Nomex flight suit (CWU-27 single piece or optional 2PFDU two piece) with cloth badge, Pomona Police Department patches, and name tag affixed.

1. A high collared black T-shirt shall be worn under the flight suit.

2. During cold weather a green turtle neck shirt or sweater may be worn underneath the flight suit.

B. Boots, tan

C. Nomex gloves (during flight)

D. Pilots and observers shall wear a flight helmet with a visor for eye protection during flight.

E. All sworn members of the unit shall wear a departmentally approved holster with:

1. Departmental approved sidearm

2. One (1) additional magazine or speed loader with ammunition.

F. In any case where an Air Support uniform is not available, a Department approved Class B or C uniform will be worn. This is applicable to personnel temporarily assigned to Air Support.

G. Air Support hats, baseball style, may be worn with the flight uniform.

H. Air Support personnel shall be in complete uniform for the duration of their shift unless directed otherwise by a superior officer.

OPTIONAL DUTY UNIFORM

A. Approved as an optional duty uniform is the Gibson and Barnes GB TEU pants and shirt set (2PFDU).

B. The pilot and flight officer shall wear the same uniform while on duty, whether it is the issued duty uniform or the optional uniform.
C. The cost for the optional duty uniform will be the responsibility of the pilot and flight officer.

CHEMICAL AGENTS, CARRYING DURING FLIGHT DUTIES PROHIBITED

No officer assigned as a member of the fight crew either on a permanent or a temporary basis shall carry any pressurized container of Oleoresin Capsicum (OC) spray, mace, or any other type of chemical agents in the interest of flight safety.

FLIGHT LOGS

A. The daily flight log is completed by the Flight Officer and is used to compile data for the Monthly Report. The daily flight log is a form carried in the aircraft by the flight officer on his/her kneeboard and shall be used during patrol flights. It shall be the responsibility of the Flight Officer to complete both daily logs and the monthly reports. Monthly reports shall be sent to the Unit Commander at the end of each month.

B. The daily flight log consists of:

1. Date – Month/Day/Year

2. Helicopter – Pomona/F.A.S.T.

3. Begin Hobbs – Reading of the Hobbs meter at the start of shift.

4. Times – Start and completion times of calls for service.

6. 1st/RT – Indicates first on scene by the aircraft, time enroute to the call, and if the call was cleared by the aircrew.

7. Location, Description, Disposition, etc.- Pertinent information regarding the call for service to include location, call type, jurisdiction, and disposition of the call. Arrests whether felony or misdemeanor, officer requests for air support, monetary value of property recovered, FLIR finds, and any other pertinent information for the monthly report should be documented in this area.

8. End Hobbs – Reading of the Hobbs meter at the end of shift. Should be documented at the end of the daily log.

C. The Monthly Report consists of a text document and a spreadsheet for flight breakdown.

1. The text document consists of:

a) Pomona only flight time.

b) Pomona only calls for service including requested and proactive extra patrols.

c) Calls cleared by aircrew.

d) Percentage first on scene by aircrew.

e) Monetary value of property recovered.

f) Time saved by aircrew clearing calls for patrol.

g) Hours unavailable due to weather.

h) Hours unavailable due to maintenance.

i) Hours of available standby.

j) Felony arrests.

k) Misdemeanor arrests.

1) Stolen vehicles.

m) Lojack alerts.

n) Office call outs.

o) Officer requests for air support.

p) A brief narrative of events participated in, assistance rendered to other units or cities, and any notable incidents. This narrative will include any major mechanical problems or maintenance performed.

2. The spreadsheet for flight breakdown includes the current month and the previous month flight statistics for comparison. The flight breakdown consists of:

a) Total hours flown for the month.

b) Pomona only calls for service.

c) Non-Pomona calls for service (excluding F.A.S.T. specific flight days as those are tracked via the Pasadena Police Department Air Support computer logging system).

d) Calls cleared by aircrew.

e) Number of times aircrew was first on scene.

f) Officer requests for air support including office call outs.

g) Fuel usage in gallons and the total amount of fuel cost per month. This is completed by multiplying the number of gallons used by the dollar amount per gallon from the vendor.

3. Aircraft Log: (This section will be completed by the pilot in command at the end of each shift.)

a) Date – Month/Day/Year

b) Takeoff time – Read from the Collective Hobbs meter.

c) Landing time – Read from the Collective Hobbs meter.

d) Time in flight – Total time from subtracting takeoff time from landing time.

e) Torque event per flight – Number of times the aircraft was taken from hovering flight to forward flight per shift.

f) Rotorcraft total time – The time read from the Hobbs meter.

g) Torque event total – The sum of the torque events from the shift and the previous torque event total.

h) Engine starts – The total number of engine starts on the aircraft at the completion of the shift.

i) Signature and license number of the pilot in command.

AIRCRAFT DISCREPANCY REPORT

This form shall be used to document any mechanical problems or "squawks" discovered by the pilot during pre-flight, flight, or post-flight. The Air Unit mechanic shall review the report daily in order to address and correct these problems. Each unit aircraft will have its own discrepancy report identified by make, model, aircraft serial number and registration number. This report will contain the following information:

1. Date: (month/day/year that the problem is discovered)

2. Discrepancies: (summary explaining the problem discovered to be completed by the pilot reporting the problem in an accurate, concise manner)

3. Pilot signature: (signature of the pilot reporting the problem)

4. Corrective Action: (summary of work performed or action taken by the mechanic to correct the reported problem in an accurate, concise manner. This is to be completed by the mechanic)

5. Insp.: (the mechanic performing the work shall sign off the work performed in this box)

FUEL LOG

The aircraft fuel log will be filled out by the Flight Officer or Pilot in Command. It shall be used to record fuel usage on both a daily and monthly basis. The fuel log consists of:

1) Date – Month/Day/Year.

2) Fuel In – Amount added to the fuel trailer by a vendor.

3) Fuel Out – Fuel pumped per fueling.

4) Fuel Remaining – Fuel remaining in tank after each fueling.

5) Flight Officer/Pilot Signature – Signature of fueling crewmember.

6) Tested – Yes or no if the fuel was tested.

POLICE REPORTS

The Flight Officer is responsible for completing any required police reports including, but not limited to the following:

A. Incident Reports

B. Arrest Reports

C. Supplemental Reports to an Incident or Arrest

COMPLETION OF REPORTS

All required Air Support Unit and departmental reports described in this Manual must be completed prior to the completion of the Air Support Unit member's shift.

STANDARD OPERATING GUIDELINES

MULTIPLE AGENCY/AIRCRAFT PURSUIT PROCEDURES

I. PURPOSE

These guidelines are intended to standardize procedures and enhance flight safety between multiple agencies when their aircraft are involved in pursuits which cross jurisdictional boundaries.

II. DEFINITIONS

The following terms are used to define pursuit procedures based on a commonality of air operations among Southern California air units, for the purpose of this document only. It is not intended to legally define pursuit responsibilities as outlined in California Vehicle Code Sections 165 and 17004.

A. Primary Agency Aircraft – The law enforcement aircraft whose agency has responsibility for and is actively involved in the pursuit.

B. Primary Aircraft – The law enforcement aircraft actively involved in the pursuit of the fleeing suspect regardless of jurisdictional responsibility.

C. Secondary Aircraft – A law enforcement aircraft assisting the Primary Agency Aircraft or the Primary Aircraft.

D. Hand-Off – Exchange of responsibility for aerial surveillance of a pursuit or incident.

E. Breaking-Off – The act of disengaging from a pursuit or incident in order to effect a Hand-Off to another aircraft.

F. Trailing – The act of a Secondary Aircraft following a Primary Aircraft.

III. COMMAND, CONTROL, AND COORDINATION

A. In most instances, the first law enforcement aircraft to join a pursuit will be the Primary Agency Aircraft who will normally assume command, control, and coordination responsibility for all air operations involving the pursuit.

B. However, in many instances the first law enforcement aircraft to join the pursuit may not be the Primary Agency Aircraft, but may assume the Primary Aircraft

responsibilities of command, control, and coordination for all air operations involving the pursuit.

1. Aircraft responding to another agency's pursuit should announce their intentions on the common helicopter air-to-air VHF frequency, (123.025 mhz).

C. A Primary Aircraft providing assistance to an agency not having an air unit assigned or immediately available, will normally maintain command and control responsibility for air operations for the duration of the pursuit, unless otherwise relieved of their responsibility.

D. A Secondary Aircraft may respond to the pursuit either to assist the Primary Aircraft or assume the responsibility of command and control as the Primary Agency Aircraft, should the pursuit cross jurisdictional boundaries or the primary agency's aircraft become available.

IV. INITIATING A PURSUIT HAND-OFF

A. A pursuit Hand-Off may be requested by the Primary Aircraft or Secondary Aircraft for a variety of reasons, e.g. low fuel status, change or assumption of command and control based on jurisdictional responsibilities, unfamiliarity with the area, etc.

B. Prior to initiating a Trailing position in the pursuit, the Secondary Aircraft pilot should communicate with the Primary Aircraft pilot on the common helicopter air-to-air frequency (123.025 MHz), in response to a request for relief/assistance, offering assistance or requesting to assume command based on jurisdictional responsibilities.

C. The Primary Aircraft pilot should acknowledge the Secondary Aircraft pilot and state his/her intentions or respond to the offer of assistance.

1. If no assistance is required or desired, or if communication can't be established, the Secondary Aircraft should remain clear of the pursuit.

2. However, if the Secondary Aircraft is assigned to the agency having jurisdictional responsibility for the pursuit and requests to assume command and control of the pursuit, the Primary Aircraft should relinquish command and control responsibility through a coordinated Hand-Off.

D. The Secondary Aircraft, whether providing assistance to the Primary Aircraft or positioning for a Hand-Off, should maintain separation from the Primary Aircraft at a minimum of 500 feet above and 500 feet laterally (or altitudes mutually

agreed upon by the pilots), advising the Primary Aircraft pilot of his/her relative clockwise position.

V. COORDINATING AND CONDUCTING THE HAND-OFF

A. Once communications have been established between the pilots of the respective aircraft, a coordinated Hand-Off should be initiated by the Primary Aircraft pilot.

1. The Primary Aircraft pilot should determine when and where the Hand-Off will occur.

2. The Primary Aircraft should Break-Off of the pursuit by turning 90 degrees away from the pursuit in the direction opposite of the side the Secondary Aircraft is trailing.

B. The Secondary Aircraft should not descend into position until the Primary Aircraft has turned and departed the pursuit.

C. If the purpose of the Hand-Off is to assume jurisdictional responsibility only, the previous Primary Aircraft may provide assistance as the Secondary Aircraft if previously coordinated between pilots.

1. In this case, the previous Primary Aircraft should continue to turn to a heading in the direction of the pursuit and climb to and maintain an altitude 500 feet above and 500 feet laterally separated from the new Primary Aircraft, unless otherwise agreed upon by the pilots.

2. It is recommended that once in position, the Secondary Aircraft should avoid use of their spotlight to illuminate the pursuit.

3. The Secondary Aircraft is responsible for maintaining separation between the Primary Aircraft and separation from any media aircraft that may be following the pursuit.

4. This maneuver should be coordinated in advance, with full concurrence by both pilots, and communicated to all other aircraft in the vicinity of the pursuit.

D. Regardless of the reason for the Hand-Off, once initiated, the pilots of both aircraft shall maintain communication, visual reference and separation from each other throughout the maneuver.

E. Pilots are generally responsible for their own ATC clearances. However, if requested, the Secondary Aircraft may handle ATC clearances for both aircraft to ease the burden on the Primary Aircraft pilot.

IV. TRAINING

A. Each agency agreeing to these Guidelines should ensure that all crew members (pilot and observer) assigned to their units are trained on the procedures outlined herein. It is recommended that the training consist of the following:

1. Initial training/briefing of the procedures to all current crew members and instructors.

2. Initial training of all new pilots and observers prior to being released from training.

3. Recurrent training of all crew members on at least an annual basis.

B. Record of training should be included in the crew member's training file.