

# **SAN JOSE POLICE DEPARTMENT**

## **AIR SUPPORT UNIT**

### **OPERATIONS MANUAL**



Revised September 2022

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## CHAPTER ONE

### 1. INTRODUCTION

#### 1.1 Purpose

This publication presents a consolidation of information, procedures, rules and guidelines for the operation of the San Jose Police Department's Air Support Unit. It complements existing Department procedures and policies, manufacturer's flight manuals, Federal Aviation Regulations, and other pertinent information relating to flight operations.

While it provides the best possible operating instructions under most conditions, it is not a substitute for sound judgment. Safety supersedes all other factors considered in the operation of assigned aircraft.

This operations manual has the same authority as a Department order and is the definitive authority for the San Jose Police Department Air Support Unit.

#### 1.2 Mission Statement

The mission of the San Jose Police Department Air Support Unit is to provide aerial support and expertise for the Bureau of Field Operations, Bureau of Investigations, administrative and City government needs.

The goal of the Air Support Unit is to enhance the safety of the community and police personnel through the strategic deployment of airborne technologies. The Air Support Unit strives to increase the safety of officers, as well as improve their effectiveness and efficiency through the timely use of properly equipped helicopters and fixed wing aircraft.

#### 1.3 Revisions

Revisions of the operations manual will be issued in a timely manner as changes in regulations, policies, or procedures occur. It will be the responsibility of each manual holder to maintain a current and up-to-date manual. All employees are encouraged to submit written or oral suggestions for manual changes that will increase the efficiency, effectiveness, or safety of Unit operations. Each unit member will be responsible for periodically reviewing the ASU manual to ensure that it is consistent with industry best practices, Federal Aviation Administration regulations and department policies.

This manual is supplemented by appropriate federal, state and local regulations and by Department orders and procedures. Together these and verbal communications constitute the nucleus for the safe conduct of the Unit's operation.

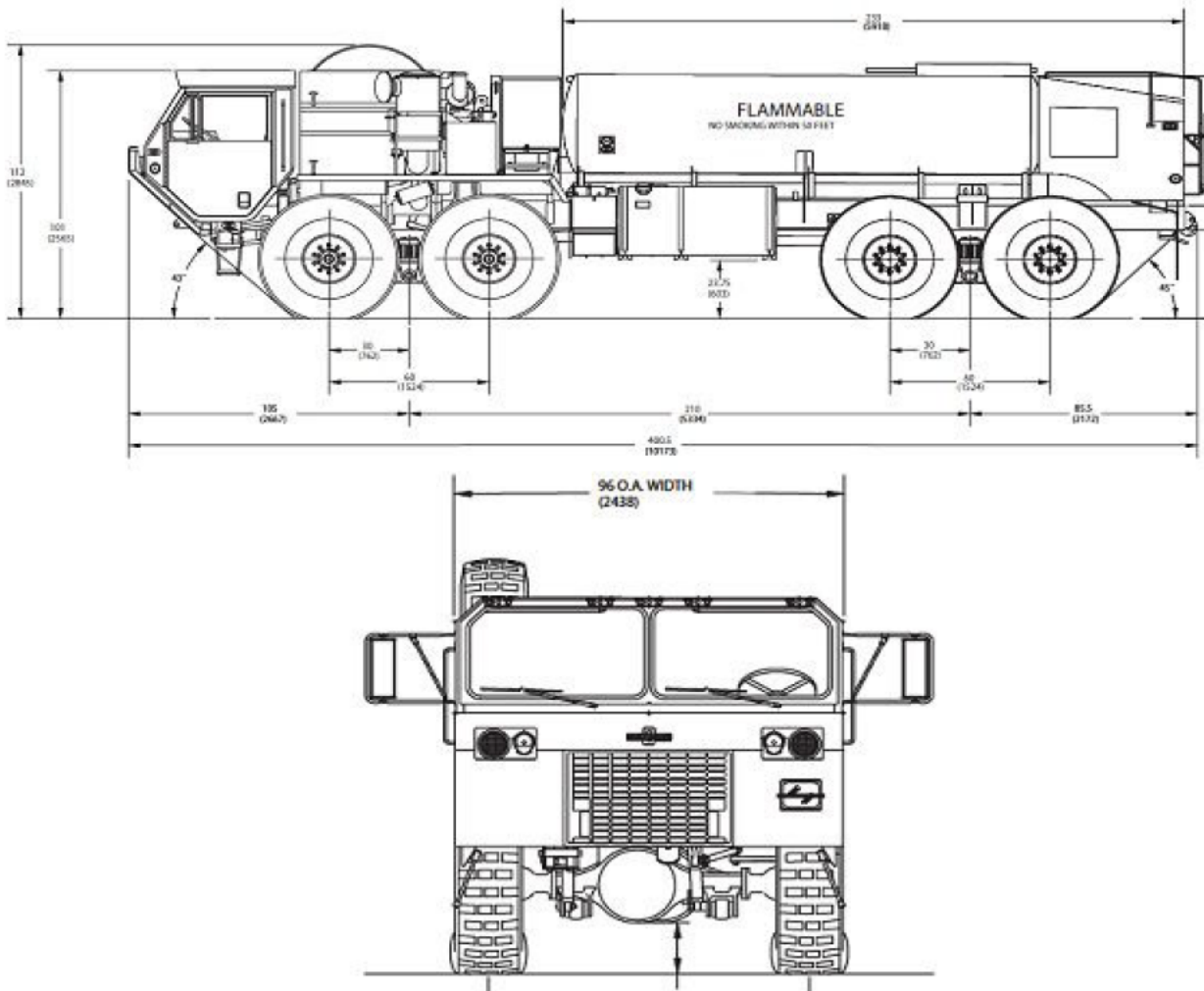
#### 1.4 ASU Aircraft and Equipment

## AIRBUS H125 Helicopter

<b>Performance</b>	
Persons	7
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
HOGE ceiling	0 ft
Service Ceiling	15100 ft
Gross Weight	4960 lb
Empty Weigt	2588 lb
Useful Load	2372 lb
<b>Dynamic system</b>	
[REDACTED]	[REDACTED]
Number of Engines	1
Engine Type	Turbine
Engine Code	Turbomeca Arriel 2B
Horse Power	847
Rotorhead	Starflex, hingless rotor hub
Number of rotorblades	3
Rotor Diameter	35.1 ft
Number of tail rotorblades	2
Tailrotor Diameter	6.4 ft



HEAVY EXPANDED MOBILITY TACTICAL TRUCKS (HEMTT)  
M978 Fuel Tanker



A. General Data





## CHAPTER TWO

### 2. UNIT ORGANIZATION

#### 2.1 Assignment

Full time members assigned to the Air Support Unit will be assigned to the Special Operations Division of the Bureau of Field Operations (BFO).

#### 2.2 Lieutenant

The Lieutenant assigned to the Airport/Air Support Unit (ASU) will perform and be responsible for the following:

- a. Supervise subordinate personnel assigned to the Unit.
- b. Complete required management reports.
- c. Manage fiscal affairs of the Unit, including, but not limited to, expenditures related to maintenance of aircraft, equipment purchases, building rent and training needs.
- d. Establish and assess flight standards for Air Support Unit operations.
- e. Provide liaison with Department management.
- f. Provide liaison with the local Flight Standards District Office of the Federal Aviation Administration.
- g. Perform necessary flight duties if appropriately rated and certified.

#### 2.3 Sergeant

The Sergeant assigned to the Air Support Unit (ASU) will perform and be responsible for the following:

- a. Supervise subordinate personnel assigned to the Unit.
- b. Ensure training of personnel is current.
- c. Ensure that all ASU personnel comply with Federal Aviation Regulations and Department rules and regulations.
- d. Ensure that air crews maintain a current knowledge of crime problems and trends in their assigned area.
- e. Review and record daily activity of the unit.
- f. Perform pilot/observer duties as needed within qualifications.
- g. Establishment and assessment of flight standards for air support operations.

- h. Ensure that annual standardization and proficiency flight evaluations are conducted for all ASU pilots.
- i. Coordinate and monitor training programs and provide training as required.
- j. Monitor maintenance programs for all assigned aircraft.
- k. Research and coordinate all changes to aircraft, including selection and installation of new or replacement equipment.
- l. Perform those tasks outlined for the ASU Lieutenant when one is not assigned to the Unit. *(revised 11/05)*

#### **2.4 Senior Pilot / Pilot / Tactical Flight Officer**

The Senior Pilot / Pilot / Tactical Flight Officer assigned to the Air Support Unit will perform and be responsible for the following:

- a. Ensure that all ASU personnel comply with Federal Aviation Regulations and Department rules and regulations.
- b. Provide input to the ASU Supervisor regarding flight standards and safety for Air Support Unit operations.
- c. Assist in monitoring maintenance program for all assigned aircraft.
- d. Provide recurrent or remedial training when necessary or when directed by ASU Supervisor.
- e. Maintain liaison with:
  1. FAA
  2. Federal Air Traffic Control Centers
  3. California Division of Aeronautics
  4. NTSB
- f. Maintain current knowledge of all applicable FAA regulations relating to helicopter and/or fixed wing operations.
- g. Maintain a current knowledge of crime problems and trends in areas of the city patrolled by the helicopter and fixed wing.
- h. Assist in minor clean-up and maintenance of Department aircraft and facilities to include cleaning, washing and waxing.

#### **2.5 Training Officers**

The Training Officers will perform and be responsible for the following:

- a. **Helicopter Flight Training:** Possess a valid and current Certified Flight Instructor (CFI) rating for Rotorcraft-Helicopter.  
**Fixed Wing Flight Training:** Possess a valid and current Certified Flight Instructor Instrument (CFII) rating for Airplane-Single Engine Land.

- b. Conduct ground, tactical and flight training programs for all current and newly assigned personnel.
- c. Maintain Air Support Unit training records for all unit personnel.
- d. Keep up-to-date visual display boards for all assigned personnel qualifications and training.

## **2.6 Maintenance Officers**

The Maintenance Officers will perform and be responsible for the following:

- a. Schedule and ensure that maintenance on all aircraft is completed in a timely manner.
- b. Coordinate or conduct minor repairs and cleaning of all aircraft with assistance of other Unit members or Department volunteers.
- c. Conduct acceptance flights for aircraft receiving major repairs or overhauls.
- d. Perform test flights as necessary (this task may be delegated to a Senior Pilot upon Unit Sergeant or Lieutenant approval).
- e. Follow-up aircraft part orders to ensure timely installation.
- f. Ensure aircraft are available for all scheduled operations.
- g. Inspect aircraft for wear quarterly and report on major replacement items needed for future budgets to Unit Sergeant.
- h. Maintain updated maintenance records and status boards on all assigned Unit aircraft.

## **2.7 Safety Officers**

The Safety Officers will perform and be responsible for the following: *(revised 11/05)*

- a. Identify and evaluate safety problem areas.
- b. Develop a viable safety program for the Air Support Unit.
- c. Conduct safety orientations for new personnel.
- d. Conduct periodic training in the areas of aviation safety.
- e. Participate in ALEA, HAI, and other similarly sponsored safety seminars, surveys and programs when funds are available.
- f. Disseminate current safety information from the aviation industry, aviation schools and seminars to all Air Support Unit personnel.
- g. Maintain ready reference files of aviation safety literature.
- h. Maintain current safety procedures and develop new safety procedures for ground personnel.

- i. Investigate, report and critique any mishaps involving Department or other law enforcement aircraft.
- j. Maintain liaison with FAA personnel regarding safety issues.
- k. Report findings to the Unit Sergeant in a timely manner.

## **2.8 Pilot in Command**

The Pilot In Command's (PIC) primary duty is the safe and effective operation of Department aircraft in accordance with Federal Aviation Regulations (FAR's), the Aircraft Pilot Operating Handbook (POH) and Unit procedures. Every Pilot In Command will remain current in all phases of Department operational requirements. The Pilot in Command is the ultimate authority aboard the aircraft regardless of the rank of any other person aboard. Only pilots who have been approved by the Lieutenant or Sergeant and who meet the requirements of this manual and the City's insurance policy covering the aircraft to be flown, may be assigned as Pilot In Command.

## **2.9 Tactical Flight Officer**

The Tactical Flight Officer is responsible for ensuring the aircraft is properly outfitted with all equipment necessary to accomplish the mission. When operational, the Tactical Flight Officer will:

- a. Monitor the police radio, scanner, MDT and respond to calls or surveillance situations where the helicopter or fixed wing aircraft would be most useful.
- b. Observe activity on the ground.
- c. Direct tactical operations of the aircraft and patrol units as necessary and appropriate to the event.
- d. Advise the Pilot in Command where to fly via geographic points and when to orbit when engaged in any police activity.
- e. Operate all special equipment.
- f. Assist the Pilot in Command in flying the aircraft as needed.
- g. Monitor critical engine instruments during take off and landing.
- h. Scan for traffic.

## **2.10 Senior Pilot/ Pilot / Tactical Flight Officer Minimum Qualifications**

Senior Pilots operating Department fixed wing aircraft will possess at least a valid F.A.A. current Commercial fixed wing certificate with an instrument rating. Pilots operating in Department fixed wing aircraft will possess at least a Private fixed wing certificate. Both Senior Pilot and Pilot are required to possess a valid Class II medical certificate.

Senior Pilots operating Department helicopter(s) will possess a valid F.A.A. current Commercial rotorcraft-helicopter certificate and will have logged a

minimum of 750 total hours with 500 hours logged in turbine powered helicopters. Pilots operating Department Helicopter(s) will possess a valid Commercial rotorcraft-helicopter certificate. Senior Pilot and Pilot operating in Department helicopter(s) are required to possess a valid F.A.A Class II medical certificate. *(revised 11/05)*

The titles Senior Pilot and Pilot for helicopter operations does not preclude either pilot from sharing flying and observing duties, or from logging "Pilot in Command" time those flight hours in which they execute the duties of the pilot as the sole manipulator of the controls or those hours in which they are giving flight instruction when appropriately rated. Pilots will only operate the Department helicopter when accompanied by the Unit's designated Certified Flight Instructor (CFI), or a senior pilot and with the approval from the unit Sergeant or Lieutenant.

Only Senior Pilots meeting the above mentioned criteria for fixed wing operations may operate the Department fixed wing aircraft as Pilot in Command during Air Support Unit missions, including but not limited to; surveillance flights, photo missions, and transports. Pilots may log pilot in command time during the following circumstances: 1) While flying with one of the Unit's designated CFI's during training or conducting currency flights. 2) While conducting solo operations of the aircraft. The Pilot must have an instrument rating and completed a check out from one of the Unit's designated CFI's within the preceding (6) months to conduct solo operations, and each solo flight must be approved by the Unit's designated CFI and unit sergeant.

## CHAPTER THREE

### 3.0 **UNIFORMS**

#### 3.1 **Guidelines**

All grooming, dress and regulation uniform guidelines are set forth in the Department's Uniform and Equipment Manual. These regulations are applicable to all Helicopter Section and Fixed Wing Section flight crew officers assigned to the Air Support Unit.

#### 3.2 **Flight Crew Protective Equipment**

The following items will be worn by flight crews at all times when operating Department helicopters:

- a. Flight helmets equipped with visor(s)
- b. Flight suit made of Nomex fire retardant material
- c. Nomex fire retardant gloves
- d. Leather flight boots
- e. Approved firearm



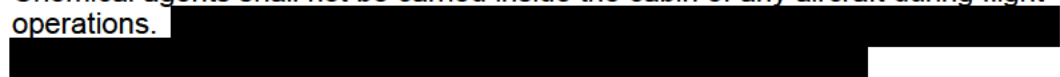
- a. Flight suit made of Nomex fire retardant material
- b. Communication head-set
- c. Approved firearm

#### 3.3 **Ear Protection Device**

At all times when in or around an operating helicopter or fixed wing aircraft, appropriate hearing protection will be worn by all crew members and passengers.

#### 3.4 **Chemical Agents**

Chemical agents shall not be carried inside the cabin of any aircraft during flight operations.



## CHAPTER FOUR

### 4.0 **FLIGHT CREW OPERATING PROCEDURES-HELICOPTER AND AIRPLANE**

#### 4.1 **Crew Conduct**

All Air Support Unit personnel will conduct themselves in a professional and safety conscious manner. **Safety is the first consideration for all operations.** Under normal conditions, operations will be conducted in accordance with existing Department policies, Federal Aviation Regulations and the rules and procedures outlined in this manual.

#### 4.2 **Flight Crew**

The Pilot in Command is responsible for safety of the flight. The Tactical Flight Officer is responsible for operational decisions not related to air traffic or safety of flight.

#### 4.3 **Medical Certificate/Pilot Certificate**

All Pilots will maintain a current Class II medical certificate, in accordance with Federal Aviation Regulations. A copy of the medical certificate and pilot certificate will be kept on the member's person while operating in Department aircraft and a copy will be maintained in the Unit's training file. Unit members will follow the procedures as set out in Section 4.4 of this manual for medical examinations.

#### 4.4 **Medical Examinations**

- a. Pilots will take the following steps to arrange for their annual medical examination:
  1. Exam will be for a minimum second-class medical certificate.
  2. Cost for the exam will be paid for by the department.

#### 4.5 **Currency / Flight Review**

All Unit Pilot's will remain current, consistent with their rating(s) held. Unit Pilots will complete a Flight Review annually. All training, aeronautical experience and flight time conducted to establish currency or recent flight experience will be documented in the Pilot's personal log. This document will be made a part of the Pilot's Training Folder.

#### 4.6 **Pre-Flight and Mission Brief**

- a. The Pilot in Command is responsible for determining that the aircraft is in safe flying condition and conditions are safe for flight. Pre-flight planning includes: Examination of the aircraft, log books, outstanding and previously repaired discrepancies, weather conditions, the mission, operation area, contacting units, information on suspects and coordination with Air Traffic Control. Pilots and TFOs may divide these tasks; however, a thorough brief

must be conducted prior to flight. Any discrepancies with an aircraft that affect the safety of flight must be corrected prior to flight. Equipment discrepancies which do not affect safety or the mission should be noted for reference and evaluation.

- b. The Tactical Flight Officer is responsible for; ensuring the mission specific equipment is on board and operational, coordinating with the appropriate units for the mission as needed, examination of the fuel truck, assisting the Pilot in Command with the aircraft examination as necessary.
- c. The mission brief should include radio frequencies for both ATC and Police Units, air space and possible conflicts, fuel on board, estimated length of mission, and special equipment required.

#### 4.7 Pre-Take Off Checks

- a. The normal condition for any aircraft on the ramp is to be fueled, with the pre-flight inspection complete.
- b. **CHECKLISTS ARE TO BE USED ON ALL FLIGHTS. Checklists ARE NOT to be memorized.**
- c. Pre-take off engine performance checks must be completed prior to each flight. A final check of the aircraft prior to take off will be made by both the Pilot in Command and the TFO, after the rotor system or engine is at operating speed. This will include examination of both sides of the aircraft for leaks, loose panels, smoking, unusual vibrations and normal temperatures and pressures. If any item is found to be anomalous, the take-off will be aborted and the cause of the malfunction corrected.

#### 4.8 Radio Communication Procedures

Professional radio communications are extremely important to flight operations. The PIC will utilize standard aviation phraseology during all phases of flight as outlined in the Airman's Information Manual (AIM).

- a. All clearances must be acknowledged, with call sign, and read back with ground, tower and approach controllers. Never leave a frequency without checking with the controller even though you feel you are clear of his airspace.
- b. While on routine patrol missions, the "Idaho" or other specifically assigned radio call designator will be used for communications with air traffic control. Local controllers have been briefed, and recognize this call sign as an operational police aircraft. While on training flights the appropriate aircraft tail number or N-number will be utilized.
- c. Proper coordination of a mission will frequently necessitate monitoring more than one radio frequency. Radio and ICS selectors allow this to be accomplished with mixer panel de-select of the less important transmission as necessary. By using the selector/monitors properly, the Pilot in Command and TFO can each keep the ground units and Air Traffic Controllers informed of conflicts, changes of direction, expected destinations or expected time required in an area.



The Tactical Flight Officer will continuously select the appropriate radio channel of the district the helicopter is operating over throughout flight. This ensures a timely response should the helicopter be requested by a unit in that district. It also allows the Tactical Flight Officer to request emergency assistance should a forced landing become necessary.

If the Tactical Flight Officer has deselected the police scanner while on a call the PIC should continuously monitor the scanner for calls of a higher priority, workload permitting.

d. Critical Situations

1. If the flight is going to be in a difficult area or is expected to require special handling, the PIC shall contact the appropriate controlling facility directly and brief them prior to take off. This courtesy will gain understanding and possibly extra consideration in the case of conflicts.
2. When a ground situation evolves that becomes life threatening or urgent, and you anticipate a possible air traffic conflict, the PIC shall advise the Controller (prior to the actual conflict) of the potential conflict and state your intentions. The PIC may offer to climb or descend as necessary to maintain the specific point or area required. Notify the controller when the situation is no longer urgent. Every effort should be made to keep interference with air traffic flow to a minimum.

e. Handling of Air Traffic Controllers

1. The FAA considers it to be very unprofessional to engage in unnecessary conversation over tower or approach control radio frequencies. Therefore, Air Support Policy is not to initiate such conversation. However, if the controller has the time and elects to ask a question or engage in conversation, it is appropriate to respond.
2. In the interest of safety and as required by FAA Regulations, while on patrol in the area of Class "B", "C" or "D" airspace, advise the appropriate controller of your position, and that you will monitor their frequency.

#### 4.9 Crew Concept

The Air Support Unit operates aircraft that are considered general aviation light aircraft. Optimum safety and the complexity of air traffic and patrol operations dictate that the Pilot / TFO crew work closely together and assist each other for safe and effective operations. This is the basis of a crew flying a mission. Both Pilot and TFO have different roles that at times may overlap. Therefore, standard operating procedures and techniques allow each to know what to expect or anticipate in a particular situation thereby allowing for safe and coordinated operations.

- a. The Pilot in Command responsibilities for helicopter/airplane operations include, but are not limited to;

1. Expeditious clearance and transit to the operation area.
  2. Constant scanning and avoiding air traffic.
  3. Effective radio communication with Air Traffic Control.
  4. Maintaining surveillance altitude, air speed and coordinated (trimmed and fuel balanced) flight.
  5. Continually monitor aircraft engine and systems performance.
  6. Monitor the Police Radio Communications when flight conditions permit and coordinate locations with Air Traffic Control.
  7. Assist the Observer with locations and streets as conditions permit.
- b. The TFO's responsibilities for helicopter/airplane operations include, but are not limited to;
1. Maintaining visual contact with the ground, in order to detect any situation which may require police intervention.
  2. Monitor the police radio, police scanner and MDT for any calls where the aircraft may provide service.
  3. Direct the Pilot to calls for service or surveillance locations, and once there, identify and maintain visual contact with the specified location and/or suspect(s).
  4. Relay suspect movements and information on activity which will assist the ground units in a successful surveillance or apprehension.
  5. Direct ground resources regarding tactical considerations they observe from the air including, but not limited to fields of fire, perimeter assignments, hazards, arrest team movement, etc.
  6. Inform the PIC of any major movement or plan changes.
  7. Coordinate communications or relay radio transmissions for Units unable to receive.
  8. Scan for air traffic during departure and arrival. Monitor engine performance on take-off by calling temperatures, pressures and RPM when appropriate, monitoring fuel and oil systems for any early indication of power problems.

#### **4.10 Fueling Equipment Procedures**

ASU aircraft fuel demands Jet A for the helicopter. ASU personnel shall be familiar with and follow the fuel handling procedures outlined in appendix L.

- a. M 978 Fuel Tanker

1. ASU personnel shall have a minimum class B California drivers license to operate the fuel tanker in public streets
2. A fuel sump and inspection should be conducted on the fuel system at the beginning of shift prior to patrol flights and shall be conducted prior to refueling the aircraft.
3. The fuel tanker shall have a minimum of one wheel chocked while tanker is stationary.
4. Inspection checklist and fuel log shall be completed and current.
5. All doors and hatches shall be secured and locked at the end of shift.

## CHAPTER FIVE

### 5.0 UNIT PROCEDURES COMMON TO HELICOPTER AND FIXED WING OPERATIONS

#### 5.1 Flight Safety

- a. No flight will be performed in a manner deemed to be unsafe by the Pilot In Command.
- b. Pilots will make every effort to provide timely support to ground units when it can be done safely. If a request or direction is received to perform an unsafe maneuver or to land in an unsafe area, the Pilot In Command will respectfully explain that the maneuver cannot be performed, for reasons of safety.
- c. Public, crew, and aircraft safety are the principle considerations in determining whether or not a particular request is performed. Good judgment and common sense should prevail.

#### 5.2 Flight Cancellation

A Pilot in Command may cancel a flight at any time and for any reason to include maintenance, weather or staffing. An entry to the Daily Activity Log will be made with the reason for cancellation. Police communications or the Unit affected by the cancellation shall also be notified.

#### 5.3 Altitude Limitations

Helicopter

- a. Per FAR 91.119(a) an altitude allowing, if a power unit fails, an emergency landing without undue hazard to persons or property on the surface.
- b. While on routine patrol the aircraft will normally be operated between [REDACTED] or higher. The PIC has the discretion to operate at an altitude he deems appropriate for the needs of the mission.

#### 5.4 Loading Instructions – Passengers

Pilots will ensure their aircraft conforms to proper weight and balance specifications prior to flight.

- a. When loading passengers, the flight crew will make certain that passengers are secured properly with seat belts and are instructed on emergency procedures (appendix "I") and proper operation of seat belts and equipment.
- b. When transporting equipment or materials, the flight crew will secure all objects.

## **5.5 Federal Aviation Administration Regulations**

All Federal Aviation Regulations and manufacturer's Pilot Operating Handbook (POH) guidelines are to be followed under normal operations.

## **5.6 Prohibited/Restricted Maneuvers**

- a. Aerobatic flight is prohibited.
- b. Careless or reckless maneuvers are prohibited.
- c. Practice power-off maneuvers in the helicopter and airplane are prohibited without prior approval by the Air Support Unit Sergeant or Lieutenant. Power off maneuvers may only be conducted at an airport.

## **5.7 Citizen Complaints**

Complaints about noise or operating procedures will be forwarded to the ASU Sergeant or his designee for investigation.

Whenever practical, all complainants will be contacted and advised of the nature of the operation that caused the complaint, if these facts can be determined. Complainants will also be advised of the final disposition of any complaint.

## **5.8 Internal Communications**

During all Air Support Unit flights, the FAA recommendation of a "sterile cockpit" will be observed. This means that all cockpit conversations on radios and ICS will be limited to that necessary for operation of the aircraft or the mission when landing or taking off, within 2 miles of an airport and when near a helicopter landing pad or known traffic corridor.

## **5.9 Pre-Flight Inspections**

Prior to all flights, the Pilot in Command is responsible for ensuring that a pre-flight inspection, as listed in the Pilots Operating Handbook, is followed. The pre-flight should include the following items:

- a. The aircraft is in airworthy condition.
- b. It is properly fueled with the appropriate type and grade.
- c. It is properly loaded.

- d. The aircraft flight log book is reviewed to ensure all required inspections have been performed, discrepancies have been noted, and the planned flight will not exceed any flight time limitations necessary to comply with required inspections, airworthiness directives, service or other mandatory procedures.
- e. Inspection of all applicable fluid levels.
- f. Draining of appropriate fuel sumps.
- g. Thorough inspection of fuselage for damage.
- h. Inspection of all aircraft lights.
- i. General inspection of power plant, transmission, rotor and propeller assemblies.
- j. All Crewmembers shall conduct a final walk-around inspection of the aircraft before each flight, immediately prior to takeoff. Crewmembers shall walk completely around the aircraft to ensure all cowlings, panels and baggage doors are closed and latched, the fuel cap is installed and no obvious problems exist.

#### **5.10 Post-Flight Procedure**

After all flights, the Pilot in Command is responsible for ensuring that the following tasks are completed:

- a. At the completion of each flight, the aircraft will be refueled.
- b. All fluid levels will be checked.
- c. Overall inspection for damage, defects, or oil leaks.
- d. Aircraft pre-flight inspections completed up to engine start cycle.
- e. Any flight-restricting condition to the aircraft must be reported to the Unit Sergeant as soon as practical, and noted on the aircraft discrepancy sheet.
- f. Aircraft Damage Report - Other Than an Incident or Accident

It shall be the responsibility of the Pilot in Command or Unit member responsible for the aircraft at the time damage is discovered. The responsible member shall document the facts about the damage on a Department memorandum by following the guidelines in the Department Duty Manual, Section S1200 "Reporting Damage Resulting From Duties." The completed memorandum will be forwarded to the ASU Sergeant by the end of the work shift in which the damage was discovered.

#### **5.11 Required Reports**

- f. Departmental Reports

These are crime reports (GO), supplemental reports, citation notes, mutual aid reports, or any other departmental report that is generated from that tour of duty. It shall be the aircrew's responsibility to complete these reports prior to the completion of the workday.

g. Logbooks

Each pilot shall maintain an ASU logbook and have it available for inspection by the ASU Sergeant or Lieutenant upon request. The pilot logbook will be updated to reflect all flights in Department aircraft or training in aircraft sponsored by the Department. The logbook shall be updated weekly.

h. Training Folders

Each pilot is responsible to ensure their training folder has updated logs of currency requirements, medical certificates and other training certificates. All training documents will be submitted to the ASU Sergeant for placement in the training folder.

## 5.12 Out-of-Area Flights

### Non-Patrol / Non-Mission Related Flights

- a. All non-patrol / non-mission related flights (example: training, maintenance) that are flown out of Santa Clara County will have prior approval of the ASU Sergeant or higher authority. Prior to all out-of-county non-patrol / non-mission related flights, the PIC will obtain or complete:
  1. Current route and destination charts.
  2. Present and forecast weather information along the projected route.
  3. Flight following, if available, along the route of flight.
  4. When practical, notification to Police Communications as to the destination and estimated time of return.
- b. Out-of-state flights must be approved by the Deputy Chief of the appropriately assigned Bureau or the Chief of Police or designee.

### Patrol / Mission Related Flights

- a. Planned out-of-area flights in which a specific point of arrival is known require the PIC to follow section 5.12(a) (1-4) of this manual.
- b. Planned or unplanned out-of-area patrol / mission flights in which a specific point of arrival is not known, require the PIC to obtain or complete the following:
  1. Current route and destination charts.
  2. Present and forecast weather information along the projected route.

3. Flight following, if available, during the flight.
4. Notification of Unit Sergeant or Lieutenant.
5. If the Unit Sergeant or Lieutenant are not available, notification to Police Communications as to the direction of flight and proposed destination if appropriate.

### **5.13 Aircraft Refueling**

- a. The Pilot in Command (PIC) shall be familiar with fuel requirements for flight under VFR (Visual Flight Rules) conditions. The Pilot in Command shall ensure proper fueling operations, whether conducted by ASU personnel or a vendor.
- b. Under normal helicopter operations, refueling the aircraft while the engine is running is prohibited (see exception 5.23.h). Refueling the airplane while the engine is running is prohibited.
- c. All passengers and non-essential personnel will remain at least 50 feet from the aircraft during refueling operations. *(revised 11/05)*
- d. Confirmation will be made to ensure the proper grade and quality of fuel is used. During the fueling process, all aircraft will be properly grounded. *(revised 11/05)*
- e. ASU personnel shall ensure that a fire extinguisher is nearby and available for use during the refueling process
- f. There will be no smoking within 100 feet of the aircraft at any time.
- g. The assigned ASU crew member shall ensure that the every fueling is accurately logged calculated in the fuel log.
- h. Power on (Hot Refueling)
  1. Power on refueling shall not be undertaken unless necessary due to emergencies or high priority missions. When it is determined that hot refueling is necessary, the requirements specified in 5.13 above, including the following, will be met:
    - a. PIC will remain at the controls.
    - b. Throttle at idle.
    - c. Controls frictioned.
    - d. Only emergency radio transmissions should be made.
- i. Under no circumstances will "Hot refueling" occur with the Department fixed wing aircraft

### **5.14 Pilots and TFOs Physical Condition**

Pilots and TFOs are to ensure that their physical condition is maintained at a sufficient level to complete their mission. This includes:



- a. Sufficient rest and nourishment.
- b. No use of alcohol for 12 hours before a flight or during on-call status.
- c. Crew members who are using any medication that will affect their flight status will report the use to the Air Support Unit Sergeant prior to any duty assignment.
- d. Refrain from donating blood within 72 hours of a flight.
- e. Suggested limits of flight time should not exceed 8 hours in any 24-hour period nor 100 hours in any four-week period without prior approval from the Unit Supervisor.

### **5.15 Landing Sites**

Authorized Helicopter Landing Sites:

- a. The Pilot in Command of a helicopter is authorized to land the aircraft at the following locations:
  - Any airport
  - Remote locations when an investigation or a mission requires the landing
  - Private or public property for static display or training. Prior permission to land must be obtained from the property owner and the Air Support Unit Sergeant. Appropriate permits, if applicable, will be secured prior to any such landing.
  - For scheduled off-airport landings, a ground safety observer should be utilized. Any unit trained officer or supervisor may perform this function noting flight safety hazards, condition of the landing zone, and the ability to keep spectators clear.
  - At any location deemed safe by the Pilot in Command when providing emergency services.

In any event, all off-airport landings will be attempted only after both Pilot and TFO have visually inspected the area and the site has been determined to be free of obstructions. All necessary precautions will be taken to ensure that the off-site landing can be done safely without personal injury or property damage. Additionally, the Pilot in Command will ensure that the aircraft is capable of landing and taking off from the intended landing site, given the performance limitations of the aircraft at the time of the intending landing. All off-airport landings will be recorded on the daily activity log. Additionally, the Pilot In Command conducting an unplanned off-airport landing will thoroughly brief the ASU Sergeant detailing where the off-airport landing was performed, reason(s) for the landing, existing conditions at the landing site and any other details relevant to the landing operation.

- b. Precautionary Landings

When the Pilot in Command determines a precautionary landing is necessary, a normal landing at a safe landing site will be made. Air Traffic Control and Police Communications should be notified of the

intentions prior to landing if at all possible. The Air Support Unit Lieutenant or Sergeant will be contacted after landing to discuss the difficulty or damage and shall respond to the landing location if necessary.

c. Emergency Landings

Should an emergency landing be necessary, the Pilot In Command will immediately enter into the appropriate emergency procedure for the given malfunction and will make every effort to safely land. If time and control permit, the aircraft's transponder should be set to the emergency code (7700) and the emergency should be communicated to Air Traffic Control and Police Dispatch. A request for emergency equipment response to the intended landing sight should be part of the communication. Should the landing be uneventful, Police Communications and ATC should be advised. Emergency equipment should not be canceled until a thorough assessment of personal well being and aircraft condition has been completed. Should the status of either be in question, emergency equipment should continue to the scene. The Air Support Unit Lieutenant or Sergeant shall be requested to respond to the scene as soon as practical.

Authorized Airplane Landing Sites:

a. The Pilot in Command of fixed wing aircraft is authorized to land the aircraft at the following locations:

1. Any airport where the runway length, condition, surface and navigational aids allows for a safe landing given the aircraft's performance limitations as stated in the Pilot's Operating Handbook, the limitations set forth in this manual and the limitations of each pilot's skills.
2. Landings shall only be made upon paved, hard surfaced runways. Landings on dirt, gravel or sod runways shall not be made without prior approval of the Air Support Unit Sergeant and Senior Pilot/ CFII.
3. Any location when making an emergency landing.

b. Precautionary Landings

When the Pilot in Command decides a precautionary landing is necessary, he will make a normal landing at the nearest airport. Air Traffic Control and Police Communications should be notified of the intentions prior to landing if at all possible. The Air Support Unit Lieutenant or Sergeant will be contacted after landing to discuss the difficulty or damage and shall respond to the landing location if necessary.

c. Emergency Landings

Should an emergency landing be necessary, the Pilot In Command will immediately enter into the appropriate emergency procedure for the given malfunction and will make every effort to safely land. If time and control permit, the aircraft's transponder should be set to the emergency code

(7700) and the emergency should be communicated to Air Traffic Control and Police Dispatch. A request for emergency equipment response to the intended landing sight should be part of the communication. Should the landing be uneventful, Police Communications and ATC should be advised. Emergency equipment should not be canceled until a thorough assessment of personal well being and aircraft condition has been completed. If the status of either is in question, emergency equipment should continue to the scene. The Air Support Unit Lieutenant or Sergeant shall be requested to respond to the scene as soon as practical.

- d. Notification of Chain of Command
  1. Following a precautionary or emergency landing, the following individuals will be notified immediately:
    - a. Air Support Unit Sergeant
    - b. Air Support Unit Lieutenant
    - c. BFO Watch Commander
    - d. BFO Special Operations Captain
    - e. Safety Officer
    - f. Contract Mechanic
    - g. PIO (as deemed necessary by the on-duty Watch Commander or other responsible Command Officer)
  2. After receiving notification, the Air Support Unit Sergeant or Lieutenant will respond to the scene if necessary, assess the situation and make recommendations as to necessary field repairs or transportation of the aircraft to a repair facility. The Contract Mechanic will be notified and consulted before the aircraft is moved or flown.
- e. After a precautionary or emergency landing has occurred, the following events will take place:
  1. The pilot, in all cases, and the observer, if necessary, will thoroughly brief the ASU Sergeant or Lieutenant relating all details surrounding the precautionary or emergency landing. The PIC will then prepare the **Precautionary/Emergency Landing Check List (appendix "A")**. The Check List will be submitted to the Air Support Unit Lieutenant as soon as practical after the incident, but no later than the close of the shift in which the incident occurred. Should the Pilot In Command and/or the Observer be unable to perform this function due to injuries or other related reasons, the Air Support Unit Sergeant shall prepare the Checklist based on the investigation of the incident.
  2. Upon receipt of the Precautionary/Emergency Landing Checklist, the Air Support Unit Sergeant will take what ever action is appropriate to the specific situation, and forward all information to the ASU Commander.

g. Off-Airport Landing/Training Sites:

Normally all landing practice/training will be accomplished at an airport facility. However, should the need for off-airport landing/training occur, the following criteria must be met:

- Prior approval of the ASU Lieutenant or Sergeant.
- Prior approval of the property owner or person in control of such property where the practice off-airport landings are to be conducted.

**5.16 CODE "7"**

While crew members are on Code 7, the crew must be available for contact by police radio or mobile phone.

## CHAPTER SIX

### 6.0 HELICOPTER PATROL OPERATIONS

#### 6.1 Patrol Policy - Mission Priorities

The helicopter program's primary purpose is to improve efficiency through swift response to critical incidents, air support of ground units and increased observation through aerial patrol. In order to maximize effectiveness and to establish a basis upon which decisions can be made in the event of simultaneous requests, the Pilot In Command will determine the priority of the missions based on:

- Life-threatening event
- Protection of property
- Daily law enforcement patrol
- Availability of crew and aircraft
- Weather conditions
- Aircraft capabilities

#### 6.2 Deployment Priorities

The helicopter's primary mission is patrol support. The Unit Sergeant will determine if the asset would be better utilized in a different role on a case by case basis. If the helicopter is used outside of patrol the Unit Lieutenant or Sergeant will be notified and an entry will be made in the daily logs as to the utilization of the helicopter.

#### 6.3 Limitations

Helicopter

- a. ASU pilots are limited to operations that conform to their pilot ratings and restrictions mandated by the Air Support Unit.
- b. Careful evaluation of the weather, en route and at the destination, must be made prior to the start of each flight. Under no circumstances should an aircraft take off from a location where weather conditions would prevent returning for landing at an airport.

c. 

#### 6.4 Ceilings and Visibility Requirements

For Routine Helicopter Operations



## **6.5 Flight Duration**

█ [REDACTED]

█ [REDACTED]

## **6.6 Standby Readiness**

When not airborne, on-duty flight crews will be ready and available to respond to any emergency.

## **6.7 Callback**

All callback requests for the helicopter require the approval of the ASU Sergeant or Lieutenant. Positive approval will be received prior to flight. In exigent circumstances where the ASU Sergeant or Lieutenant is unavailable, the PIC will obtain the approval of the on duty Watch Commander.

## **6.8 Code Four**

Although a fill situation may appear "Code 4" to the air crew, only ground units will advise "Code 4" on the radio. Once notice has been given, the air crew will advise Communications that they are returning to service and will depart the area as soon as practical.

## **6.9 Vehicle Pursuits**

When a pursuit occurs, the police helicopter will respond with or without a request from the involved ground units as directed by Duty Manual Section L2109. It is the discretion of the aircrew to maintain visual surveillance of the fleeing suspect if the aircrew feels it will result in the apprehension of fleeing suspect or necessary for public safety.

## **6.10 Use of Specialized Equipment**

### **a. Illumination**

Upon arrival at a scene, the helicopter crew will establish exactly the target to be illuminated and provide illumination if necessary or requested.

### **b. Public Address System**

For the most effective broadcast, speak slowly and clearly while avoiding long and involved messages. It is also necessary to orbit the helicopter in smaller areas in order to facilitate the ability of citizens to hear the entire broadcast. If necessary, make announcements and orbit in several small areas in order to make the announcement in a large area. When making announcements for lost children, when possible, avoid using last names to save families from embarrassment. Once a child is found or returns home, when possible, make a cancellation announcement to alert citizens that the situation has been resolved.

c. Siren

The siren may be used as needed before a broadcast to draw attention to the message, to warn pedestrians or vehicle traffic in a pursuit or to assist in clearing an intersection. Caution must be used as the siren may cause drivers to react in an unpredictable manner.

### **6.11 Safety Rules for Approaching/Leaving the Helicopter**

Passengers will be briefed by a qualified crew member prior to ride-along or transportation operations. Safety information will be made available to each passenger.

- a. All persons are to be kept at least fifty (50) feet away from the aircraft when the rotor blades are in motion unless authorized by the pilot.
- b. When approaching with the rotors in motion, do so only from the front or from the pilot's side near the front, where the pilot can observe you at all times. Do so only after the pilot signals your approach. NEVER APPROACH FROM THE REAR.
- c. Never approach or leave from any side where the ground is higher than the ground on which the helicopter is standing or hovering.
- d. When leaving with the rotor blades in motion, walk in a crouched position directly away from the pilot's side or towards the front of the helicopter until fifty (50) feet away. Never exit to the rear toward the exhaust blast or tail rotor area.

### **6.12 Required Reports**

All required reports shall be completed and submitted prior to the end of each shift. Deviation from this policy will require the express approval of the Air Support Unit Sergeant or Lieutenant in his absence. The following are mandatory reports as defined by this section:

- a. Helicopter Daily Activity Log
  1. It shall be the responsibility of the TFO crew member to complete the Daily Activity Log for each shift. The Daily Activity Log will reflect an accurate and complete chronological account of the shift's activity and document circumstances such as response to dispatched and self initiated events, passengers transported, emergency landings, precautionary landings, occasions where the aircraft was operated outside the City of San Jose, and any other pertinent facts relative to the operation of the aircraft and activity by the crew.
  2. The Daily Activity Log is considered an official police report and will be completed as such with particular respect to thoroughness, neatness, and accuracy.

b. Helicopter Flight/Maintenance Log Book

1. This is the individual Flight/Maintenance log book maintained for each helicopter, and it shall be the Pilot in Command's responsibility to complete prior to going off duty. The Aircraft Flight/Maintenance Log Book will also be checked to determine that the last required daily or hourly inspection has been performed and any squawks have been repaired.



## CHAPTER SEVEN

7.0 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7.3 [REDACTED]

- a. ASU pilots are limited to operations that conform to their pilot ratings and restrictions mandated by the Air Support Unit.
- b. Careful evaluation of the weather, en route and at the destination, must be made prior to the start of each flight. Under no circumstances should an aircraft take off from a location where weather conditions would prevent returning for landing at an airport.
- c. Visibility: While operating under VFR, [REDACTED] will not intentionally be flown into IFR conditions and the PIC will adhere to FAR 91.155 and FAR 91.157.
- d. Appropriately certified and current Commercial / Instrument rated pilots may fly in IFR conditions to reach a mission location, with the following restrictions:
  1. All missions where actual IFR conditions will be encountered, will first be approved by the ASU Supervisor. If the Sergeant is not available for approval, the mission will not be flown.
  2. For take-off, the cloud bases may not be lower than 800 feet AGL, and visibility may not be less than 3 statute miles or prescribed take off minimums for the airport of departure, whichever is higher.
  3. For landing, the PIC shall not descend into IMC conditions lower than 800 feet AGL, or below the published MDA (even if a lower

DH is available), whichever is highest. Visibility may not be less than 2 miles.

4. After departing in IFR conditions, all enroute phases of the flight must be such that a descent into VFR conditions could be made if necessary.
5. All training flights (VFR and IFR) will be conducted in VFR conditions. **Training in actual IFR conditions is prohibited without prior approval from the ASU Sergeant.**

#### 7.4 Ceilings and Visibility Requirements

[REDACTED] the aircraft will be operated in VFR conditions in accordance with FAA regulations

#### 7.5 Minimum Altitude

The aircraft shall not be flown at an altitude lower than Federal Aviation Regulations allow, except during an actual emergency.

#### 7.6 Flight Duration

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### 7.9 Debriefing following the flight

If possible and necessary, the pilots will arrange to debrief the mission with the ground units as soon as is practical after the mission. A synopsis of that debriefing will be included on the Daily Activity Log.

[REDACTED]

[REDACTED]

#### 7.11 On Call Guidelines

Air Support Unit personnel are not subject to mandatory call back per the MOA. If the assistance of ASU is requested by another unit or agency, the request may be made through any member of the unit; however, approval from the Sergeant

or the unit Lieutenant must be obtained prior to launch. The decision to deploy will be made based on the mission, the capabilities of the flight crew and the aircraft, and the availability of the flight crew.

## **7.12 Required Reports**

### **a. Airplane Daily Activity Log**

It shall be the responsibility of the TFO crew member to complete the Daily Activity Log for each mission. The Daily Activity Log will reflect an accurate and complete chronological account of the ASU mission. This account should include the time of initial call out, a thorough description of the mission, locations flown, airports utilized, arrests made, property/narcotics seized, associated overtime and the time all crew members went off duty. For training flights, the Daily Activity Log will include the type of training, type of approaches flown, airports flown to, maneuvers performed and any other pertinent information about the flight. Crew members will ensure that the Daily Activity Log is completed by the end of the shift and prior to leaving the airport. The Daily Activity Log will be completed for both ASU missions and training flights (including simulator training), whether or not a mission was actually flown.

The Daily Activity Log is considered an official police report and will be completed as such with particular respect to thoroughness, neatness, and accuracy.

### **b. Airplane Flight/Maintenance Log Book**

The individual Flight/Maintenance log book shall be maintained for each aircraft. It shall be the Pilot in Command's responsibility to complete prior to going off duty. The Aircraft Flight/Maintenance Log Book will also be checked to determine that the last required daily or hourly inspection has been performed and any squawks have been repaired.

## CHAPTER EIGHT

### 8.0 MAINTENANCE PROCEEDURES

#### 8.1 Maintenance Standards

- a. All civilian maintenance personnel authorized to perform maintenance on ASU aircraft shall:
  1. Hold a FAA mechanic certificate with airframe and power plant ratings.
  2. Attend model specific factory field maintenance training.
    - a. If newly hired mechanics have not attended this training, they should be scheduled to attend as soon as possible.
- b. The contract maintenance company shall designate a lead mechanic.
  1. In addition to the requirements of section 8.1 A, the Senior Mechanic shall hold a FAA Inspection Authorization (IA).

#### 8.2 Aircraft Inspections

- a. Responsibilities

Under no circumstances will ASU personnel perform any maintenance on ASU aircraft out side of the following:

- a. Maintain/ adding fluids (engine, gearbox, hydraulic, fuel)
- b. Replacing light bulbs
- c. Pre-flight/ post flight inspections

Lead Maintenance Technician is responsible for maintaining the required manufacturer's manuals, technical publication, Airworthiness Directives, and Service Difficulty Reports and any amendment as appropriate. All personnel performing maintenance shall ensure all components, parts, and equipment meet requirements as set forth by the manufacture and FAA guidelines.

- b. Inspection Intervals

No short cuts exist in a professional maintenance program. Items

with specified retirement and overhaul schedules must be monitored and removed from the aircraft when the time arrives to do so.

Flight times are not to extend beyond the next required inspection time or maintenance due date. All Departmental aircraft shall be required to have the following:

1. Mandatory Inspections /Annual
2. Overhauls of time-expired components
3. Replacement of time-expired components
4. Mandatory or Recommended Service Bulletin requirements
5. Airworthiness Directives

It is the responsibility of all Pilots to monitor aircraft inspection intervals and component times. ASU aircraft are not flown beyond time limits in accordance with FAA regulations.

### **8.3 Returning Aircraft to Service**

Prior to releasing an aircraft back into service, the mechanic shall review all outstanding discrepancies associated with the aircraft. The mechanic should make all reasonable attempts to address outstanding discrepancies, while balancing the need to return the aircraft into service.

#### **a. Acceptance Inspection/ Flight –**

The following procedures shall be followed when conducting a post maintenance inspection:

1. Ensure no tools have been left inside or on the aircraft.
2. The pilot shall obtain a thorough brief from the mechanic on all the work performed.
3. Pilot and mechanic shall conduct a preflight inspection keeping interruptions to an absolute minimum.
4. Post maintenance ground runs shall be conducted with one pilot and one mechanic
5. One pilot and one mechanic shall be on board during post maintenance flights. Any other non-essential personnel are prohibited on a post maintenance flight.

6. Post maintenance flights shall be conducted in daytime VFR conditions.
7. At the conclusion of a post maintenance flight the pilot and mechanic shall perform a thorough post-flight check of the aircraft.

b. Maintenance Logbooks

The lead mechanic assigned to the aircraft shall up date and maintain aircraft maintenance logbooks and records.

#### **8.4 Aircraft Status and Discrepancies**

a. Aircraft Status Board -

ASU members shall maintain an active status board and/or log of aircraft total time, maintenance due times and critical aircraft component times.

## CHAPTER NINE

### 9.0 ACCIDENT INVESTIGATIONS AND SAFETY PROCEEDURES

#### 9.1 General

Definitions of aircraft accidents, incidents and related terminology shall be consistent with National Transportation and Safety Board (NTSB) part 830. It is essential that thorough reporting, investigation and documentation procedures be standardized and consistent with FAA regulations.

#### 9.2 Definitions

- a. 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. (49 U.S.C. 830.2)
- b. Aircraft Incidents – An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations. (49 U.S.C. 830.2)

#### 9.3 Accident Procedures

##### a. Aircrew Responsibilities

In the event of an aircraft accident or incident involving any Department aircraft, the first actions of the aircrew are to save lives. Once the aircraft is safely on the ground personnel should secure the scene and ensure appropriate emergency personnel have been notified.

##### b. Notifications

1. The ASU Supervisor, Commander and Chief Pilot shall be notified of the incident once the scene has been stabilized. The ASU Supervisor and/or Commander shall respond to the scene to evaluate the circumstances
2. In the event of a Department aircraft accident, and in addition to the above notifications, the ASU Safety Officer and Lead Maintenance Technician will be notified.
3. The Local FAA (FSDO) office will be notified in accordance with part 830 of the NTSB Regulations

##### c. Scene and Evidence

1. All evidence necessary for the completion of an investigation will be secured by the ASU Supervisor at the time of the incident/ accident. This shall include pilot log books and maintenance logs.

2. The aircraft may be removed from the scene only when authorized by the FAA.

d. Press and Media

All interviews with the media will be conducted in accordance with current Federal and NTSB regulations

## **9.4 Accident Reporting**

### Aircraft Incident or Accident

If an aircraft incident or accident occurs, procedures will be followed as set forth in Duty Manual Section L6918 – “Aircraft Crashes – Duties and Responsibilities.” In any event, the Air Support Unit Lieutenant or his designee will be responsible for responding to the scene and for ensuring that the procedures as set out in the ASU Incident/Accident Checklists (appendices “B” - “H”) are completed. These checklists include appropriate notification procedures for the family of crew members, the chain of command as well as guidelines for coordinating the investigation with the NTSB and the FAA.



## CHAPTER TEN

### 10.0 MUTUAL AID

#### 10.1 Assistance to San Jose Fire Department

Limited air support, in the form of an aerial platform, will be provided to the San Jose Fire Department during major emergencies. Response to a Fire Department event may be made via Fire dispatch or self initiated by the airplane/helicopter air crew. In any event, Police Communications will be advised that the aircraft will be operating on the Fire Department's radio channels. The on-duty Watch Commander will also be advised that the aircraft is working a fire event, and an appropriate entry will be made in the Daily Activity Log.

#### 10.2 Response to Assist Outside Agencies

Helicopter

The helicopter can be available for assisting outside agencies during high-priority emergency situations as determined by the PIC, when the requested mission falls within the operational limitations as set forth in this manual. Department aircraft will not respond to any location outside the City of San Jose to assist another agency without prior consent of the on-duty BFO Watch Commander and if available, the Unit Sergeant or Lieutenant.

If a flight crew becomes aware of a situation that calls for aircraft assistance and they are capable of assisting in a timely manner, the flight crew shall request permission to respond from the Watch Commander. It shall be the TFO's responsibility to keep the Watch Commander informed regarding the nature of the assistance and the estimated time required to complete the assistance and return to service within the City. The Watch Commander shall always have the authority to recall the aircraft to the City at any time.

##### a. Outside Request Guidelines

The primary purpose of a San Jose Police Department helicopter is patrol support, and response to incidents which occur within the City. Allowing a helicopter to leave the City limits for extended times and/or distances would not be consistent with its intended use. When such outside use is allowed, all known facts and circumstances should be considered before allowing aircraft to leave the City.

During off duty hours, assistance should be made to outside jurisdictions only when the nature of the event requiring helicopter support is of a grave and serious nature and such a response will not interfere with the needs of the City of San Jose or the San Jose Police Department. Off duty requests for response should be directed to the Air Support Unit Lieutenant or Sergeant.

During on duty hours, a response should only be made to an outside jurisdiction when the nature of the event requiring helicopter support is either of a grave and/or serious nature or when the location of the outside jurisdiction is close enough to the City limits of San Jose where an immediate response back to San Jose can be made. Such a response will be made only when it will not interfere with the needs of the City of San Jose or the needs of the San Jose Police Department. All such responses will first be cleared by the on duty Watch Commander.

In either on or off duty requests, the Pilot In Command will have the final authority to change, alter or cancel a flight to another jurisdiction should the PIC believe the flight cannot be made safely.

b. Cost Recovery

The FAA has created special rules for operators of Public Aircraft conducting operations commonly known as commercial operations. Though the regulations are in constant revision, the FAA has developed distinct definitions and conditions in which operators of Public Aircraft may charge for services rendered to agencies not sharing a common treasury with that of the operating agency.

All members of the ASU will familiarize themselves with the FAA's definition of a "Public Aircraft," as defined in FAR 1.1, in order to be completely aware of those circumstances in which the Department may seek cost recovery from outside agencies. The PIC is responsible for ensuring that prior to responding to a mission for an outside agency, that all regulatory conditions have been met, and if necessary advise the requesting agency they will have to seek assistance from a commercial operator. *(revised 11/05)*

Should a mission be flown in which cost recovery will be sought, the PIC will ensure that a Department Outside Agency Billing Statement is completed by the end of the shift in which the mission was flown and then forwarded to the Unit Sergeant for processing.

Airplane

a. Outside Agency Requests

The primary mission of the airplane does not include responding to requests from outside agencies. However, in the event a request for services does occur, the receiving ASU member will seek approval for the flight from the ASU Sergeant or Lieutenant prior to conducting the flight.

b. Cost Recovery

The same rules and procedures as set out in the above section for helicopter operations, applies for airplane operations.

### 10.3 Passenger Ride-Along Program

a. Sworn Officers / Non-Sworn City Employees

Sworn officers, specifically those assigned to BFO, will be encouraged to ride with the helicopter crew on any flight where space and weight

limitations permit. City employees may also ride in the Department's helicopter while performing an official City function related to their official duties.

b. Private Citizens

Private citizens will not normally be allowed to ride in the Department's helicopter. However, exceptions to the policy may be made on an individual basis based on the person making the request and reason for the request. Private citizens allowed to ride in the Department's helicopter may be government representatives, community leaders, members of the news media or any other person where approval has been granted by the ASU Sergeant or higher authority.

#### **10.4 Transportation For Reasons Other Than Law Enforcement Purposes**

Any person desiring transportation in the Department's helicopter for any purpose other than a law enforcement or fire support operation must make the request through the Office of the Chief of Police. It is the intent of the Department to have the helicopter available for law enforcement / fire use as much as possible. Assigning the helicopter for other duties would not be beneficial to the Department or citizens. In no event, can cost recovery be sought when transporting passengers unless the Department ASU has a current Part 135 certificate and the aircraft and pilot meet all the requirements as set out in FAR 135.

Once a transportation request has been received at the Office of the Chief of Police, the request will be reviewed and approved or denied as appropriate. The Unit Sergeant will then review the request and ensure that all applicable FAR's are met prior to the flight be conducted. *(revised 11/05)*

Any ASU member receiving a non-law enforcement / fire transportation request will refer the requester to the Office of the Chief, via chain of command.

# APPENDIX

Refer to ASU appendix file.