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ORANGE COUNTY SHERIFF'S DEPARTMENT

AIR SUPPORT BUREAU

POLICY AND PROCEDURES MANUAL

INDEX

OCSD AVIATION SUPPORT BUREAU POLICIES AND PROCEDURES MANUAL

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OCSD AVIATION SUPPORT BUREAU POLICIES AND PROCEDURES MANUAL

1.00.0 GENERAL

1.01.0 Definitions

- .1 OCSD AVIATION SUPPORT BUREAU (ASB): Orange County Sheriff's Department Aviation Support Bureau providing aviation support services.
- .2 CFRs: Code of Federal Regulations. Formerly FARs (Federal Aviation Regulations)
- .3 Civil Aircraft: An aircraft other than a public aircraft.
- .4 ASB Lieutenant: The ASB Lieutenant manages the daily operations of the ASB. The ASB Lieutenant also provides direct supervision to the ASB Sergeants and serves as a Department liaison for partnering agencies.
- .5 ASB Administrative Sergeant: Supervisor of ASB, responsible for ASB assigned subordinates and provides daily shift supervision for all pilots, tactical flight officers and mechanics.
- .6 ASB Operations Sergeant: Supervisor of ASB, responsible for analyzing missions and determining if ASB has the capabilities to complete the mission with an acceptable amount of risk. Monitor the Bureau's Standardization and Safety Programs.
- .7 ASB Chief Pilot: A Certified Flight Instructor appointed to assume responsibilities for instructing the Bureau pilots and/or pilot candidates. The Chief Pilot maintains the Bureau Standardization Program and advises the ASB Sergeants on all Standardization issues
- .8 ASB Safety Officer: A pilot appointed to assist the ASB Operations Sergeant with Bureau safety issues. The Safety Officer will advise the ASB Sergeants on matters related to aviation safety. The Safety Officer will manage the Safety Management System (SMS).
- .9 ASB Chief Tactical Flight Officer (TFO): Evaluates tactical flight officers and/or tactical flight officer candidates during initial and recurrent training. Advises the Bureau on all matters relating to the TFO position.
- .10 Pilot in Command: The P.I.C. is that flight crewmember assigned as the pilot for a specific shift or function and responsible for the overall flight safety and operations of the aircraft prior to, during, and immediately following a particular flight.

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- .11 Public Aircraft: An aircraft owned by a governmental entity. For the purposes of this policy manual, an aircraft owned and operated by the Orange County Sheriff's Department. The definition of public aircraft *does not* include a government-owned aircraft used for transporting passengers or property for commercial purposes, or, accepting revenue for carriage of persons or property for compensation or hire and profiting from such compensation. The scope of public-use aircraft encompasses government-owned and operated aircraft, which are used for non-profit governmental functions such as law enforcement, aeronautical research, biological or geological resource management, search and rescue, and firefighting.
- .12 Tactical Flight Officer: The TFO is a crewmember who is assigned to conduct the routine daily visual observation of ground activity and communicate / coordinate with ground Bureaus.
- .13 Flight Crews: Consists of the P.I.C., any assigned Tactical Flight Officer, and any other personnel assigned to be in the aircraft and perform in-flight operations.
- .14 Ride Along Passenger: Any person authorized to participate in a helicopter flight that is not directly responsible for in-flight operations.
- .15 Tactical Passenger: Any person responsible for organizing, directing, coordinating, controlling or participating in a ground operation (i.e. fire, rescue, SWAT, riot, etc.) and airborne flight observation by that person is necessary to perform his/her role.
- .16 Outside Agency: Public entities which are not directly under the Orange County Sheriff's Department jurisdiction but otherwise qualify for Aviation Support Bureau assistance through mutual aid and/or billing agreements.
- .17 Federal Aviation Administration (F.A.A.): The Federal Agency, which operates under the umbrella of the Department of Transportation and is directly responsible for the safe and efficient operation of aircraft.

1.02.0 Policies and Procedures Manual - Purpose

- .1 This manual was prepared to complement existing Department policies, manufacturer's flight manuals, Code of Federal Regulations, and other pertinent information relating to flight operations. It was not intended to inhibit discretion and/or initiative when appropriate.
- .2 This manual provides guidance and direction for Aviation Support Bureau personnel. Assigned employees are directed to adhere to specific policies and procedures as

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outlined herein, and to strive to use good judgment in situations not specifically covered.

- .3 This manual attempts to provide the best possible operating instructions under most foreseen conditions, but is not meant to substitute for sound judgment and decision-making. Emergencies, adverse weather, terrain factors, and/or other extenuating circumstances may require modification of any procedure presented herein.

1.03.0 Information Distribution

- .1 ASB policy and procedures will disseminate from the following source(s): The Sheriff, Undersheriff, Assistant Sheriff of Operations, Commander of Operations, Captain of the Homeland Security Division, ASB Lieutenant, ASB Sergeant, Aircrews, Mechanics and other related personnel. The ASB Lieutenant is responsible for ensuring, through the ASB Sergeants, that each employee of the ASB operation is informed with regard to the specifications that applies to his/her duties and responsibilities, and will ensure the following material, in current form, is available:
 - a) CFR Parts 43, 61, 91, 133, and 137
 - b) Aircraft equipment manuals, aircraft owners manual or flight handbooks for each type of aircraft operated by the ASB.

1.04.0 Manual Distribution

- .1 A copy of this manual and all future revisions will be available to all department personnel via the Sheriff's Intranet.

1.05.0 Manual Revisions

- .1 Revisions of the Policies and Procedures Manual will be issued in a timely manner as changes in regulations, policies, or procedures occur.
- .2 It is the responsibility of the ASB Lieutenant to ensure the Manual is maintained in a current status on the Sheriff's Intranet.
- .3 All employees are encouraged to submit written or oral suggestions for manual changes that will increase the efficiency, effectiveness, or safety of the Bureau's operations using the Management of Change Form (Appendix G- ASB Safety Manual).

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1.06.0 Procedure to Change

- .1 No changes will be made to this Policies and Procedures Manual without a Management of Change Form submitted and approved.
 - a) A Management of Change Form (Appendix G- ASB Safety Manual) should be sent to the Aviation Support Bureau Lieutenant.
 - b) The section to be changed should be clearly identified and include the suggested change with supporting documentation.
 - c) If approved, procedural changes will be made as quickly as possible.
 - d) Emergency changes will also require a Management of Change Form (Appendix G- ASB Safety Manual) to be submitted to the Aviation Support Bureau Lieutenant through the Aviation Support Bureau chain of command. However, in such cases, an Aviation Support Bureau Supervisor may act immediately in implementing the necessary change(s) until it can be reviewed and approved.

1.07.0 Aircraft Operator's Manual and F.A.R.s

- .1 All regulations and limitations set forth in the respective Aircraft Operator's Manual and the F.A.R's shall be strictly adhered to and are considered part of this Manual.

1.08.0 Code of Federal Regulations Library

- .1 The ASB shall maintain a current library of CFRs, applicable Airworthiness Directives, Notices, Policies and Procedures Manual, Training Manuals and Maintenance Manuals.

1.09.0 Conduct

- .1 All Aviation Support Bureau personnel will conduct themselves in a professional manner. Risk Management will be used for all aviation operations.
- .2 Operations will be conducted in accordance with existing Department policies, Code of Federal Regulations, aircraft flight manuals, and the policies and procedures outlined in this manual.

1.10.0 Aviation Support Bureau Mission Statement

- .1 The mission of the Aviation Support Bureau is to provide effective airborne surveillance and patrol support for the citizens in Orange County. Provide rapid

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response and tactical insight by identifying potential hazards detected from the air in order to reduce the risk for citizens and ground resources.

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SECTION II

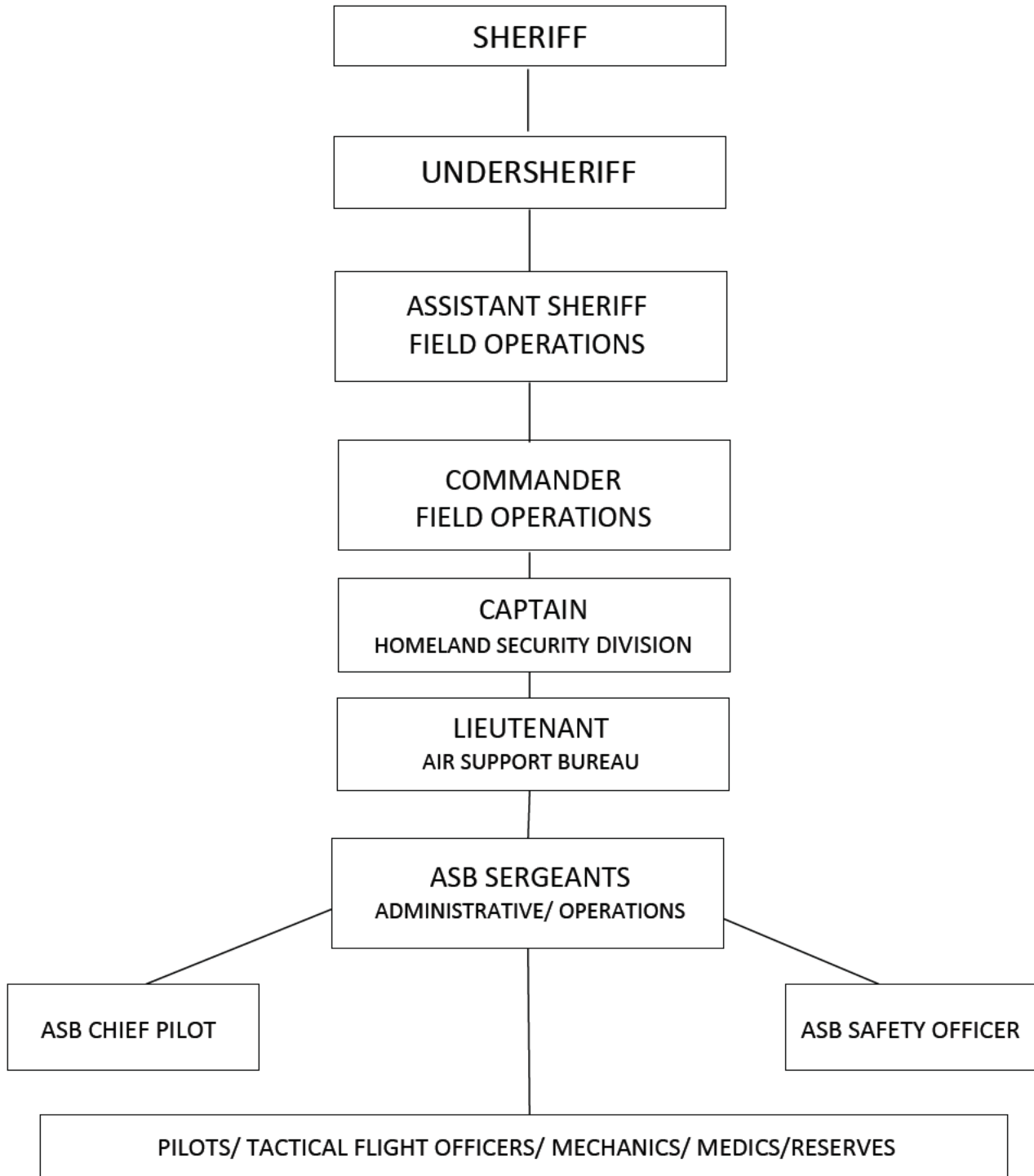
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II. 1.00.0 ORGANIZATION

1.01.0 Organizational Chart



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1.02.0 Responsibilities: ASB Lieutenant

- .1 The ASB Lieutenant may delegate authority to subordinates to carry out the prescribed responsibilities; however, he or she retains ultimate responsibility for compliance with the following duties:
 - a) Administration.
 - b) Budget preparation.
 - c) Monthly statistical and financial reporting.
 - d) Department and community liaison.
 - e) Operations and accounting within the ASB.
 - f) Planning and research.
 - g) Attend the ALEA Bureau Manager's Course.
- .2 The ASB Lieutenant will report directly to the Captain of Homeland Security Division.

1.03.0 Responsibilities: ASB Sergeants

- .1 The ASB Sergeants may delegate authority to subordinates to carry out the prescribed responsibilities; however, he or she retains ultimate responsibility for compliance with the following duties:
 - a) Supervision and scheduling of all pilots and tactical flight officers.
 - b) Dissemination of rules and regulations governing the use of Department aircraft.
 - c) Compilation of monthly statistical information.
 - d) Ensure Aviation Support Bureau's safety.
 - e) Ensure completion of all documentation. This will include flight logs, training records, training manuals, time sheets, and daily activity logs.
 - f) Coordinate aircraft maintenance to ensure properly equipped and maintained aircraft are available.

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- g) Preparation of personnel reviews, evaluations, and recommendations for commendations and disciplinary actions.
- h) Maintenance of the CFR library as described in the “General” section.
- i) Oversee initial and continual training of all pilots and Tactical Flight Officers. Delegate authority to the ASB Chief Pilot as needed to accomplish this goal.

1.04.0 Responsibilities: ASB Chief Pilot

- .1 The Chief Pilot/Training Officer is required to have a current commercial pilot certificate and certified flight instructor rating in helicopters, and a current medical certificate. Duties include:
 - a) Initial and recurrent training of pilots.
 - b) Identifying training needs and reporting them to the ASB Sergeants.
 - c) Assisting ASB Sergeants with training manual revisions as necessary.
 - d) Prepare proper documentation for all training performed.
 - e) Preparing or assigning the preparation of lesson plans, written tests, etc. to be given to all flight personnel on a regular basis.

1.05.0 Responsibilities: ASB Safety Officer

- .1 The ASB Safety Officer advises the ASB Lieutenant and Sergeants on matters related to aviation safety. Although the Safety Program is the responsibility of everyone in the Bureau, the ASB Safety Officer will manage the Aviation Safety Program to ensure risk is mitigated in all operations. Duties include:
 - a) Risk Management
 - b) Safety Management System (SMS)
 - c) OSHA Requirements

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1.06.0 Responsibilities: Pilot in Command

- .1 The P.I.C shall be responsible for the following duties:
 - a) The P.I.C. shall have the ultimate responsibility for safe operation of the aircraft and compliance with all rules and regulations established by these Policies and Procedures Manual, the Aircraft Flight Manual and the CFRs concerning actual flight operations for the entire shift, the assigned portion of a shift, or for that duration of time on a specific function or event.
 - b) Performance of pre-flight, in-flight, and post-flight duties, including written notification of all maintenance problems encountered to maintenance personnel. (See Maintenance Bureau)
 - c) Determining the airworthiness of Department aircraft and the discontinuance of the flight or proposed flight when un-airworthy mechanical, electrical, or structural conditions occur.
 - d) Insuring the compliance of all passengers with all FAA regulations.
 - e) Complying with all instructions given by ATC.
 - f) Taking appropriate action in emergencies to insure safety.
 - g) Remaining with the aircraft until engine shutdown is complete and the main rotor has ceased to rotate.
 - h) Securing the aircraft to protect from potential hazards of weather, theft, etc., and in consideration of the next known flight assignment.
 - i) The P.I.C. during normal operations shall not accept an assignment for which he/she is not qualified or trained to perform.

1.07.0 Responsibilities: Tactical Flight Officer

- .1 The Tactical Flight Officer shall be responsible for the following duties:
 - a) Observe ground activity.
 - b) Communicate any observed suspicious activity or hazards to public safety to both the pilot and ground Bureaus.

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- c) Advise the pilot to the location of specific calls.
- d) Operate the Night sun, FLIR, Microwave Downlink, Camera and Moving Map (if equipped).
- e) Operate the law enforcement radios and communicate with ground personnel.
- f) Maintain a flight/activity log of calls recording items such as time of call, type of call, ground Bureau I.D., address, time of arrival and departure, circumstances, and outcome of call.
- g) Input information from flight/activity log into computer database by end of shift.
- h) Assist pilot, Employing Crew Resource Management (C.R.M.) The need for open two-way communication is essential. Ensuring the safety of the flight is at the center of good C.R.M.
- i) Write reports as required.
- j) A qualified Tactical Flight Officer (TFO) will be on board the helicopter for all patrol flights.

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 - .06.0 Return to Service Requirements
 - .07.0 Repair / Replacement of Inoperative Equipment

- III 1.00.0 MAINTENANCE
 - 1.01.0 Maintenance Inspection Policy
 - .1 Aircraft utilized in ASB operations will be maintained under the 100 hour and annual inspection requirements of the Code of Federal Regulations and the manufacturer's approved inspection program in accordance with CFR 91.409 (e) and (f) (3).
 - .2 The appropriate manufacturer's service manual and directives will be utilized on all inspections and maintenance performed, in addition to Airworthiness Directives, type data sheets and CFRs.
 - 1.02.0 Authorized Maintenance Personnel
 - .1 Only persons authorized under FAR 43.3 will be assigned to perform maintenance on aircraft utilized in ASB operations. Non-certificated personnel will not perform maintenance on any ASB assigned aircraft unless a certificated mechanic has been assigned to supervise the work and is physically present for consultation and to observe the work being accomplished.
 - .2 Authorized maintenance personnel are those specifically hired by the Orange County Sheriff's Department to maintain Department aircraft or those from the private sector who are dispatched to do so under a contractual agreement.
 - 1.03.0 Mechanical Discrepancies
 - .1 Mechanical discrepancies encountered in flight will be recorded on a "service work request" form by the P.I.C. as soon as possible after termination of the flight. The P.I.C. will turn the request form over to maintenance personnel for repairs to be made. It will be the pilot's decision to continue the flight to its intended destination

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or land as soon as possible when mechanical problems are encountered. No flight will be continued when a discrepancy renders required equipment inoperative. No flight will be made until discrepancies noted on the preflight inspection are corrected or deferred.

- .2 Each ASB assigned aircraft will have “service work request” forms kept in the respective aircraft. All discrepancies noted during pre-flight, in-flight or post-flight shall be entered in the log. It is the responsibility of the P.I.C. to enter all discrepancies for the information of other pilots and action as required by maintenance personnel.
- .3 When a discrepancy involves a safety of flight issue, no flight will be made without the previous flight discrepancies having been corrected or deferred using the appropriate procedures, recorded, and approved for service by the proper maintenance personnel.

1.04.0 Replacement Parts

- .1 All replacement parts, components or accessories installed on ASB assigned aircraft shall have a record of condition which shall become a part of the aircraft's permanent records. Those that have time in service since new or overhaul shall have a documented history of operation and will be functionally checked and inspected by an appropriately certificated person prior to the installation.

1.05.0 Aircraft Equipment Requirements

- .1 Maintenance personnel shall ensure that all ASB assigned aircraft are equipped as required by CFR 91.205 for VFR flight during the day or night (as applicable) during their preflight inspection of the aircraft, and that said equipment is operational.

1.06.0 Return to Service Requirements

- .1 Pursuant to CFR 91.407: No ASB assigned aircraft shall be taken off after it has undergone preventative maintenance, rebuilding or alteration unless it has been approved for return to service by a mechanic authorized under CFR 43.7 and the appropriate maintenance record entry as required has been made.
- .2 After an ASB assigned aircraft has undergone any maintenance, rebuilding or alteration that appreciably changes its flight characteristics or substantially affects its operation in flight, and a flight test is required, the test flight shall only be conducted with the necessary personnel on board the aircraft. This would normally be the pilot, Tactical Flight Officer or mechanic or any combination of the listed

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personnel. No passengers are allowed on such a flight. Upon completion of the operational check flight, maintenance shall log the flight in the aircraft records.

1.07.0 Repair / Replacement of Inoperative Equipment

- .1 Any inoperative instrument or item of equipment, permitted to be inoperative by CFR 91.213 (d) (2) shall be repaired, replaced, removed, or inspected at the next required inspection.
- .2 When a discrepancy is noted that includes inoperative instruments or equipment (permitted to be inoperative by CFR 91.213 (d) (2)), maintenance personnel shall ensure that a placard has been installed as required by CFR 43.11. The P.I.C. shall ensure the required placard is installed before flight.

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IV 1.00.0 GROUND OPERATIONS

1.01.0 OCSD Helipad Landing Procedures

.1



- a) Landings will be kept to a minimum to remain in compliance with the requirements of the State license for the Helipad. Landings will be allowed for official business only. No practice landings will be allowed except for new pilot training.
- b) Prior to landing, the Pilot or TFO will notify the Department Commander by telephone or the aircraft radio. If time permits, a phone call or email should be sent to the Helipad Manager.

.2



1.02.0 Aircraft Fueling

.1

- The following guidelines will be followed when ASB aircraft are refueled:
 - a) The P.I.C. is responsible for insuring the helicopter is properly fueled. The pilot will supervise or conduct the actual fueling of the helicopter.

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- b) The static ground cable shall be properly attached to the aircraft prior to the fuel nozzle contacting the fuel tank opening and shall remain attached until the fueling process is completed.
- c) Fueling shall normally be conducted with the helicopter engine fully off.
- d) No smoking will be permitted within one hundred (100) feet of the area where fueling is taking place.
- e) Passengers and other non-essential personnel will be removed from the fueling area during aircraft fueling.
- f) The refueling vehicle or apparatus shall be verified for the correct fuel type and any apparent contamination.
- g) During the actual refueling operation, all electrical switches will be turned off.
- h) Extreme caution should be used in fueling during electrical storms. Operations should be suspended during severe storms or when they are located in the immediate vicinity of the fueling operation.
- i) All ASB Personnel will attend the OCFA Aircraft Refueler Course annually to ensure compliance with all federal, state, and local laws. In addition, the course will ensure all fuel storage, handling and dispensing is in compliance with 14 CFR 139.321.

1.03.0 Hot Refuel (Refuel with the engine running):

- .1 a) Hot Refuel (Refuel with the engine running) is an option for Aviation Support Personnel when a quick aircraft turnaround is beneficial for either a mission or training event.
- b) Three (3) personnel is the minimum required for Hot Refuel. The pilot will remain inside the aircraft while the second person controls the fuel nozzle. The third person will watch for a possible fire and give a signal (hand across the throat) to the pilot for an emergency shutdown and emergency evacuation.
- c) Procedure:
 - a. Helicopter must have the nose pointed into the wind.
 - b. Anti-Collision Lights turned off.
 - c. Aircraft will be at flight idle and collective locked.
 - d. All personnel will have their flight gloves and helmet on, with visor down.
 - e. No radio transmissions (ICS communication is OK).

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- f. Third person fireguard will have immediate access to a fire extinguisher.
- g. Pilot will give a closed fist signal to ground personnel when desired fuel is achieved.
- h. During the hot refuel operation, the (3) designated personnel (pilot, fueler and fireguard) may only monitor radio traffic. No radio transmissions by the (3) designated personnel during the hot refuel operation.
- i. Fuel truck will be located as far away from the helicopter as the fuel hose and static line will allow.

1.04.0 Helicopter / Helipad Security

- .1 All persons shall use vigilance and caution while approaching aircraft landing, hovering, conducting takeoffs, or run-up's on any Helipad or landing area. They shall keep watch for other aircraft, vehicles, and personnel insuring all areas around the area of aircraft operations are clear of obstructions and loose items. No unauthorized vehicle, ground equipment or personnel shall be permitted within one hundred (100) feet of the helicopter when the rotor blades are in motion. All ASB Members shall have their helmet on with visor down when loading and unloading passengers around the running aircraft. No smoking shall be permitted while on board, nor within one hundred (100) feet of an ASB assigned aircraft.

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V 1.00.0 FLIGHT OPERATIONS

1.01.0 Pre-Flight Inspection

- .1 All pre-flight inspections shall include, but are not limited to:
 - a) General Walk around visual inspection in accordance with manufactures' recommendations.
 - b) Airworthiness of the aircraft.
 - c) Aircraft is properly fueled for the intended mission (pursuant to the requirements of CFR 91.151 (b).
 - d) Aircraft is properly loaded.
 - e) Aircraft has received the required inspections and the planned flight will not exceed any flight time limitations necessary to comply with required inspections, airworthiness directives, service, or other mandatory procedures.
 - f) Inspection of applicable fluid levels.
 - g) Draining of appropriate fuel sumps, if required.
 - h) Thorough inspection of fuselage for damage.
 - i) Inspection of all aircraft lights.
 - j) General inspection of power plant, transmission and rotor assemblies.
- .2 In the event of severe aircraft maintenance problems, or discovery that the aircraft is not airworthy, the P.I.C. shall immediately ground the aircraft and notify an ASB Lieutenant or Sergeant.

1.02.0 Pre-Flight Preparations

- .1 General pre-flight preparations shall include, but are not limited to:

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- a) Weather briefing for the area of intended operations.
- b) Review of flight plan, including: route, airport of intended use, etc.
- c) Checking that all required credentials and maps, required aircraft manuals, documents and other ASB paperwork is aboard the aircraft. This shall include but is not limited to:

- (1) Aircraft Flight Manual

- (2) Aircraft Checklist

- (3) Minimum Equipment List (if required)

- (4) CDF (California Department of Forestry) forms and documentation

- (5) Maps and Aeronautical Charts.

- d) Insuring that only authorized personnel are allowed on board the aircraft.

- .2 The P.I.C. will assure the aircraft is equipped for the proposed flight, maintenance discrepancies are noted and corrected and the inspections are current.
- .3 Pilots will also insure the aircraft has operable equipment and instruments for VFR day or night flight, as applicable, as required by CFR 91.205 (b) or (c).

1.03.0 Loading Procedures

- .1 The load on the seats or floor structure will not exceed the load limitation for those compartments, and will not restrict any passenger or emergency exit. All cargo carried will be secured sufficiently to prevent shifting during normal and emergency flight and ground operations. Seatbelts will be worn at ALL times by all personnel.

1.04.0 Weight And Balance Determination

- .1 The aircraft will be loaded using the following procedures:
 - (a) The basic operating weight of the aircraft will be utilized for all normal operations. This includes the empty weight, fuel and oil, pilot, Tactical Flight Officer, and patrol equipment (NiteSun, etc.).

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- (b) Any changes to the basic operating weight will be accounted for by the P.I.C. before flight departure. He will ensure the new CG weight and balance is within specifications as established by the aircraft manufacturer.
- (c) Under no circumstance shall the maximum gross weight for the aircraft be exceeded.

1.05.0 Minimum Equipment List Requirements

.1 An ASB assigned aircraft may take off in operations conducted under CFR Part 91 with inoperative instruments and/or equipment, without an approved Minimum Equipment List provided the flight operation is conducted in a:

- a) Rotorcraft, non-turbine-powered airplane, glider or lighter-than-air aircraft for which no Master Minimum Equipment List has not been developed;

OR

- b) The rotorcraft is considered a small rotorcraft (12,500 pounds or less maximum certified take-off weight), non-turbine-powered small airplane, glider, or lighter-than-air aircraft for which a Master Minimum Equipment List has been developed;

AND

- c) The inoperative instruments and equipment are not:

- (1) Part of the VFR-day type certification instruments and equipment prescribed in the applicable airworthiness regulations under which the aircraft was type certificated;

- (2) Indicated as required on the aircraft's equipment list, or on the Kinds of Operations Equipment List for the kind of flight operation being conducted;

- (3) Required by 91.205 (b) or (c) or any other rule of Part 91 for the specific kind of flight operation being conducted;

- (4) Required by an A.D.

AND

- d) The inoperative instruments and equipment are:

- (1) Removed from the aircraft, the cockpit control is placarded and the maintenance is recorded in accordance with CFR Part 43.9, or;

- (2) Deactivated and placarded "INOPERATIVE." If the deactivation involves

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maintenance, it shall be recorded in accordance with FAR Part 43,

AND

- e) A determination is made by the P.I.C. or and A & P mechanic that the inoperative instrument or equipment does not constitute a hazard to the aircraft.

1.06.0 Passenger Briefings

- .1 The P.I.C. is responsible for insuring that passengers are briefed, prior to boarding, regarding appropriate conduct while on board. In addition, passengers shall be briefed on the following items:
 - a) Instructions regarding hazardous materials, weapons, or other instruments that could affect flight safety. Personnel boarding with rifles or shotguns shall approach with the muzzles pointed downward and held below shoulder level.
 - b) Location of emergency equipment.
 - c) Use of seat belts. Seat belts will be checked to insure they are properly adjusted and secure.
 - d) Prohibition of smoking.
 - e) Location and the means for operating the emergency and normal exits.
 - f) If applicable to the flight, slope landing departure/approach to the helicopter with respect to the main rotor blades.
- .2 The Pilot in Command will insure the following:
 - a) Personnel approaching a helicopter when the rotor blades are in motion shall secure hats or other headgear.
 - b) No person shall approach the helicopter with the rotor blades in motion until given permission by the Pilot-in-Command.
 - c) All doors will be checked to insure they are properly closed and locked.
 - d) Assistance with the headsets and earplugs should be provided as necessary.

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

1.07.0 Unauthorized Passengers

- .1 No unauthorized passengers shall be permitted in an aircraft assigned to ASB. An unauthorized passenger is any person who is not assigned to ASB or is fulfilling a role as a “tactical passenger,” or who does not have prior approval of the Bureau Sergeant, Bureau Lieutenant, or Captain of the Homeland Security Division.

1.08.0 Passenger Transportation Limitations

- .1 Except as noted below, ASB aircraft shall not be used to transport any person from one predetermined location to another for commercial purposes of compensation or hire. (Personnel associated with any agency that contracts to the County for ASB services, provide "compensation" and therefore, may not be moved in the aircraft from one location to another for the sole purpose of transportation.)
- .2 The following type of operations is exempt from the above restrictions:
 - a) Aerial photography or survey.
 - b) Firefighting.
 - c) Ride-along in which the passenger is picked up and returned back to the initial point of departure with no landing points in between at which the ride-along leaves the aircraft.

1.09.0 Ride along Minimum Standards for Approval

- .1 The Aviation Support Bureau will comply with the Orange County Sheriff’s Department Policy Number 410 regarding Ride-Alongs.

1.10.0 Helicopter Ride along Procedures

- .1 Whenever possible, rides shall be scheduled subject to the following procedure:
 - a) Upon approval, the request will be forwarded to the ASB Sergeant for scheduling. Operational and tactical considerations will take precedence.

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- b) Flight personnel may perform routine patrol functions during the ride along unless otherwise directed by the ASB Sergeant.

1.11.0 Passenger Identification

- .1 It is the responsibility of every flight crew, when carrying passengers, to:

- a) Identify or have identified all passengers prior to each flight.
- b) Enter the passenger names on the Law Enforcement Ride-A-Long Information Sheet or the Non-Sworn Ride-A-Long Information Sheet.

(1) If not at the ASB Hangar, this information should be relayed to the Bureau Sergeant or the Department Commander.

1.12.0 Flight Crew Work Schedules

- .1 Each flight crew assigned to the ASB will be assigned to a particular shift (Day A or B, Night A or B) and will work those shifts on a rotatable basis. Crews may be assigned to a shift other than one which falls into their "normal rotation" if it is determined that the reassignment would be more beneficial to ASB operations.

1.13.0 Flight Duration

- .1 Notwithstanding mechanical problems, flight crews shall go "in service", and assume routine air patrol responsibilities within a reasonable time after the beginning of the shift. Flight duration is left to the pilot's discretion. If more than one crew is flying on a given shift, attempts will be made to maximize the flight coverage by coordinating the minimum overlap of the flights.

1.14.0 Shift Flight Time

- .1 The aircrew will fly their scheduled flight time per shift unless a maintenance, training, or crew endurance issue prevents otherwise. At the beginning of each shift, the pilot shall check aviation weather, Temporary Flight Restriction's (TFR's), and Notices to Airmen (NOTAM's) in the local flying area. The weather, TFR's and NOTAM's shall also be checked periodically throughout the shift.

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1.15.0 Maximum Pilot Flight Time

.1 **Day**- 10 hours maximum flight time in workday.

Day/Night (Any combination of day or night)- 7 hours maximum flight time in a workday, with a maximum of 5 hours Night Vision Goggle (NVG) flight time.

External Loads – 8 hours maximum flight time in a workday.

Crew members unable to comply with the provisions of this policy shall immediately notify an Aviation Support Bureau Sergeant. The complete Crew Endurance Policy is located in the ASB Safety Manual, Chapter 9, pages 20-21.

1.16.0 Rules and Regulations Governing Flight

.1 For the most part, during routine patrol and during law enforcement operations of a non-emergency nature, OCSD pilots and aircraft will be operated under and governed by the rules and regulations of CFR Parts 43, 61, 91, 133, and 137.

.2 In those instances of an emergency nature or when it would be in the best interest of public safety to depart from the rules of CFR Parts 43, 61, 91, 133 and 137 (governing civil aircraft), OCSD aircraft and pilots will revert to and operate under the rules pertaining to public use aircraft. Such operation could include but not be limited to:

- Fire Suppression
- Long Line Operations
- Pursuit Activity
- External Load Operations
- Water Rescue Operations
- Any Life-Saving Activity
- Night Vision Operations
- Swat Operations

1.17.0 Routine Flight Patrol Procedures

.1 When an ASB aircraft is airborne, pilots are to patrol areas under the Sheriff's control and respond to other cities when requested or approved to do so. When an aircrew performs any type of training in the mountainous areas at night, the aircrew will notify dispatch to create a service call. Dispatch will check the status of the aircrew every 30 minutes. The service call will not be cleared until the aircrew advises the training in the mountains is complete. VFR Flight Plans will be filed for all cross county flights where a stopover is anticipated.

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1.18.0 Call Assignment Priority

- .1 Aircrews should make every effort to respond to all requests for service. In the event that multiple or conflicting requests occur, air crews will respond to calls using the following priority criteria:
 - a) Significant life threatening situations.
 - b) Major fires.
 - c) Crimes against persons.
 - d) Crimes against property.
 - e) Minor criminal or non-criminal activity; i.e. suspicious activity, traffic problems, surveillance, etc.
 - f) Non-safety activity; i.e. photo missions, public relations assignments, transportation, training, etc.
- .2 In determining priorities, aircrews may consider all of the following:
 - a) Type of call
 - b) Location
 - c) Weather
 - d) Available fuel
 - e) Surrounding air traffic
 - f) Available equipment

1.19.0 Radio Monitoring / Answering Calls for Service

- .1 While in flight, aircrews should monitor the helicopter dispatch frequency, aircall, and the red channel frequency for service requests from non-contract cities, the fire department, or for ETS / LOJACK activation.
- .2 When an outside agency request for Aviation Support Bureau services is received via the radio frequency, the aircrew will advise of their availability and respond depending on the call priority. Aircrews will obtain the Department Commander's approval for all such responses.

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1.20.0 Non-Safety Activity Requests

- .1 Requests for such services shall be made in advance to the Captain of the Homeland Security Division.

1.21.0 Conflicting Requests for Service

- .1 The ASB Sergeants will be responsible for monitoring service requests and have the authority to resolve conflicting requests, directing the aircrews as necessary.
- .2 In the event that an ASB Sergeant is unavailable; the Department Commander has the authority to resolve any conflicts.
- .3 Once an aircrew has arrived at a call, that call becomes the priority until such time that:
 - a) ASB services are no longer needed.
 - b) The Department Commander, the ASB Lieutenant, or an ASB Sergeant deems that another call has greater priority.
 - c) The flight crew, following the call assignment priority guidelines, decides that another call has greater priority.
 - d) If the flight crew is working a call for service in a non-contract city, the flight crew, at their discretion may leave to work the call in a contract city.

1.22.0 Response to a Non-Contract City – Countywide Service

- .1 Aircrews may respond to requests for assistance from non-contract cities if the non-contract city request for assistance via Aircall or Red Channel. However, requests for service to an unincorporated area or a contract city shall take precedence over non-contract cities.
- .2 The following type calls are deemed countywide service: Vehicle pursuits, bank robberies involving tracking systems, stolen vehicles equipped with tracking systems, riots, felonious suspects within a perimeter, assaults involving a weapon or an officer in need of assistance.

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1.23.0 Response to Fire Suppression Requests

- .1 Aircrews responding to vegetation fire suppression requests by the Orange County Fire Authority or the California Department of Forestry shall obtain an incident and request number. This information shall be noted in the "comments" section of the daily log. All such calls shall be identified as "904G" in the call type for logging purposes.

1.24.0 Special Events / Static Displays

- .1 All requests for participation in functions such as static displays or other special events shall be made to the Homeland Security Division Captain and coordinated with the Bureau Sergeant for scheduling.

1.25.0 Out Of Service Response to Service Calls

- .1 Aircrews who have landed and are on their breaks shall remain available for emergency calls. Aircrews will be available via radio or cell phone when not in flight.
- .2 Aircrews who are requested for an emergency during their lunch break should notify the ASB Sergeant. Priority one calls should be considered emergency calls on their face.

1.26.0 Flight Crew Holdover / Call Out

- .1 Flight crews may be held over for additional flight time provided such holdover does not constitute a violation of ASB's Crew Endurance Policy in the ASB Safety Manual.

1.27.0 Pilot Fatigue/ Crew Endurance

- .1 The complete Crew Endurance Policy is located in the ASB Safety Manual, Chapter 9, pages 20-21.

1.28.0 Damage to Aircraft / Equipment

- .1 Damage to any aircraft or equipment assigned to the ASB shall be reported as soon as reasonable to an ASB Sergeant. An Outside Normal Operation (ONO) Form shall be filled out immediately and submitted to the ASB Safety Officer.

1.29.0 Authorized Landing Locations

- .1 ASB assigned helicopters are authorized to land at the following locations:

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- a) Any public use airport.
 - (1) Prior approval from the controlling agency must be received for military or non-public use airports.
- b) Any Sheriff's Department facility having a designated landing site.
- c) Any facility having a helicopter landing site and prior permission has been granted by the controlling agency if required.
- d) Any area when providing immediate assistance to ground units where:
 - (1) Death or serious injury is imminent.
 - (2) Extensive property damage or loss is evident and present suspects may affect an escape.
- e) Private property with prior permission from the owner.
- f) At any other location, while assisting ground units, where the site is free of obstructions and reasonable precautions to prevent personal injury or property damage has been taken.
- g) Approved landing areas in and out of the Cleveland National Forest.

1.30.0 Patrol Altitudes

- .1 For routine patrol operations over congested areas, pilots will maintain a minimum altitude of 500 feet AGL during daylight hours and 700 feet AGL during night time hours, weather permitting, unless otherwise directed by ATC.
- .2 For routine patrol operations over uncongested areas (mountains, beaches, etc.) altitude will be determined by the pilot in command.
- .3 The forgoing policy does not prohibit the pilot in command from operating the helicopter below these altitudes for any law enforcement mission provided the aircraft is operated at a height sufficient to allow an emergency landing without undue hazard to persons or property on the ground if the engine fails.

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1.31.0 Maximum Flight Altitude

- .1 ASB assigned aircraft shall not be flown above an altitude of 12,500 feet MSL. This precludes the necessity for the use of oxygen by any crewmember.

1.32.0 Aircraft Speed

- .1 Aircraft will normally be flown in accordance with their appropriate height velocity diagrams unless the specific aircraft operation requires flight inside the diagram. The P.I.C. must weigh the importance of the call against the risk of operating inside the height velocity diagram.
- .2 When not responding to a call, the most effective patrol speed is approximately 65-80 kts. This speed allows for adequate aerial observation as well as reduced noise levels from the helicopter.

1.33.0 Prohibited Flight Maneuvers

- .1 No pilot may operate an assigned ASB aircraft in a careless or reckless manner so as to endanger the life or property of another.
- .2 No pilot may allow any object to be dropped from an ASB assigned aircraft in flight that creates a hazard to persons or property.
- .3 The following flight maneuvers are prohibited:
 - a) Aerobatic flight.
 - b) Careless or reckless maneuvers.
 - c) Practice power off maneuvers, full touch-down auto rotations, or practice running landings/takeoffs without prior approval from the Bureau Lieutenant, Sergeant or Bureau Chief Pilot.
 - d) Operating outside the flight limitations specified in the approved manufacturer's rotorcraft Flight Manual.

1.34.0 Over Water Operations

- .1 Except in response to an actual or potential life threatening situation, ASB aircrews shall not engage in routine over water operations beyond a power off glide distance to

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a suitable landing site without prior authorization from the ASB Lieutenant, Sergeant or ASB Chief Pilot.

a) The P.I.C. must weigh the importance of the call against the risk of operating beyond a power off glide distance to a suitable landing site.

.2 Aircrews may not engage in over water training situations without prior approval from the ASB Lieutenant, or Sergeant. All ASB Bureau members will attend at least one aviation water survival (dunker) training.

.3 If over water operations are necessary, all occupants of the aircraft shall be provided with flotation equipment before commencing such operations. In addition, the ASB will flight follow with OCSD Harbor Patrol on Yellow 6.

1.35.0 Weather Limitations

[Redacted]

[Redacted]

[Redacted]

.4 Any aborted flight requiring the aircrew to land offsite from the normal base of operations shall be immediately reported by the P.I.C. to the ASB Lieutenant and Sergeant, or the Department Commander.

1.36.0 Weather Minimums

.1 [Redacted]

[Redacted]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

1.37.0 High Wind Operations

.1 [REDACTED]

1.38.0 Warning or Caution Lights

.1 When an aircraft warning or caution light illuminates during ground or flight operations, the pilot shall observe the aircraft manufacturer's operating procedures. As soon as practical the pilot shall notify maintenance personnel through the prescribed methods and ground the aircraft until the problem is resolved.

1.39.0 External Load Operations

.1 All external load operations shall be in compliance with CFR Part 133 and the ASB External Load Operations Manual.

1.40.0 Air Operations over Vehicle Pursuits

.1 Aircrews may assist ground units involved in a vehicle pursuit. Before becoming involved in a pursuit, aircrews will notify the agency responsible for radio coordination of the pursuit, i.e. Orange County Communications, etc. of their intent

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to assist. Once in position, the aircrew will be responsible for coordinating the ground units and calling the pursuit over the radio.

- .2 Pursuit Tracking- When a pursuit is terminated by a Patrol Unit, Patrol Supervisor or Department (Watch) Commander, the aircrew has the option to track the suspect vehicle. The helicopter will reduce the overall risk of the incident by giving periodic updates with the location of the suspect vehicle. The altitude and airspeed of the helicopter will be determined by the aircrew.
- .3 At the termination of a vehicle pursuit, aircrews should remain in the area until advised that no further assistance is needed by the ground units. Upon receiving such an advisement, the aircrew shall depart the area without unnecessary delay.

1.41.0 Vehicle Pursuits Leaving the County

- .1 When it becomes apparent that a vehicle pursuit is about to leave the Orange County area, aircrews at their discretion will:
 - a) Radio to the jurisdiction about to be entered, or to Control One, and request an aircraft from that jurisdiction take over the pursuit responsibilities.
 - b) When a relief aircraft is in position to take over the pursuit, ASB aircraft will relinquish control and return to Orange County as soon as practical unless additional assistance is requested.

1.42.0 Assistance on Vehicle Pursuits

- .1 A second helicopter may assist another helicopter engaged in a vehicle pursuit. Such assistance may include:
 - a) Communicate with ATC coordinating operational clearance through controlled airspace.
 - b) Communicate with other aircraft, coordinating the safe separation of all aircraft in the pursuit's vicinity.
 - c) Identify and relay street names and directions for the primary Tactical Flight Officer.
 - d) Identify and relay information about any impending hazard to the primary aircraft.

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- .2 Before moving into position to assist the primary aircraft, the pilot of the assisting aircraft shall make radio contact with the primary pilot and verify such assistance is desired. After confirmation, the Assisting helicopter shall take up a safe position above and behind the primary pursuit helicopter. The assisting helicopter will maintain a minimum safe distance and altitude of 500 feet above and 500 feet laterally from the primary helicopter.
- .3 It shall be the responsibility of the pilot in the assisting helicopter to maintain safe separation distances between aircraft at all times.

1.43.0 Relief of Primary Pursuit Aircraft

- .1 In situations where the primary pursuit aircraft wishes to relinquish pursuit responsibilities, the following procedures shall be adhered to:
 - a) Prior to attempting relief of the primary aircraft, the relief aircraft shall establish radio communications with the primary aircraft.
 - b) The primary aircraft will relay the suspect vehicle description, location, and direction of travel prior to the arrival of the relief aircraft.
 - c) The relief aircraft will take up a position at a safe distance above and behind the primary aircraft. Minimum recommended safe distance and altitude are 500 feet above and 500 feet laterally.
- .2 Because of the variety of conditions that may influence whether the above recommended distance is the actual safest separation, it is imperative that the pilots evaluate existing conditions to maintain the safest separation possible during the relief operation.
 - a) The pilot of the relief aircraft will be responsible for maintaining a safe separation between aircraft until the pursuit responsibilities have been transferred and the pilot of the primary aircraft is aware of the relief aircraft's relative position.
 - b) The transfer of pursuit responsibilities will be acknowledged and confirmed via airborne communications between aircraft before any change in flight maneuvers is commenced.
 - c) The transfer of safe aircraft separation responsibilities will occur only when the primary pursuit aircraft has acknowledged and visually confirmed the relief

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aircraft's relative position. The transfer of responsibilities will be acknowledged and confirmed via radio communications between aircraft.

- d) All operations and maneuvers during a pursuit relief will be conducted in the safest manner possible. If, at any time, an unsafe condition occurs, the relief attempt will be terminated.

1.44.0 Aircraft Seat Belts and Harnesses

- .1 All flight crewmembers and passengers shall have their seat belt and harness securely fastened while the aircraft is in flight. Special operations team members shall comply with the written Aviation Support Bureau procedures contained in this manual unless to do so would increase the risk of injury or safety.

1.45.0 Noise Protection/ Eye Protection

- .1 All flight crewmembers, passengers, and maintenance personnel shall wear noise protection while working near, or riding in, a helicopter with its engine running. Eye Protection is provided for all personnel. Eye Protection is located in the ASB Hanger inside the locker labeled "Eye Protection."

1.46.0 Shift Log

- .1 The Tactical Flight Officer will enter the daily activity of calls in the "computer log" on a daily basis.
- .2 If a crew does not log any flight time during their assigned shift due to weather, maintenance, etc. a log will be generated noting the total "down time" for that shift and the reason for the down time.

1.47.0 Wake Turbulence Information

- .1 Every aircraft generates wake turbulence while in flight. On airplanes, counter-rotating vortices trailing from each wing tip causes this turbulence. The vortices of large aircraft pose problems to smaller aircraft because they can impose rolling moments exceeding the roll capability of smaller aircraft. Pilots must visualize the location of the vortex wakes generated by large aircraft and adjust their flight paths to avoid these areas.
- .2 The strength of the vortex is determined by the weight, speed, and shape of the wing of the aircraft generating it. The most violent vortex is generated when the aircraft is HEAVY, CLEAN, and SLOW. The most important factor is weight. Jumbo

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jets have been known to throw aircraft the size of a DC-9 into uncontrollable flight situations.

- .3 Trailing vortices have certain behavior characteristics, which can help a pilot, visualize the wake location and thereby take avoidance precautions, such as:
- .4 Vortices are generated from the moment the aircraft leaves the ground until it touches down. Pilots should therefore note the takeoff or touchdown point of the aircraft.
- .5 Vortices sink at a rate of 400 to 500 feet per minute and tend to level off about 900 feet below the generating aircraft.
- .6 When the vortices sink close to the ground, within about 200 feet they tend to move laterally over the ground at about 5 knots. A crosswind will decrease the lateral movement of the upwind vortex. Thus, a light crosswind of 3 to 7 knots could result in the upwind vortex remaining over the touchdown zone for a period of time and hasten the drift on the downwind vortex toward another runway.

1.48.0 Wake Turbulence Avoidance

- .1 The following wake avoidance procedures are recommended:
 - a) When landing behind a large aircraft on the same runway, stay at or above the large aircraft's flight path; note his point of touchdown and land beyond it.
 - b) When landing behind a large aircraft on a parallel runway closer than 2500 feet: consider possible drift of a vortex on to your runway.
 - c) When landing behind a large aircraft on a crossing runway: cross at or above the large aircraft's flight path.
 - d) Landing behind a departing large aircraft: note the departing aircraft liftoff point and land well prior to that point.
 - e) Landing behind a departing large aircraft on a crossing runway: If the large aircraft's rotation point was past the intersection, avoid flight below the large aircraft's flight path. Abandon the approach if landing is not assured well before reaching the intersection.
 - f) Departing behind a large aircraft on the same runway: Note the large aircraft's rotation point, lift off at a point prior to it and maintain a climb path upwind of

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the large aircraft's climb path. Avoid subsequent headings, which will cross behind and below the large aircraft.

- g) Departing or landing after a large aircraft has executed a low missed approach, or touch and go, insure that an interval of at least two minutes has elapsed before your takeoff or landing

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SECTION VI

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VI 1.00.0 FLIGHT CREW ASSIGNMENT

1.01.0 Duty Uniforms

- .1 Each assigned ASB flight crewmember shall wear a complete uniform while on duty. This uniform shall consist of:
- a) "Nomex" flight suit with departmental patches, departmental badge, and nametag affixed. No nylon to be worn as an outer or under garment.
 - b) All Leather Boots, black in color, clean and polished.
 - c) Departmental issued flight helmets and "Nomex" fire retardant gloves while operating the aircraft. However, the TFO may remove his gloves in order to type on the keyboard of the moving map or MDC while working a call. The TFO should put his gloves back on as soon as reasonable after typing on either keyboard.
 - d) Approved firearm and additional reload of ammunition and handcuffs. Approved leather gear, shoulder holster or Sam brown.
 - e) Flight crew personnel may wear approved baseball type ASB cap.

1.02.0 Limitations on Alcohol Use

- .1 No Assigned personnel may consume any alcoholic beverages on duty. Alcoholic beverages will not be allowed on any ASB assigned aircraft.
- .2 No person may act as a crewmember of an ASB assigned aircraft:
- a) Within eight (8) hours after the consumption of any alcoholic beverage.
 - b) While under the influence or residual effects of alcohol.
- .3 Except in an emergency, no person who appears to be intoxicated or who demonstrates by manner or physical indication that the individual is under the influence of alcohol or drugs (except a medical patient under proper care) shall be allowed to be carried aboard an ASB assigned aircraft.
- .4 No person may conduct maintenance on an ASB assigned aircraft:
- a) Within eight (8) hours after the consumption of any alcoholic beverage.
 - b) While under the influence or residual effects of alcohol.

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1.03.0 Drug Usage

- .1 The use of any illicit drug by any ASB assigned personnel is prohibited. No person may act as a crewmember of an ASB assigned aircraft while using any drug that affects the person's faculties.
- .2 Crewmembers who are using any medication will report the use to the ASB Lieutenant, Sergeant, or the Department Commander prior to any duty assignment.
- .3 No substance as depicted in CFR 91.19 (a) shall be carried aboard any ASB assigned aircraft except as allowed pursuant to paragraph (b) of this same Bureau.

1.04.0 Medical Certification

- .1 All pilots assigned to the ASB shall comply with the CFRs governing flight physicals. Each pilot will possess current a Class I or II Medical Certificate and carry it on their person when operating ASB aircraft. Each Bureau Pilot is responsible for maintaining his/her medical records and scheduling flight physicals as required by CFRs. If a pilot is unable to attend a scheduled flight physical, they shall notify the Bureau Lieutenant or Sergeants in advance.

1.05.0 Medical Deficiencies

- .1 No pilot may operate any ASB assigned aircraft with a known medical deficiency not previously approved for flight by an FAA approved Doctor, or an increase of a known medical deficiency has occurred that would make him/her unable to meet the requirements medical certification.

1.06.0 Blood Donations Or Loss Of Blood

- .1 Air crewmembers will not be regular blood donors, and will be restricted from flying duty for a period of 72 hours after donation of blood. Any severe loss of blood by an air crewmember will require clearance by the attending physician before resuming flight status.

1.07.0 Crew Check Following An Accident

- .1 If an air crewmember is involved in an accident or any other "aircraft incident" of unusual circumstances, the Bureau Lieutenant and Sergeant shall evaluate the circumstances and make a recommendation whether the crewmember should complete a flight physical prior to resuming flight duty.

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- .2 A pilot shall perform a check ride with either the Bureau Sergeant or Bureau Flight Instructor before resuming P.I.C. responsibilities after being involved in an aircraft accident, or any other "aircraft incident" of unusual circumstances if so directed by the Bureau Lieutenant.

1.08.0 Firearms

- .1 The only person or persons allowed to carry firearms or weapons aboard ASB assigned aircraft are those who are authorized by a City, County, State or Federal Government to carry such weapons. The P.I.C. or his designee will verify the credentials of all passengers carrying weapons aboard ASB assigned aircraft.

1.09.0 Complaints

- .1 Any complaint concerning flight operations or noise generated by an ASB assigned aircraft will be forwarded to the ASB Sergeant for appropriate action:

- a) Noise complaints

- (1) Contact with the complaining party should be made, (normally a telephone call is sufficient), and an explanation of the reason for the noise problem explained. Noise complaints will be documented and maintained on file by the Bureau Sergeant.

- b) Improper flying or alleged misconduct complaints

- (2) Any complaint in which ASB assigned personnel may be subject to disciplinary action will be investigated in accordance with the provisions outlined in the Department Rules and Regulations. The Bureau Sergeant shall notify the Bureau Lieutenant and the Homeland Security Captain of all such reports.

1.10.0 Flight Review and Recurrent Training

- .1 All personnel holding licenses, certificates or other forms of authorization by the FAA for flight operations or maintenance, shall maintain currency and proficiency as specified in the ASB Training Manual or as required by the CFRs.

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SECTION VII

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VII 1.00.0 EMERGENCY OPERATIONS

1.01.0 Pilot In Command Authority

- .1 As set forth in F.A.R. 91.3 the Pilot-In-Command of an aircraft is directly responsible for, and is the final authority as to the operation of that aircraft. The P.I.C. shall be in command of the aircraft and shall be responsible for the safety of the passengers, cargo and the aircraft.
- .2 All other crewmembers or passengers on board, regardless of rank, title, or position shall comply with all instructions given by the P.I.C. while on board the aircraft, whether in flight or while on the ground.
- .3 The P.I.C. shall have the authority and responsibility to supersede any order or directive given to him in the course of his duties, if such order or directive is deemed to be contrary to the safe operation of the aircraft for any reason. The P.I.C. will advise the Bureau Lieutenant or Department Commander of the reason for his actions.
- .4 Should a conflict arise between the P.I.C. and any person of higher rank because he/she deviated from such an order or directive, the P.I.C. shall notify the Bureau Sergeant as soon as possible. In addition, the P.I.C. shall prepare and submit a written report, describing the incident, if so requested. The Bureau Sergeant will notify the Bureau Lieutenant, who will notify the Division Commander.

1.02.0 Pilot's Emergency Authority

- .1 Pursuant to CFR 91.3, during an in-flight emergency requiring immediate action, the P.I.C. may deviate from any rule of Part 91 to the extent required to meet that emergency.
- .2 Each P.I.C. who deviates from a rule within the CFR's under authority of the above Bureau shall send a written report of that deviation to the FAA upon request by that agency. The P.I.C. shall also submit a report to the Bureau Lieutenant through his/her Bureau Sergeant if requested.

1.03.0 Emergency Aircraft Evacuation

- .1 The P.I.C. or person designated by the P.I.C. shall be responsible for the orderly evacuation of the aircraft in an emergency requiring evacuation. If available,

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emergency ground crews should be utilized to help remove passengers or crewmembers requiring assistance to expeditiously exit the aircraft.

1.04.0 Precautionary Landing Procedures

- .1 A precautionary landing is one that results from suspected or potential mechanical failure, not immediately affecting the flightworthiness of the aircraft. If such a precautionary landing becomes necessary, the aircrew will:
 - a) Notify dispatch of the situation and intended area where the helicopter will be landing. The pilot is also responsible for notifying the local ATC if required.
 - b) Select the nearest suitable site and land the aircraft.
 - c) As soon as possible, contact the ASB Lieutenant, ASB Sergeant, and Department Commander to notify them as to the extent of damage or type of mechanical difficulty.

1.05.0 Emergency Landing Procedures

- .1 An emergency landing shall be any landing at any location caused by a mechanical failure that immediately affects the flightworthiness of the aircraft. In the event of an emergency landing:
 - a) The P.I.C. will make notification to the local ATC of the situation and declare an emergency if time permits.
 - b) The Tactical Flight Officer will advise the dispatcher of the jurisdiction over which they are flying of the emergency situation and the approximate location of the intended landing.
 - c) The dispatcher is responsible for assigning police and fire/paramedic personnel to the scene unless otherwise directed by the aircrew. The dispatcher shall also notify the ASB Sergeant and the Department Commander of the aircrew involved in the emergency landing.
 - d) Following the landing, a crewmember will notify Dispatch of the extent of any injuries and damage. Immediate notification will be made to the Homeland Security Division Captain, Bureau Lieutenant, Bureau Sergeant, and the Department Commander.
 - e) The ASB Sergeant will, as soon as possible, ensure the notification of the Bureau Lieutenant. The ASB Sergeant should then respond to the landing site (prior to

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moving the helicopter) to assist in the investigation as necessary and/or make recommendations as appropriate.

- .2 In the event of an injury, death, or damage to the aircraft or other property, no removal of the aircraft will occur until proper notification and compliance is made with the Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB).
- .3 The P.I.C. shall be responsible for the preparation and submission of an incident report of the emergency landing. This report shall be submitted to the Bureau Sergeant.
- .4 The Bureau Sergeant will be responsible for confirming all appropriate reports are completed immediately and forwarded to the Bureau Lieutenant and the Homeland Security Division Captain.

1.06.0 Accident And Incident Reporting – Definitions (CFR 830.2)

- .1 *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 such persons have disembarked and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.
- .2 *Incident:* An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.
- .3 *Serious Injury:* Any injury requiring hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received, or results in a fracture of any bone (except simple fractures of fingers, toes, or nose); or causes severe hemorrhages, nerve, muscle, or tendon damage; or involves any internal organ, or involves second or third degree burns, or any burns affecting more than 5 percent of the body surface.
- .4 *Substantial Damage:* any 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 puncture 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” for the purpose of this definition.

1.07.0 Accident And Incident Reporting

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- .1 The P.I.C. shall immediately report to the Bureau Sergeant any accident or incident involving ASB assigned aircraft. The Bureau Sergeant will in-turn notify the Bureau Lieutenant and Department Commander. The Department Commander shall be responsible for making proper notification to the Bureau Lieutenant, Captain of the Homeland Security Division, Commander of Field Operations, Assistant Sheriff of Field Operations, Undersheriff, and the Sheriff. The P.I.C. is responsible for making required notifications and reports to the NTSB (as required by CFR Part 830).

1.08.0 Reportable Accidents and Incidents

- .1 An aircraft accident or any of the following listed incidents require immediate notification to the NTSB by the P.I.C., Bureau Sergeant, or the Bureau Lieutenant:
 - a) Flight control system malfunction or failure.
 - b) Inability of any required flight crewmember to perform his normal flight duties as a result of injury or illness (only on in-flight incidents).
 - c) Failure of structural components of a turbine engine excluding compressor blades and vanes.
 - d) In-flight fires.
 - e) Aircraft collision in flight.
 - f) Property damage (other than to the aircraft) estimated to exceed \$25,000.
 - g) An overdue aircraft is overdue and believed to have been involved in an accident.

1.09.0 Required Information for Reporting

- .1 If a reportable accident or incident occurs, the following information shall be provided to the field office of the NTSB nearest the accident scene:
 - a) Type, nationality and registration mark on the aircraft.
 - b) Name of owner and operator of the aircraft.
 - c) Name of P.I.C.

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- d) Date and time of the accident.
- e) Last point of departure and point of intended landing of the aircraft.
- f) Position of the aircraft with reference to some easily defined geographical point.
- g) Number of persons aboard, number killed, and number seriously injured.
- h) Nature of the accident, including the weather and the extent of damage to the aircraft so far as known.
- i) A description of any explosives, radioactive materials or other dangerous articles carried on board.

1.10.0 Preservation of Aircraft and Contents

- .1 If an ASB assigned aircraft is involved in a reportable accident or incident to the NTSB, the wreckage, cargo and all records pertaining to the operation and maintenance of the aircraft and the airmen, shall be preserved to the extent possible until the NTSB takes custody thereof or a release is granted pursuant to CFR 831.12(b). Prior to the time the NTSB or its authorized representative takes custody of the aircraft, wreckage, or cargo, such wreckage or cargo shall not be disturbed or moved except to the extent necessary:
 - a) To remove persons injured or trapped.
 - b) To protect the wreckage from further damage.
 - c) To protect the public from injury.
- .2 Where it is necessary to move craft wreckage or cargo, sketches, descriptive notes and photographs shall be made, if possible, of the original positions and condition of the wreckage and any significant impact marks.
- .3 The ASB, subject to the reporting requirements of CFR 830.5(a), shall retain all records, reports, internal documents, and memoranda dealing with the accident or incident until authorized by the NTSB to the contrary.

1.11.0 Reporting Forms

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- .1 When a report to the NTSB is required as specified in CFR 830.5(a), the ASB Sergeant shall ensure the filing of the report on NTSB Board Form 6120.1/2 (OMB No. 3147-001) within 10 days after an accident or after 7 days if an overdue aircraft is still missing.

1.12.0 Deviation from an ATC Clearance

- .1 Any P.I.C. who, in an emergency, deviates from an ATC clearance or instruction shall notify ATC of that deviation as soon as possible.
- .2 A P.I.C. who (though not deviating from a rule of CFR Part 91) is given priority by ATC in an emergency, shall if requested by the ATC, submit a report of that emergency within 48 hours to the manager of that ATC facility. If such a request is made, the P.I.C. shall also forward a copy of the report to his/her immediate supervisor, who shall, in turn, notify the Bureau Lieutenant.

1.13.0 Inadvertent Instrument Meteorological Conditions (IIMC)

Warning: Aircraft Control is the primary consideration when IMC. All other procedures are secondary. ASB's IIMC Procedure will be trained annually by all ASB aircrew members. This training will be documented. The definition of Inadvertent IMC is unintentionally flying into the clouds losing visual reference with the ground.

Procedure:

1. The Pilot will announce "Inadvertent IMC" when all visual contact is lost with the ground.
2. The Pilot will transition to the instruments and level the wings on the altitude indicator.
3. Maintain heading; turn only to avoid known obstacles.
4. Adjust the torque to climb power.
5. Adjust the airspeed to climb airspeed and maintain aircraft in trim.
6. After steady state conditions (aircraft is under control), TFO enters 7700 on transponder.
7. TFO enters 121.5 on VHF (Com 2) or 126.8 if near John Wayne Airport.

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8. Pilot calls on either frequency to declare an emergency of IIMC and asks for radar vectors to an area of Visual Meteorological Conditions (VMC). If able, the pilot should state heading, altitude and position.
9. If conditions do not permit flight to VMC conditions, ask for radar vectors for the ILS into John Wayne Airport.
10. TFO will enter John Wayne Airport as a destination in the moving map as a back up Navigation Aid to confirm the instrument data the pilot is receiving.
11. To keep the TFO assisting the pilot throughout the emergency, the TFO should not make more than 1 call to dispatch to allow for critical aviation radio traffic only.
12. Perform ILS approach into John Wayne Airport if So Cal Approach is unable to vector to VMC conditions, or low fuel prevents flight into VMC conditions.