San Bernardino County
Sheriff's Department
Emergency Operations Division

Aviation Unit Operations Manual

Updated January 2025

VOLUME ONE: AVIATION UNIT COMMANDER'S OPERATIONAL PHILOSOPHY

1.1.0 OPERATIONAL PHILOSOPHY

All operations conducted at Sheriff's Aviation will be done in the safest manner possible. Risk is an inherent aspect of our operation but should only be accepted when absolutely necessary to conduct our public safety mission. No mission is so important as to require deviation from safety policies, procedures, industry standards, or the prudent judgment of our aircrews. Safe operations are always the priority in every task we undertake, and every attempt must be made to reduce risk to the lowest level possible. Our Safety Management System will be used to manage risk in support of these safety objectives and a system of Just Culture will be applied to all aspects of our operation.

James Mahan, Captain
Emergency Operations Division
January 17th, 2025

VOLUME TWO: MISSION STATEMENT

2.1.0 MISSION

The mission of the San Bernardino County Sheriff's Department Aviation Unit is to provide aerial support, which includes law enforcement calls for service and pro-active patrol, search and rescue missions, medical transport calls, and firefighting capabilities for all divisions within the San Bernardino County Sheriff's Department and other local, state, and government agencies. The goal of the Aviation Unit is to enhance the safety of the community and law enforcement officers through the strategic deployment of airborne technologies. The Aviation Unit strives to improve the effectiveness and efficiency of law enforcement and life-saving efforts through the timely use of properly equipped aircraft.

VOLUME THREE: ADMINISTRATION

3.1.0 AIRCRAFT OPERATIONS MANUAL ESTABLISHED

The San Bernardino County Sheriff's Department Aviation Unit's Aircraft Operations Manual is established as a part of the San Bernardino County Sheriff's Department Emergency Operations Division Policy Manual and hereinafter will be referred to as the Aviation Unit Operations Manual.

3.2.0 AUTHORITY

The Aviation Unit Operations Manual is an official source of policy for Aviation Unit personnel and is published with the authority of the Emergency Operations Division Commander (see attached signature page).

3.3.0 PURPOSE

This manual defines the specific policies and procedures utilized by the San Bernardino County Sheriff's Department Emergency Operations Division Aviation Unit. All personnel assigned to the Aviation Unit shall be familiar with and adhere to the contents of this manual.

3.4.0 CONFLICT AND IMPLEMENTATION OF POLICY

In case of conflict, the San Bernardino County Sheriff's Department Policy Manual and the Emergency Operations Division Policy Manual shall always supersede this manual. The Emergency Operations Division Commander or appropriate supervisors shall assume primary responsibility for implementing and enforcing Aviation Unit policy and procedures. The Division may issue a Temporary Operating Procedure memorandum when necessary. Once the T.O.P. is approved, it shall be distributed to all personnel through the Armor Prism Read and Sign system. The original T.O.P. memorandum shall be kept in the Armor Prism system for future reference and review. At the direction of the Division Commander or designee, the T.O.P. may be placed into the Aviation Unit Operations Manual.

3.5.0 MAINTENANCE OF MANUAL

It shall be the responsibility of each person to periodically review the Aviation Unit Operations Manual for current policies as they relate to Aviation Unit activities. The Aviation Unit Operations Manual shall be reviewed annually by a committee designated by the Emergency Operations Division Commander. All policy manual changes shall be approved by the Emergency Operations Division Commander.

3.6.0 DISTRIBUTION

The Aviation Unit Operations Manual shall be available to all personnel. Aviation Supervisors shall maintain a hard copy that is available for review by staff. The manual will also be stored in the Aviation shared files in PDF format.

3.7.0 ORGANIZATION AND UNIT BUDGET

The Emergency Operations Division Commander will be responsible for all departmental aircraft operations. Aircraft shall be stationed at strategic locations throughout the county, as designated by the Emergency Operations Division Commander. The Emergency Operations Division Commander shall administer all funds appropriated for the operation of departmental aircraft. If it should become necessary to curtail any aircraft activities, the Emergency Operations Division Commander shall advise the Board of Deputy Chiefs and make appropriate recommendations. All departmental pilots and tactical flight officers who are part of the Aviation Unit will work under the direction and supervision of the Emergency Operations Division Commander.

3.8.0 CHAIN OF COMMAND

Refer to Emergency Operations Division Policy Manual Section 1.3.0 - 1.8.0.

3.9.0 RECORDS

Aviation Supervisors are responsible for maintaining pilot and tactical flight officer training records. The records are normally kept in three-ring binders. The binders contain information including, but not limited to the following:

pilot certificates, medical certificates, flight reviews, fire carding, flight school completion certificates, aircraft qualification tests, hoist operator and rider records, proficiency records, and weapon qualification records. Aviation Supervisors are also responsible for maintaining training records for air medic crew training. These records are kept in three-ring binders labeled "Air Medic Training Records." The binder will contain training files on each individual air medic. Each file will contain hoist rider records, as well as any other pertinent training and currency records, pertaining to their air medic assignment.

3.10.0 STAFF MEETINGS

The Aviation Unit shall have periodical staff meetings. Minutes of staff meetings shall be kept on file for a minimum of 12 months and be made available for all employees. All unit personnel are encouraged to communicate any concerns or comments they have regarding aviation operations with staff so these issues can be addressed at staff meetings.

3.11.0 BASE OF OPERATIONS

Refer to EOD Policy Manual Volume Two.

VOLUME FOUR: PERSONNEL

4.1.0 QUALIFICATIONS

1. EDUCATION
Any combination of education and experience equivalent to graduation from a standard high school.

2. EXPERIENCE
Must have successfully completed the San Bernardino County Sheriff's Academy or California Post accredited course and be currently employed as a deputy sheriff not on probation.

3. LICENSE
Must possess a current Federal Aviation Administration Private Pilot License in order to be eligible for a pilot position. The pilot must be able to upgrade his license to a Commercial Pilot License for the appropriate category and class of aircraft before obtaining "Pilot-In-Command" status.

In addition, fixed-wing pilots must possess a commercial pilot's license with single and multi-engine fixed-wing and instrument ratings.

4. LAW ENFORCEMENT CERTIFICATE
Must possess a Basic Law Enforcement Certificate issued by the California Commission on Peace Officer Standards and Training (this shall not apply to the professional staff position of Sheriff's Pilot).

5. PHYSICAL
Must possess a current FAA medical certificate to apply for the pilot position. Once selected for the position of pilot, must maintain a current second-class FAA medical certificate.

6. KNOWLEDGE, SKILLS, AND ABILITIES
a. Knowledge of generally accepted police techniques, procedures, and methodologies.
b. Knowledge of state and federal statutes, rules and regulations pertaining to traffic and criminal law enforcement.

4.2.0 DUTIES AND RESPONSIBILITIES

Refer to Emergency Operations Division Policy Manual Sections 1.3.0–1.7.0.

4.3.0 LIAISONS

4.3.1 MEDIA RELATIONS

The Emergency Operations Division Commander will appoint a media relations officer who will establish and maintain liaison with local media and disseminate information regarding the Aviation Unit's operations over social media in order to inform the public and portray the Department in a positive light.

4.4.0 DOCUMENTATION OF PERFORMANCE

The Chief Pilot is responsible for documenting and retaining records of pilot training and performance. The Chief Pilot will coordinate with Unit Flight Instructors to ensure all FAA regulations are followed and all pilot currencies are maintained. The Lead Crew Chief is responsible for documenting and retaining records of TFO and Crew Chief training and performance.

4.5.0 AVIATION MEDICAL CERTIFICATES

All pilots will possess a current second-class FAA Medical Certificate. The Chief Pilot will ensure all pilots have a current medical certificate in their personnel file.

4.6.0 FUEL SAFETY SUPERVISOR

The Division Commander shall designate a Fuel Safety Supervisor who will be responsible for maintaining compliance with FAA and CFR regulations relating to fuel and fire safety. The Fuel Safety Supervisor will attend a Fuel Safety Supervisor Course biannually which satisfies the criteria as set forth in CFR Part 139.321(e)(1) listed in the FAA's current Advisory Circular #150/5230-4C. The Fuel Safety Supervisor will provide and document all required fuel and fire training for the Aviation Unit. The Fuel Safety

Supervisor is responsible for inspecting all SBCSD fuel storage and fire extinguishers and ensuring they comply with all required regulations.

4.7.0 UNIFORMS AND SAFETY EQUIPMENT

Refer to Emergency Operations Division Policy Manual Section 3.14.0 on required safety equipment and Department Policy Section 1.11.0 on uniforms.

VOLUME FIVE: TRAINING

5.1.0 AVIATION UNIT SUPERVISOR TRAINING

5.1.1 TRAINING COMMAND

The Chief Pilot, under the direction of the Division Commander, shall implement the training and standardization program in accordance with the guidelines of this manual and authorized SBCSD Aviation Unit training syllabuses. The Chief Pilot shall supervise the Training Staff which will be comprised of Aviation Supervisors, Instructor Pilots and Check Pilots. The Training Staff will be tactically and technically proficient in their assigned areas of responsibility at all levels of the SBCSD Aviation Unit aircraft and training syllabuses. The Chief Pilot will utilize the Training Staff, certified SBCSD Instructor Pilots, and certified SBCSD Check Pilots in obtaining the objectives of the training and standardization program.

5.1.2 SUPERVISOR AVIATION TRAINING

The Aviation Unit Supervisors and Command Staff shall attend and successfully complete initial aviation supervision and leadership training within one year after being assigned to the position. The aviation supervision and leadership courses shall include ground training over the fundamentals of Airborne Law Enforcement and Aviation Unit Management, applicable Federal Aviation Regulations (FAR's), public aircraft operations (public laws affecting airborne law enforcement), aviation safety, specifically the role of the Safety Management System (SMS), and liability and legal issues. Aviation Unit Supervisors and Command Staff shall also be trained on Incident Command Systems Modules 100, 200, 700, and 800. Aviation Unit Management and Supervisors will continue their education and should, at minimum, receive annual training related to the Aviation Unit's Mission Statement and scope of service. All training shall be documented accordingly.

SBCSD Pilots and tactical flight officers shall periodically be assigned study material and/or may be assigned to attend selected ground schools relating to aviation knowledge, proficiency, and safety. The Aviation Unit Supervisors shall be responsible for the planning and scheduling of study material and ground schools.

5.1.3 CERTIFICATION OF SBCSD INSTRUCTOR PILOTS

SBCSD Pilots who are FAA Certified Flight Instructors may be certified as SBCSD Instructor Pilots in the category and class of aircraft in which they are rated. This certification will be effective upon the recommendation of the Chief Pilot and approval by the Division Commander. Documentation will include any limitations or restrictions to the maneuvers that may be instructed.

5.1.4 UTILIZATION OF SBCSD INSTRUCTOR PILOTS

When scheduled to do so by the Chief Pilot, any SBCSD Instructor Pilot may give Aviation Unit authorized training syllabus-oriented flight instruction to a SBCSD Pilot involved in any training and standardization program.

5.1.5 CERTIFICATION OF SBCSD CHECK PILOTS

Pilots who are certified SBCSD Instructor Pilots may be certified as SBCSD Check Pilots in the category and class of aircraft in which they are Instructor Pilots. SBCSD Check Pilots may also need to possess a CFII certificate. This certification will be effective upon the recommendation of the Chief Pilot and approval by the Division Commander. The duties associated with a Check Pilot will only be assigned to those pilots who have extensive experience and have demonstrated a high degree of proficiency in a specific make and model of aircraft.

5.1.6 UTILIZATION OF SBCSD CHECK PILOTS

When scheduled to do so by the Chief Pilot, any SBCSD Check Pilot may give another SBCSD Pilot a check flight.

1. Check Pilots shall have the pilot receiving the check flight complete the items on the applicable checklist, as appropriate, and the pilot shall perform enough maneuvers in each area of operation to ensure that he/she is competent in the skills therein.

2. Check Pilots must ensure instrument proficiency is demonstrated by instrument-rated pilots who are certified to fly SBCSD aircraft under

instrument flight rules. If instrument proficiency is demonstrated, the Check Pilot will issue an instrument proficiency endorsement.

3. Check Pilots shall document all check flights, and immediately forward the documentation to the Chief Pilot for insertion into the pilot's training file. The Check Pilot shall issue a biennial endorsement on all aircraft category check flights to satisfy the requirements for a flight review.

5.1.7 USE OF AUTHORIZED TRAINING SYLLABUSES

The Aviation Unit has established various authorized training syllabuses contained within the SBCSD Pilot Training Manual. When a pilot begins a training and standardization program, he/she will be given a copy of the appropriate syllabus. It will be utilized as a training guide and to document what maneuvers are introduced and practiced during each training session.

5.1.8 PERFORMANCE STANDARDS

All flight instruction shall be conducted in accordance with authorized Aviation Unit training syllabuses. The acceptable standards for the performance of all aircraft flight maneuvers are contained in the appropriate FAA "Airman Certification Standards" publication.

5.1.9 TRAINING MANAGEMENT SYSTEM

The Training Staff shall maintain a training management system to ensure SBCSD Pilot's and TFO's flight proficiency, technical expertise, and job knowledge is maintained and upgraded. The Training Staff shall accomplish this through monitoring currency requirements, establishing and maintaining training records, scheduling and conducting ground and flight training.

5.1.10 TRAINING FILE

The Chief Pilot is responsible for maintaining an up-to-date training file on each SBCSD Pilot. The designated Lead Crew Chief is responsible for maintaining an up-to-date training file on each SBCSD TFO. Each pilot and TFO is responsible for reviewing his/her training file for accuracy and completeness.

5.2.0 PILOT TRAINING

5.2.1 ENTRY LEVEL FLIGHT TRAINING

When a new pilot is assigned to the Aviation Unit, the Chief Pilot shall have the responsibility of evaluating the level of aeronautical proficiency and flight experience in the make and model of aircraft that he/she will initially be assigned to fly. Based on this evaluation, the Chief Pilot will recommend either a complete, or an abbreviated flight-training syllabus. The Division Commander must approve the abbreviation of the flight-training syllabus.

5.2.2 INITIAL TRAINING PHASE

The Chief Pilot shall maintain an up-to-date initial training syllabus for entry-level pilots. This phase of training will include flight instruction and a formal ground school. The ground school shall include the Aviation Unit's operating procedures, policies, rules, and regulations.

1. Criteria for determining the type of flight training to be followed:

a. For entry-level pilots not rated as Commercial Pilots or the appropriate category and class, the program shall consist of a complete training syllabus, an FAA commercial check flight, and a period of "on-the-job" training.

b. For entry-level pilots with the appropriate Commercial Pilot rating and commensurate flight experience, the program shall consist of an appropriate training syllabus and a period of "on-the-job" training.

2. Criteria for successful completion of the Initial Training Phase shall be:

a. The pilot must hold or obtain the applicable flight certification ratings for the category and class aircraft to which he/she shall be assigned.

b. The pilot must be able to perform all flight maneuvers contained in the applicable syllabus, at a minimum level of proficiency consistent with the "Acceptable Performance Guidelines" contained in the "Commercial Pilot Flight Test Guide" for that category and class of aircraft in which he/she is in training.

c. Throughout the training, the pilot must have demonstrated an attitude of concern for safe operating procedures and the ability to make sound judgments.

5.2.3 ON-THE-JOB TRAINING

At the completion of the "Initial Training Phase," the entry-level pilot will be assigned as a Unit Pilot and his or her training as a professional police pilot will continue in the appropriate make and model of SBCSD aircraft.

1. The pilot will be issued a Pilot in Command authorization with restrictions appropriate to the pilot's proficiency level upon recommendation of the Chief Pilot.

2. Restrictions to the pilot's PIC authorization may be removed or lowered upon the recommendation of an SBCSD Instructor/Check Pilot and the approval of the Chief Pilot. Removal or lowering of restrictions will be accomplished at a level appropriate to the proficiency of the pilot.

3. Removal of night restrictions requires night training from a SBCSD Instructor/Check Pilot in the appropriate aircraft. A recommendation from the Chief Pilot is also required.

5.2.4 UPGRADE TRAINING

In concert with the Aviation Unit's objective of achieving the highest levels of proficiency and skills possible by SBCSD Pilots, the upgrading of pilot certificate ratings in all appropriate categories and classes is encouraged.

5.2.5 REQUEST FOR UPGRADE TRAINING

Individual pilots may request assistance, through the Chief Pilot, in obtaining the necessary ground school and flight training needed to upgrade their pilot certificates to a higher level. An example of a typical upgrade would be from a commercial pilot rating to an airline transport pilot rating. The Chief Pilot shall evaluate such requests and forward them, with the appropriate recommendations, to the Division Commander. The recommendation shall include the number of flight hours involved, any additional training costs anticipated, and a target date for completion of training. When a SBCSD Pilot and Instructor Pilot(s) are authorized to conduct upgrade training, the Chief Pilot will notify all parties as soon as practical. It will be the responsibility of the Pilot, Instructor Pilot and Chief Pilot to plan their work schedules to accomplish this training by the

assigned target date. It must be understood that operational commitments will have priority over training activity.

5.2.6 UTILIZATION OF OUTSIDE TRAINING FACILITIES

If the Division Commander approves the use of a commercial training facility to accomplish the upgrade training, the Chief Pilot will schedule the course dates and notify the SBCSD Pilot.

5.2.7 STANDARDIZATION/PROFICIENCY TRAINING

The Standardization/Proficiency Training Program (Check Flight) is of the highest priority. This program provides the maintenance and refinement of previously acquired skills, the review and practice of emergency procedures, and ensures a reasonable degree of standardization among SBCSD Pilots.

5.3.0 PILOT TRAINING

5.3.1 INITIAL PILOT TRAINING

Initial pilot training shall be conducted upon being appointed as a Pilot-In-Training and all training will be conducted in accordance with the SBCSD Pilot Training Manual. In addition to the requirements of the Federal Aviation Regulations, before a pilot may act as Pilot-In-Command (PIC) or Second-In-Command (SIC) of any aircraft performing law enforcement missions, they shall receive training and demonstrate proficiency in no less than all the following training subjects:

1. Terrain and weather considerations specific to the Unit's geographical area

2. Orientation to airports, heliports, heli-spots, or any approved landing zones in the local operating area

3. Orientation to the controlled airspace in the local operating area

4. Judgment and decision making

5. Flight risk assessment and hazard mitigation

6. Aeronautical decision making

7. Crew Resource Management (CRM)

8. Recovery from Inadvertent Instrument Meteorological Conditions (IIMC) (NTSB Recommendation A-11-57)

9. Aviation human factors

10. Stress management for all phases of flight

11. Interpersonal communications between crewmembers, to include:
- *a. Delegation of responsibilities*
- *b. Prioritization and crew coordination*
- *c. Workload management*
- *d. Situational awareness*

12. Pilots shall successfully complete a training program on safe and effective flight profiles while performing missions that are relevant to the unit's mission statement and scope of service (i.e., patrol operations, thermal imagery search missions, SAR, etc.).

13. In all cases, the following shall apply:

a. The safe operation of the aircraft throughout all phases of flight shall be the primary concern of the Pilot-In-Command during all missions. All other mission requirements shall be secondary in priority.

b. An in-house training program should be coordinated with an external training program, if available, to ensure up-to-date training.

5.3.2 PILOT PROFICIENCY CHECK FLIGHT

Pilots shall demonstrate proficiency by successfully completing a recurrent flight evaluation at least once each year administered by an appropriately rated SBCSD Check Pilot in each aircraft for which the pilot is qualified to fly and perform unit missions.

The recurrent flight evaluation will include, but not limited to, the following:
- *a. The proper and effective use of aircraft checklists*
- *b. Effective cockpit communications*
- *c. Effective crew coordination*

d. Demonstrated proficiency of tasks associated with the missions performed by the unit for which they are qualified
e. The safest and most effective flight profile when tactical equipment is being used
f. Unit policies and procedures
g. Demonstrated pilot proficiency in the operation of the aircraft in accordance with the applicable Pilot's Operational Handbook (POH), and standard maneuvers performed to FAA/TC Commercial Pilot Standards

Other topics that should be included in recurrent flight evaluations are:

1. Hazard identification & risk management which includes:

a. Judgment and decision making
b. Human factors
c. Stress management in all phases of flight
d. Interpersonal communications between crewmembers, to include prioritization and crew coordination
e. Workload management
f. Cockpit distractions

2. Situational awareness

3. Inadvertent Instrument Meteorological Conditions (IIMC) and recovery procedures (NTSB Recommendation A-11-57)

Emergency Procedures/Recurrent Training:

a. Shall be conducted annually
b. Includes an oral exam on the aircraft limitations and emergency sections of the aircraft's flight manual

5.3.3 NIGHT VISION GOGGLES (NVG) PROFICIENCY

SBCSD Pilots and aircrew members shall successfully complete a NVG training program and demonstrate their proficiency in NVG operations prior to performing mission duties in SBCSD aircraft under night vision goggles. At a minimum, the training shall include:

1. NVG missions, applications and limitations

2. Weather and environmental conditions (including recovery from inadvertent IMC)

3. Emergency procedures training

4. NVG emergencies (goggle failures)

5. Physiological factors

6. Navigation

7. Annual recurrent training and evaluation

8. Care, maintenance, inspection and security requirements of NVG's

5.3.4 CHECK FLIGHT FREQUENCY

The frequency of check flights is established as follows:

1. Each pilot shall receive a check flight at least annually in each make and model of SBCSD aircraft in which they are certified to act as Pilot-In-Command. A SBCSD Check Pilot will conduct check flights. During each check flight, training and evaluation shall take place covering the correct recovery procedures from Inadvertent Instrument Meteorological Conditions (IIMC) in all categories and makes of SBCSD aircraft. All SBCSD aircraft shall be equipped with an altimeter, attitude indicator, directional gyro, turn and slip, IVSI or equivalent.

2. Additionally, each SBCSD rotorcraft pilot will receive autorotation training, which includes touchdown auto-rotations at an outside training facility.

3. Each NVG-certified pilot will receive initial night vision goggle training and annual training which shall be accomplished at least once every 12 months by a qualified SBCSD Check Pilot.

4. The Chief Pilot should conduct semi-annual check flights with their respective pilots. This check flight will focus on safety, crew resource management, local policies and procedures, and the law enforcement mission.

5.3.5 CHECK FLIGHT DOCUMENTATION

Check flights conducted by SBCSD Check Pilots will be documented by using the Aviation Unit training forms. SBCSD Pilots receiving non-SBCSD training flights will ensure the appropriate documentation is forwarded to the Chief Pilot as soon as practicable. The Chief Pilot shall continuously monitor the check flight status of each SBCSD Pilot. Individual pilots are encouraged to participate in the scheduling of check flights. However, all scheduling shall be coordinated through the Chief Pilot to ensure the most cost-effective and efficient source of training.

5.3.6 BIENNIAL FLIGHT REVIEWS (BFR) AND INSTRUMENT PROFICIENCY CHECKS (IPC)

All SBCSD Pilots shall comply with FAR 61.56 and FAR 61.57(d). It shall be the responsibility of the individual pilot to ensure those logbook entries are made to show compliance with these regulations. A Pilot Training Form shall be completed by the Check Pilot and will be forwarded to the Chief Pilot as soon as practicable.

5.3.7 FEDERAL AVIATION ADMINISTRATION (FAA) CHECK FLIGHTS

SBCSD Pilots who are adding additional ratings or renewing flight instructor certificates shall be required to coordinate the scheduling of FAA check flights through the Chief Pilot. The purpose of this coordination is to ensure the economical utilization of training funds.

5.4.0 TFO TRAINING

5.4.1 TACTICAL FLIGHT OFFICER TRAINING/EVALUATION

All SBCSD Tactical Flight Officers shall complete a formal training program within six months of their appointment to the Aviation Unit. The training shall follow the Tactical Flight Officer Training Manual for initial and recurrent training. All SBCSD Tactical Flight Officers will receive a check ride covering the tasks listed in the Tactical Flight Officer Manual from a member of the SBCSD Training Staff, or an assigned designee approved by the Aviation Unit Supervisors. During initial TFO training, or until a TFO has completed the initial check ride, Daily Evaluation Reports will be

conducted by SBCSD Training Staff and submitted into the TFO's Training File. These reports should be reviewed by the Aviation Unit Supervisors on a weekly basis.

TFO training shall include, but not be limited to:

1. AIRCRAFT ISSUES
Normal operating procedures relevant to the TFO duties, including:

- *a. Aircraft preflight procedures*
- *b. Aircraft refueling procedures*
- *c. Aircraft fire guard/safety watch starting procedures*
- *d. Proper use of aircraft checklists*
- *e. Sterile cockpit procedures*
- *f. Passenger briefing, including, but not limited to:*
  - *i. Loading and unloading of passengers while the aircraft is operating and not operating (with specific attention to the hazards associated with rising terrain)*
  - *ii. Seatbelt and shoulder harness operation*
  - *iii. Hazards associated with loose objects in the cabin*
  - *iv. Carrying and securing firearms and/or hazardous chemicals/agents*
  - *v. Passenger door operation*
  - *vi. Passenger inter-communications systems (ICS)*
- *g. Unit Standard Operating Procedures*
- *h. Terrain and weather*
- *i. Tactical and aircraft navigation systems*
- *j. Orientation to airports*
- *k. Risk Management Aeronautical Decision Making (ADM)*
- *m. Crew Resource Management (CRM)*
- *n. Safety Management System (SMS)*

2. MISSION TRAINING
The following shall apply to all Tactical Flight Officers:

- *a. A TFO shall be trained in the proper use of all mission equipment in the aircraft he or she is expected to operate (this includes, but is not limited to, tactical equipment, rescue equipment and communications equipment).*
- *b. Patrol tactics*
- *c. Legal issues*

3. EMERGENCY PROCEDURES TRAINING
A TFO and all qualified non-crewmembers (Air Medics, San Bernardino County Fire Personnel) shall be trained on the following emergency procedures:

a. Passenger briefing for in-flight and ground emergencies
b. Water egress procedures for all occupants (if applicable)
c. Location and use of aircraft emergency/survival equipment
d. Emergency tactical and aircraft radio communications operations and procedures
e. In-flight fire considerations
f. Crew Resource Management (CRM)
g. Crew member responsibilities during an in-flight emergency

4. EMERGENCY PROCEDURES RECURRENT TRAINING
Emergency Procedures/Recurrent Training:

a. Shall be conducted annually
b. Include an oral exam on the emergency sections of the aircraft's flight manual
c. Apply to all sworn crewmembers and all qualified non-crewmembers (Air Medics, San Bernardino County Fire Personnel).

5.4.2 LAW ENFORCEMENT TRAINING

Aviation Unit crewmembers may periodically be assigned to attend schools to increase their proficiency and job knowledge as police officers. The Aviation Unit Supervisors shall be responsible for arranging subject schools and making assignments to ensure each crewman receives at least the in-service training requirements established by the State of California's Commission on Peace Officer Standards and Training. The Training Staff shall maintain records to ensure all TFO maintain Aerial Use of Force (AUF) weapons qualification.

5.4.3 TFO CONTINUATION OF TRAINING

Tactical flight officers shall periodically be assigned study material and/or may be assigned to attend selected ground schools relating to aviation knowledge, proficiency, and safety. A TFO should, at minimum, receive annual formal training relating to their duties. The Aviation Unit Supervisors

shall be responsible for the planning and scheduling of study material and ground schools.

5.5.0 RESCUE PROGRAM

5.5.1 IMPLEMENTATION OF RESCUE PROGRAM

The purpose of the Aviation Unit's Rescue Program is to establish and maintain safe and competent crews and equipment to provide rescue services within San Bernardino County.

1. OBJECTIVE
The objective of the Rescue Program shall be to ensure the thorough initial and recurrent training of the Aviation Unit crews with regards to situations where short haul and hoisting rescue procedures will be utilized (i.e. water rescue and mountains).

2. TRAINING STAFF
The Training Staff, under the direction of the Chief Pilot, shall implement the Rescue Program in accordance with the guidelines of the TFO and Pilot Qualification Manuals and the Emergency Operations Division Policy Manual. The Training Staff shall review crewmember training records and ensure each crewmember is trained within the guidelines and qualification requirements of this section.

3. STANDARDIZATION
Hoisting, and short haul rescue procedures will be standardized to facilitate the use of multiple combinations of crewmembers and to establish a baseline for safe operations. Since hoisting and short haul procedures closely mirror each other, it is the intent of this section that training, policies, and procedures for either, apply to both hoisting and short haul operations where applicable.

4. MINIMUM REQUIRED CREW
At a minimum, the aircrew shall consist of a rotorcraft rescue pilot and a second crewmember, trained and qualified to perform the duties of Crew Chief. All crewmembers performing the mission must meet all appropriate currency requirements.

5. HELICOPTER AIR AMBULANCE
Crews will abide by all local (ICEMA) and state regulations regarding medical care and transport. Crews will work in compliance with the standards set forth by the Aviation Unit Medical Director.

6. TRAINING FOR RESCUE QUALIFIED NON-CREWMEMBERS
For clarification, section 5.5.1, items 1 through 5, shall apply to all qualified non-crewmembers (Air Medics, San Bernardino County Fire Personnel).

5.5.2 HOISTING AND SHORT-HAUL RESCUE TRAINING

All crews must follow the required training and currencies as described in the SBCSD Pilot and TFO Qualification Manuals and the Emergency Operations Division Policy Manual.

1. AIRCREW CURRENCY REQUIREMENTS
Recurrent rescue training utilizing the hoisting or short haul technique should be completed every 90 days for each type of aircraft the crewmember is certified in. Recurrent training should include live hoisting out of helicopters and should include rescue devices for which the aircrew is certified to utilize. Training can be adapted to match the experience level of the crewmembers conducting the currency, but it should accurately reflect a real hoist mission. The currency shall be completed in both day and night (under NVGs) if the aircrew is qualified (this shall also apply to any qualified non-crewmembers).

2. RECURRENT RESCUE PILOT CHECK RIDE
The annual recurrency check ride specified in 5.2.10 satisfies the requirement for rescue pilot operations. In addition to these requirements, the rescue pilot may be asked to demonstrate tasks representative of his or her rescue pilot initial training.

5.6.0 FIREFIGHTING PROGRAM

5.6.1 IMPLEMENTATION OF FIREFIGHTING PROGRAM

The purpose of the Aviation Unit's Firefighting Program is to establish and maintain safe and competent crews and equipment to provide firefighting services within San Bernardino County.

1. OBJECTIVE
The objective of the Firefighting Program shall be to ensure the thorough initial and recurrent training of the Aviation Unit crews with regards to situations where water dropping and hoisting procedures will be utilized to fight fires.

2. TRAINING STAFF
The Training Staff, under the direction of the Chief Pilot, shall implement the Fire Fighting Program in accordance with the guidelines of the SBCSD Pilot and TFO Qualification Manuals and the Emergency Operations Division Policy Manual. The Training Staff shall review crewmember training records and ensure each crewmember is trained within the guidelines and qualification requirements of this section.

3. STANDARDIZATION
Firefighting procedures will be standardized to facilitate the use of multiple combinations of crewmembers and to establish a baseline for safe operations.

4. MINIMUM REQUIRED CREW
At a minimum, the aircrew shall consist of a fire-qualified rotorcraft pilot. If weight restrictions allow, a second crewman can occupy the front left seat to assist in coordinating with ground units. All crewmembers performing the mission must meet all appropriate currency requirements.

5. TRAINING FOR QUALIFIED NON-CREWMEMBERS
For clarification, section 5.6.1, items 1 through 4, shall apply to all qualified non-crewmembers (Air Medics, San Bernardino County Fire Personnel).

5.6.2 WATER DROPPING TRAINING

All crews must follow the required training and currencies as described in the SBCSD Pilot and TFO Qualification Manuals and the Emergency Operations Division Policy Manual.

1. AIRCREW CURRENCY REQUIREMENTS

Recurrent firefighting training utilizing Bambi Bucket and/or Simplex Tank water-dropping techniques should be completed every year for each type of aircraft the crewmember is certified in and for each system used. Recurrent training should include a representative sample of tasks from the SBCSD Pilot and TFO Qualification Manuals.

2. US FOREST SERVICE SAFETY TRAINING
All pilots qualified to conduct firefighting operations shall stay current with all required recurring U.S. Forest Service safety training (A-110, MH-1, MH-2, MH-3).

3. RECURRENT FIRE PILOT CHECK RIDE
The Aviation Unit will host an annual Helicopter Pilot Qualifications and Approval (Fire Carding) training in which the Unit will be audited by a representative of the U.S. Forest Service.
All pilots qualified to conduct firefighting operations shall conduct a check ride with a U.S. Forest Service Check Pilot upon the request of an official from the U.S Forest Service.

5.7.0 ROTORCRAFT OPERATIONS

Inherent risks are presumed when operating in the rescue environment. Crewmembers should be aware of the risks and minimize exposure to themselves, crewmembers, and the public. Examples of such risks are:

1. *Extended hovering and operations inside the height/velocity curve*
2. *Rotorcraft downwash and exposure of rescuers and victims to water spray and high winds*
3. *Operating in confined areas*
4. *Equipment and crew limitations*
5. *Aircraft ditching emergencies*

5.8.0 AIRCRAFT AIRBORNE USE OF FORCE (AUF) TRAINING PROCEDURES

Each TFO will conduct airborne use of force (AUF) training under the supervision of the Training Staff prior to conducting actual operations. An AUF-qualified TFO is required to qualify during each six-month qualification period. A pilot should participate at least once annually to conduct operations as a Pilot-In-Command with a qualified AUF crewmember. All

training and qualifications must follow the standards in the Emergency Operations Division Policy Manual.

5.9.0 AVIATION MECHANIC TRAINING

At the request of the Aviation Maintenance Supervisor, Aviation Mechanics will attend factory courses relevant to the aircraft operated by San Bernardino County Sheriff's Aviation. Aviation Mechanics are also encouraged to attend aviation maintenance specialty training courses which include avionics, electrical, component repair and overhaul, sheet metal, composite repair, etc.

VOLUME SIX: OPERATIONS

6.1.0 MISSIONS

To assist other bureaus, divisions, services, and sections of the San Bernardino County Sheriff's Department and local governmental agencies in their endeavors to enhance public safety, provide for the prevention and detection of crime, and to assist in the apprehension of criminals. Crewmembers shall be trained and equipped in accordance with the standards as set forth in this document for all missions they are authorized to perform.

6.2.0 USE OF DEPARTMENT AIRCRAFT

6.2.1 OPERATION OF AIRCRAFT

San Bernardino County Sheriff's Department aircraft shall be used only for official government business. It is intended that all Department aircraft be utilized effectively and economically in the furtherance of the missions of the San Bernardino County Sheriff's Department and for the attainment of its objectives. All aircraft shall be operated in full compliance with all applicable Federal Aviation Regulations for Commercial, Civil, and Public Use.

6.2.2 AUTHORIZED FLIGHTS

Only authorized flights will be made utilizing SBCSD aircraft. Authorized flights are classified as follows.

1. LAW ENFORCEMENT FLIGHTS - Flights conducted in support of, but not limited to, the following public safety activities:

a. CRIMINAL - Manhunt, search, surveillance, undercover investigation, photography, providing security, prisoner and witness transfer, investigation, court testimony, and transportation of specialized personnel and/or equipment

b. SEARCH AND RESCUE - Lost person, downed aircraft, drowning victim, rescues, and transportation of specialized personnel and/or equipment

c. DISASTER - Delivering supplies, disaster reconnaissance, communications command post, and transportation of specialized personnel and/or equipment

d. CIVIL DISTURBANCE - Area reconnaissance, rescue, anti-sniper platform, and transportation of key personnel and/or equipment into isolated areas

2. ADMINISTRATIVE FLIGHTS - Flights, other than law enforcement flights, where the expeditious movement of personnel and/or equipment is in the county's best interest. Such flights are as follows:

a. EVIDENCE AND PASSENGER FLIGHTS - Movement of evidence, passenger transfer, and equipment movement

b. FLIGHT TRAINING - Entry-level training, proficiency check flight, transition training, additional rating training, upgrade training, biennial flight review, recent flight experience, police procedures and specialized equipment training

c. AIRCRAFT MAINTENANCE - Test flights, movement of aircraft to and from maintenance facilities, and the transfer of parts and/or pilots

d. OTHER TRANSPORT - Transfer of "other government personnel"

e. GENERAL TRANSPORTIATION FLIGHTS - These flights must meet the following criteria in accordance with the legislative directives:

1) The purpose of the trip is official county business

2) All passengers are county officers or employees, or are persons in the care or custody of county officers or employees, or are persons whose transportation furthers the official county business purpose of that flight

3) Commercial carriers do not serve the destination, or the time required to use such a carrier interferes with other obligations, or the number of county officers and employees traveling makes the use of county aircraft cost-effective

4) Any speeches to be given by passengers are related to official county business

5) Events attended by passengers are not sponsored by a political party or for its promotion

6) Passengers do not receive fees or honorariums unless travel costs are reimbursed to the count

7) No money is raised for private or political purposes; and

8) Audiences are not charged to see or hear any of the passengers

6.3.0 CRIMINAL LAW ENFORCEMENT

The Aviation Unit conducts law enforcement functions including:

1. MANHUNT - The use of an aircraft for an aerial search over an area where a wanted subject or subjects are believed to be hiding or moving across the country. Such a search could also be used to detect an abandoned, hidden, or wanted vehicle, or other parts.

2. CRIMINAL SEARCH - The use of an aircraft to conduct an aerial search for crime victims, fruits of crime, criminal activities, etc., for the purpose of gathering evidence, furthering an investigation, or other activities related to criminal law enforcement.
3. CRIMINAL SURVEILLANCE - The use of an aircraft to observe the activities of known or suspected criminals and their associates in the furtherance of a criminal investigation.

4. UNDERCOVER INVESTIGATION - The use of an aircraft in the furtherance of a criminal investigation where the intent is to create deception in the minds of a suspect or suspects with reference to the activity in which the aircraft is involved.

5. CRIMINAL PHOTOGRAPHY - The use of an aircraft as a platform from which photographs are taken of crime scenes, fruits of crimes, etc., for the purpose of gathering evidence, furthering an investigation, or other activities related to criminal law enforcement.

6. PROVIDING SECURITY - The use of an aircraft to conduct surveillance of motorcade routes, observe and evaluate activities around a security area, or in other ways assist in providing security for dignitaries, public officials, witnesses, valuable property, or evidence.

7. PRISONER AND WITNESS TRANSFER - The use of an aircraft to provide transportation of prisoners or civilian witnesses in the furtherance of a criminal investigation, the prosecution of a criminal case, for the purpose of the prisoner and/or witness security, or to transport prisoners or such witnesses for other official reasons related to a criminal case.

8. CRIMINAL INVESTIGATION - The use of an aircraft to participate in or to transport passengers to participate in, coordinate, or enhance a criminal investigation.

9. COURT TESTIMONY - The use of an aircraft to transport officers or evidence, or to facilitate court testimony in criminal cases in other ways.

10. SPECIALIZED PERSONNEL AND/OR EQUIPMENT - The use of an aircraft to transport members of the Specialized Enforcement Division, laboratory personnel, other specially trained personnel, or equipment in the furtherance of a criminal investigation or other criminal enforcement activities.

11. QUICK RESPONSE FLIGHTS - This term refers to missions when an aircraft is airborne for the sole purpose of responding rapidly to support, when appropriate, any criminal enforcement situation that occurs while that aircraft is airborne.

6.4.0 SEACH AND RESCUE AND MEDICAL TRANSPORT

1. LOST PERSON SEARCH - The use of an aircraft to conduct an aerial search for a lost or missing person, especially in rural areas where the terrain makes ground searches difficult.

2. DOWNED AIRCRAFTR - The use of an aircraft to search for a reported downed airplane or other aircraft missing and suspected to be down.

3. DROWNING VICTIMS - The use of an aircraft to search for persons missing as a result of water accidents and suspected accidents where the person or persons are suspected to be drowned.

4. RESCUES - The use of an aircraft to rescue marooned persons during life-threatening situations, such as a person trapped in swift water.

5. SPECIALIZED PERSONNEL AND/OR EQUIPMENT - The use of an aircraft for the transportation of rescue personnel, dogs, supplies, food, medicines, etc., to the rescue site.

6. MEDICAL TRANSPORT - The use of an aircraft to transport an injured or sick person to a hospital or safe location to receive medical treatment.

6.5.0 DISASTER

1. DELIVERING SUPPLIES - The use of an aircraft for the emergency delivery of medical supplies, medicines, human organs, or medical equipment to an appropriate medical facility or accident scene.

2. DISASTER RESPONSE - The use of an aircraft to survey any disaster area such as a flooded area, tornado or hurricane damaged area, explosion, forest fire, etc.

3. FIRE SUPRESSION MISSIONS – Refer to Department Policy sections 5.1.0 – 5.5.0 and 5.7.0 – 5.9.0.

4. COMMUNICATIONS COMMAND POST - The use of an aircraft to establish communications and area coordination of police activities if communications facilities are disabled.

5. SPECIALIZED PERSONNEL AND/OR EQUIPMENT - The use of an aircraft for the transportation of damage evaluation teams, rescue teams, communication personnel, and their respective equipment.

6.6.0 CIVIL DISTURBANCES

1. AREA RECONNAISANCE - The use of an aircraft for reconnaissance of a riot-torn area. This operation is effective in determining crowd size, police equipment needed, checking out potential false fire alarms or police calls, etc. An operation may include the use of aerial floodlights during night hours.

2. RESCUE - The use of an aircraft to rescue distressed personnel when feasible.

3. ANTI-SNIPER PLATFORM - The use of an aircraft as a platform for anti-sniper operations when deemed feasible.

4. SPECIALIZED PERSONNEL AND/OR EQUIPMENT - The use of an aircraft for the transportation of key personnel and equipment into isolated areas.

6.7.0 ADMINISTRATIVE FLIGHTS

1. EVIDENCE AND PASSENGER FLIGHTS - The use of an aircraft for the purpose of transporting SBCSD evidence and/or passengers, and the movement of equipment to outlying stations.

2. FLIGHT TRAINING - The use of an aircraft to maintain necessary pilot proficiency, entry-level training for new SBCSD Pilots, the upgrading of current pilot ratings, FAA flight currency, and proficiency check flights.

3. AIRCRAFT MAINTENANCE - The use of an aircraft to transport aircraft parts and/or pilots to a maintenance facility, the movement of an aircraft to and from a maintenance facility, and test flights to determine proper completion of maintenance procedures.

4. OTHER TRANSPORT - The use of an aircraft to transport "other government personnel."

5. GENERAL TRANSPORTATION FLIGHTS - The use of an aircraft to transport personnel in the furtherance of official government business.

6.8.0 AIRCREW COMPOSITION

6.8.1 SINGLE PILOT OPERATIONS

With the exception of water dropping fire missions where the pilot-in-command may need to complete this type of specific mission in this profile due to weight and balance safety concerns, single pilot/single crewmember operations are not permitted in either helicopter or airplane for any mission other than administrative/ transport, maintenance, or training.

6.8.2 FIXED WING CREW COMPOSITION

Refer to EOD Policy Manual Section 3.1.0.

6.9.0 APPROVAL OF FLIGHTS

The Division Commander, Aviation Lieutenant, or Aviation Supervisor shall approve out-of-county requests for flights by SBCSD aircraft. Exceptions are as follows:

1. SBCSD Pilots have blanket authorization to proceed immediately, if appropriate, to the scenes of major crimes, searches, jailbreaks, or disaster scenes to establish surveillance and communication, and to provide aerial support as the situation dictates.

2. All law enforcement flights may be approved and conducted by any SBCSD Pilot who has been certified by the Chief Pilot to act as Pilot-In-Command of the specific aircraft to be utilized.

3. SBCSD Pilots conducting such operations will notify the appropriate unit watch commander as soon as practical.

6.10.0 FLIGHT PRIORITY SCHEDULING

All flights that are authorized, approved, and can be made within budget constraints, will be completed to the extent that pilots and aircraft are available. The priority scheduling system is to be utilized as a guideline, and its application must be combined with good judgment, common sense, and diplomacy on the part of all involved.

1. The basic guidelines for mission priority are as follows:

a. Life-threatening situations where an aircraft could be used to remove individuals from such a situation or the transportation of specialized personnel and/or equipment to a site to participate in the rescue mission

b. Criminal law enforcement operations where the use of an aircraft would substantially enhance, expedite, and/or make safer the investigation, detection, and apprehension of an individual(s) involved in suspected criminal activities

c. Traffic law enforcement operations where the use of an aircraft would substantially enhance, expedite, and/or make safer any activities dedicated to ensuring the safe utilization of our highway systems

d. General transportation of departmental personnel from one area of operation to another

e. General transportation of "other government agency personnel"

f. Specialized police training exercises such as surveillance, tracking, water rescues, etc.

g. Flight proficiency/training as covered in Volume 5 of this manual

2. The basic guidelines for the resolution of any conflicts between passengers' requested schedules and/or mission priority are as follows:

a. Mission priority should be the first factor utilized in determining solutions to scheduling conflicts

b. The Department's law enforcement endeavors will take precedence over other law enforcement agency requests

6.11.0 PREFLIGHT

6.11.1 PREFLIGHT RESPONSIBILITIES

Each Pilot-In-Command shall, before beginning a flight, familiarize themselves with all available information concerning that flight.

6.11.2 FLIGHT PLANNING

In addition to the preflight action required under FAR 91.103, the Pilot-In-Command shall accomplish the following procedures:

1. Determine the "Operating Area" and airports at the departure, destination, and alternate points meet all weather minimum restrictions

2. Preflight the aircraft in accordance with the approved Checklist or the appropriate Pilot's Operating Handbook, if there is no approved Checklist

3. Determine all required maintenance procedures have been accomplished

4. Ensure all equipment and materials are properly secured and that there are no loose items in the cockpit area

5. Ensure all navigational charts and approach plates are current and up-to-date

6. Ensure all equipment required for the mission is aboard and in proper operating condition

7. Ensure the aircraft is loaded to conform to weight and balance limits

6.11.3 PREFLIGHT BRIEFING

Before each flight, the Pilot-In-Command shall ensure the following preflight briefings are accomplished:

1. FLIGHT CREW BRIEFING - The Pilot-In-Command shall brief the flight crew. The briefing shall include the following as a minimum:

a. Mission
b. Weather
c. Duties of each crewman during flight
d. Duties of each crewman during an in-flight emergency
e. Procedures to transfer control of the aircraft
f. Any safety procedures particular to the mission

2. PASSENGER BRIEFING - The Pilot-In-Command shall ensure all passengers are briefed. The passenger brief shall include the following as a minimum:

a. Mission
b. Location and use of safety equipment
c. Location and operation of exits and emergency doors
d. Operation of the aircraft intercom, headsets, and operation of the radio, if applicable
e. Procedures to be followed in case of an in-flight emergency
f. Any safety procedures particular to the mission
g. No smoking aboard SBCSD aircraft

3. MISSION CREW BRIEFING - The Pilot-In-Command shall ensure the mission crew members (authorized passengers needed to assist in an official activity) are briefed. The mission crew briefing shall include the standard passenger briefing plus the following as a minimum:

a. Assigned duties regarding the mission
b. Location and use of special mission equipment such as searchlight, FLIR unit, etc.

6.11.4 LOADING OR UNLOADING PASSENGERS

No passenger will be allowed to approach or depart a SBCSD aircraft that has turning propellers or rotor blades unless he/she has received expressed permission by the Pilot-In-Command. If a second crewmember

is present, he/she shall escort passengers to and from the aircraft while passengers are boarding or departing.

6.11.5 USE OF CHECKLISTS

Each SBCSD aircraft shall have a procedural checklist available for use by the flight crew. The Pilot-In-Command must ensure these procedures, as they apply, are complied with fully.

6.11.6 SURVIVAL KIT

Each SBCSD aircraft shall have an approved and up-to-date survival kit on board.

6.11.7 FIRE EXTINGUISHERS AND FIREFIGHTING EQUIPMENT

Appropriate, adequate, and up-to-date fire extinguishers and firefighting equipment shall be readily available, consistent with local laws and regulations. All unit personnel shall be properly trained (including recurrent training) in the proper use of the equipment.

6.12.0 OPERATION STANDARDS

6.12.1 PILOT IN COMMAND RESPONSIBILITY

It shall be the responsibility of the Pilot-In-Command (PIC) to operate SBCSD aircraft in a safe, professional manner in accordance with the Pilot's Operating Handbook, the Standard Operating Procedures for the respective aircraft being operated, and in compliance with SBCSD policies.

In addition, the PIC shall review and comply with all Letters of Agreements (LOA's) on file to ensure compliance. All active LOA's shall be on kept on file and readily accessible for review.

6.12.2 CREW REST POLICY

The Aviation Unit crew rest policy shall be managed in conjunction with a Fatigue Risk Management System (FRMS) under the implemented SMS system. No SBCSD aircrew member shall conduct flight operations in a SBCSD aircraft when he/she is fatigued to the degree that safe aircraft

operation is in question. SBCSD aircrew members are expected to report for work rested and ready to perform flight duties. As a minimum guide, the Flight Time/Duty Time Limitations listed in EOD Policy Manual Section 3.18.0 will be strictly adhered to. Many factors affect whether a crewmember is rested enough to conduct flight duties. Thus, flight and duty time limitations are MAXIMUM limits. Aircrew members are expected to carefully evaluate their ability to safely conduct a flight and to not continue flight operations when they are excessively fatigued. Aircrew members shall make decisions based on flight safety rather than mission urgency. Aircrew members will not be disciplined for turning down a mission due to fatigue.

6.12.3 WEATHER PARAMETERS

The following weather parameters shall be closely adhered to for flights in SBCSD aircraft:

1. In addition to the requirements of FAR 91.167 and FAR 91.169, no SBCSD single-engine, fixed-wing aircraft shall depart on a flight if the destination airport has meteorological conditions that are less than a 1,000-foot ceiling, or less than 3 miles visibility, unless that aircraft can fly to the planned destination, and still have enough fuel to fly to an airport that is forecasted to have at least a 11,000-foot ceiling and at least three miles visibility for the period of one hour prior to, and one hour after, the estimated time of arrival at that airport, and still fly for another 45 minutes.

2. No SBCSD non-IFR certified rotor wing aircraft shall depart from an airport, heliport, or an off airport/heliport site where the current meteorological conditions are less than the "Special VFR" weather requirements.

3. To operate SBCSD aircraft VFR, the "Operating Area" in which the mission is being conducted must have the minimum meteorological conditions as follows:

a. Single Engine Airplanes – A 1,500-foot ceiling and visibility of 3 statute miles during daylight hours, and a 2,500-foot ceiling and visibility of 5 statute miles at night.

b. Twin Engine Airplanes – A 2,500-foot ceiling and visibility of 3 statute miles during daylight hours, and a 3,000-foot ceiling and visibility of 5 statute miles at night.

c. Rotorcrafts – A 500-foot ceiling and visibility of 1 statute mile during daylight hours, and a 1,000-foot ceiling and visibility of 3 statute miles at night.

4. An aircraft shall not be flown into known or forecasted icing conditions except aircraft with appropriate anti and deicing equipment may depart when icing conditions are forecasted, but pilot reports indicate that no significant icing has been experienced along the intended route of flight. A pilot shall not intentionally continue flight into known icing conditions.

5. An aircraft shall not be operated in known or forecasted severe turbulence or heavy thunderstorm conditions. Should thunderstorm penetration become unavoidable, the Pilot-In-Command shall adhere to the thunderstorm penetration procedures contained in the Aeronautical Information Manual, Section 7-1-26.

6.12.4 INSTRUMENT APPROACHES

In strict compliance with FAR's, SBCSD Pilots shall not descend below the DH (Decision Height) or MDA (Minimum Descent Altitude), as published in the standard instrument approach procedure prescribed for their arrival airport, except in compliance with FAR 91.175(c), "Operation Below DH or MDA." For SBCSD Pilots with the ceiling and/or visibility restrictions greater than published minimums, those pilots may not file to a destination, which is reporting or forecasting weather below those minimums from one hour before until one hour after the estimated time of arrival.

6.12.5 NIGHT OPERATIONS

The following policies and procedures apply to all night operations in SBCSD aircraft:

1. Full compliance with FAR 91.205 (instrument and equipment requirements) shall be a requisite for night flights.

2. When the searchlight or other high-intensity illumination light is used, extreme care shall be exercised to avoid blinding motorists or causing unnecessary inconvenience to innocent bystanders.

6.12.6 MINIMUM ALTITUDES

SBCSD aircraft shall operate above the following minimum altitudes during all law enforcement missions day or night.

1. Single Engine Airplanes - Aircraft shall be operated no lower than 1,000 feet above ground level (AGL) in open terrain and 4,000 feet AGL in rugged terrain.

2. Twin Engine Airplanes - Aircraft shall be operated at the most cost-efficient altitude, but no lower than 4,000 feet AGL in open terrain and 6,000 feet AGL in rugged terrain.

3. Rotorcrafts - Aircraft shall be operated no lower than 500 feet AGL in open terrain and 1,000 feet AGL in rugged terrain, unless the flight mission or meteorological conditions require a lower altitude.

6.12.7 OVER-WATER OPERATIONS

No SBCSD aircraft shall be operated over-water outside autorotational or glide distance of a suitable landing site unless the crewmembers and passengers are provided and wear a serviceable personal flotation device (PFD) with a personal breathing device. All SBCSD aircraft operated over water shall adhere to the flight following procedures. All crewmembers shall successfully complete a formal and documented training program (to include refresher training) for emergency water egress and survival. The Pilot-In-Command shall give a briefing on aircraft ditching, egress, and the use of all over-water equipment to all occupants.

6.12.8 UNIMPROVED LANDING SITES

The following procedures shall apply to landings other than airports and heliports:

1. Rotorcrafts will often be required to make an off airport/heliport landing in the execution of the assigned mission. The Pilot-In-Command shall perform a high (500 foot AGL) reconnaissance utilizing the accepted acronym SOWTAD, (S-size, surface, shape, slopes, suitability, O-obstacles, W-winds, T-touchdown area, terrain, A-approach path, D-departure,

escape routes). A descent to a downwind, base, and final approach leg shall be made to initiate the final approach at approximately 300 feet. A thorough low reconnaissance, reemphasizing SOWTAD, shall be conducted by all crewmembers in a sterile cockpit while the rotorcraft is on the final approach leg to the landing area. The pilot shall determine the following information prior to landing:

a. The need to land outweighs the risks involved.

1) If the pilot determines that the need to land off airport at night outweighs the risks involved and a landing is conducted off airport at night, that pilot shall document the landing in the applicable flight log. An approach that terminates to a high hover will be considered a landing for the reporting requirement.

2) The exceptions to the above policy shall be for pilots who are acting under the specific guidelines detailed in the operational plan for a special operation and for intentional off airport training being conducted with a designated SBCSD Check Pilot or SBCSD Instructor Pilot. The training zone shall be surveyed for obstructions during daylight hours prior to night operations which include, but is not limited to:

b. Any flight hazards surrounding the area

c. Hazardous or loose debris in the area

d. Surface conditions in the landing area

e. Potential hazard to persons or property on the ground

f. Wind direction and velocity

g. "Out of ground effect" (OGE) hover power is available for landing in confined areas

h. When departing an off airport landing site at night, the pilot should consider the benefit of a vertical altitude over airspeed departure up to 150' AGL prior to transitioning into forward flight to ensure the clearance of unseen obstacles

2. Fixed wing aircraft shall not make off airport landings unless necessary to prevent or intervene in life-threatening situations. When necessary to make an off airport landing, the Pilot-In-Command shall ascertain the following information prior to landing:

a. That information required for rotorcraft landings (above).

b. Length of the landing and roll out area available.

6.12.9 PERSONAL PROTECTIVE EQUIPMENT

All aircrew members shall wear personal protective equipment (PPE) designed to protect against injuries associated with fire and/or major head trauma. Except where mission-specific PPE is required, the following safety equipment shall be worn by aircrew members during helicopter flight operations:

a. Flame-resistant Nomex brand fiber flight suit or similar material
b. Flame-resistant flight jacket when conditions require
c. Flame-resistant gloves in accordance with agency policy
d. A US military or similar international authority approved flight helmet specific for use by helicopter crews
e. All leather boots or non-leather boots that are flight approved for U.S. military standards or flame-resistant boots
f. Proper wearing of flame-resistant flight clothing includes collars up, sleeves rolled down and the use of flame-resistant flying gloves
g. Clothing made of nylon shall never be worn as an undergarment. Undergarments should be made of 100 percent cotton or wool.
h. All crews shall wear a "riggers belt" which is load rated by either NFPA, AHJ, OSHA, or other official agency. The belt must have a load-rated attachment point for attaching a Personal Retention Lanyard (PRL) or other retention straps. The brand, make, model and color will be at the discretion of the Division Commander.
i. If a non-flotation survival vest is worn, it must be made of flame-resistant material, such as "Nomex" or similar material.
j. All crewmembers and aircraft unit support personnel shall be provided and utilize hearing protectors, headsets, or flight helmets to afford them maximum protection against excessive noise. Eye protection shall be provided and utilized by all crewmembers and aircraft support personnel. Crewmembers shall encourage all passengers to wear hearing protectors or headsets.

6.12.10 CONTRABAND ABOARD SBCSD AIRCRAFT

Contraband may be placed aboard and/or moved by SBCSD aircraft, provided a SBCSD Pilot ensures that the operation is conducted within the following guidelines:

1. An Aviation Supervisor has approved the operation. If the contraband is a "Controlled Substance," the Aviation Supervisor will request approval of the Division Commander.

a. An exception to this regulation is authorized when an operation requires a SBCSD Pilot to take immediate custody and control of the contraband and time does not allow for obtaining approval. If this exception is exercised, an Aviation Supervisor shall be notified as soon as practical thereafter.

2. During eradication operations, the aerial movement of harvested marijuana may be conducted without prior approval.

6.12.11 PRISONER/HIGH RISK WITNESS MOVEMENT

SBCSD Pilots will conduct aerial movement of prisoners and/or high-risk witnesses when such movement is feasible. The guidelines for operations of this nature are as follows:

1. The Pilot-In-Command of the requested aircraft will decide as to the feasibility of such flights by conferring with law enforcement officers from the entity requesting such support.

2. The Pilot-In-Command shall have the sole responsibility for determining what restraint devices and security measures will be utilized during movement of prisoners.

a. The Pilot-In-Command will utilize all available information about the prisoner and the circumstances to determine what security devices will be used for the prisoner's movement.

b. The entity requesting prisoner movement will make provisions for security personnel as requested by the Pilot-In-Command.

c. The Pilot-In-Command will ensure that during flight, the prisoner is seated as far from the aircraft control stations as possible.

3. The security measures needed for high-risk witness movement will be made by the entity requesting such movement. If the Pilot-In-Command determines that additional security is needed, the entity requesting such movement will provide the security measures.

6.12.12 AUTHORITY TO FLY OUT-OF-STATE

The Aviation Unit's aerial support role often requires flights out-of-state. Such flights are authorized in accordance with the following established procedures:

1. Scheduled out-of-state flights must be approved by the Deputy Chief if over 30 miles beyond the California border.

a. Upon receiving a request for such a flight, the SBCSD Pilot will provide the individual making the request with a general overview of the flight time involved, aircraft availability, and feasibility of the flight.
b. If it is determined the flight is feasible, the SBCSD Pilot will inform the individual requesting the flight to seek approval through his/her chain of command.
c. If the flight request reaches the Division Deputy Chief and approval is received at that level, the Division Commander will be informed of the decision.
d. The Division Commander will then authorize the appropriate Pilot-In-Command to allow the flight to proceed.

2. A SBCSD Pilot has the authority to continue a surveillance flight out of state without prior approval if the flight is conducted within the following guidelines:

a. In no instance will a flight of this nature be conducted outside of United States airspace.
b. Prior to departing California, the Pilot-In-Command shall contact the supervisor by the most expeditious means appropriate.
c. In order to keep the Division Deputy Chief informed as to the status of all out-of-state surveillances, the Division Commander will be continually updated on operations of this nature.

6.12.13 UNATTENDED SBCSD AIRCRAFT

SBCSD aircraft shall not be left unattended while an engine is running. However, if a true emergency requires deviation from this procedure, the following steps shall be taken:

1. Airplanes shall not be left unattended with the engines running for any reason.

6.12.14 PRACTICE AUTO-ROTATIONS

Practice auto-rotations shall not be conducted in Department rotorcrafts except with designated SBCSD Check Pilots, FAA Examiners, or instructor pilots of commercial training facilities approved by the Chief Pilot. Touchdown auto-rotations will not be practiced in SBCSD rotorcrafts.

6.12.15 REMOVAL OF DOORS

A flight with the doors removed shall be conducted in strict compliance with the procedures established in the Pilot's Operating Handbook. In addition, special care shall be exercised to ensure all passengers, who will occupy the open portion of the fuselage, receive a thorough safety briefing. If any passenger is going to be leaning, reaching, shooting, etc. from the open doorway, a backup restraining device shall be used in addition to the primary restraining device or seat belt. Backup restraining devices are not required for passengers who will be fast roping from the aircraft.

6.12.16 FAST ROPE OPERATIONS

The Pilot-In-Command must have successfully completed an approved SBCSD Aviation Unit training period on fast rope operations. No person shall be allowed to fast rope from a SBCSD aircraft, except for training purposes, unless he or she has successfully completed an approved fast rope course. Prior approval for training or demonstration exercises shall be obtained from the Chief Pilot.

6.12.17 WATER RESCUE/LIFT RESCUE OPERATIONS

The Pilot-In-Command must have successfully completed an approved SBCSD Aviation Unit training period on water rescue operations and on the use of the lift equipment. Only the lift equipment issued to each rotorcraft station shall be used for rescue lifts. All lift operations must have a Crew Chief who is thoroughly briefed on the operation of the equipment and on commands needed to direct the pilot to the victim. Prior approval for training or demonstration exercises shall be obtained from the Chief Pilot.

6.12.18 USE OF TACTICAL FLIGHT OFFICERS

Law enforcement missions, day or night, requiring tactical observation activities (patrol, search, or surveillance) without a TFO, are an unnecessary safety risk. If a TFO or additional SBCSD Pilot is unavailable, then the flight should not be conducted.

6.12.19 FIRING WEAPONS FROM SBCSD AIRCRAFT

1. TRAINING PROCEDURES - Weapons training, utilizing an aircraft as a firing platform, shall be conducted in accordance with the following guidelines:

a. Prior approval for training exercises shall be obtained from an Aviation Unit Supervisor and the Sheriff's Training Center.

b. During all AUF training iterations, a ground safety shall be at the range and have proper radio communications with the helicopter involved in the AUF training. The ground safety can be personnel from the Range or from the Aviation Unit but must have completed a Firearms Instructors Course (FIC).

c. All personnel involved in the training exercise shall be thoroughly briefed by the Pilot-In-Command regarding entering and exiting the aircraft, restraining devices, direction to point weapons, command to load, command to commence firing, command to cease firing, and any other pertinent safety instructions.

d. Prior to carrying any personnel for purposes of firing, the Pilot-In-Command shall make an aerial reconnaissance of the range and surrounding area to ensure a clear range and clear impact area.

e. The Pilot-In-Command shall not give the command to commence firing until well clear of all ground personnel and shall give the command to cease firing prior to making any turns away from the designated impact area.

2. TACTICAL SITUATIONS - All Aviation Unit personnel shall familiarize themselves with the California Penal Code regarding the use of lethal force. No more force than is necessary shall be used. Prior to take off, the Pilot-In-Command shall thoroughly brief an armed TFO of the following tactical guidelines:

a. The Pilot-In-Command shall attempt to inform the armed TFO of a firing window that will reasonably ensure that gunfire properly directed from the aircraft will not endanger innocent bystanders.

b. The Pilot-In-Command stating when it is safe to fire is not a command to commence firing and does not relieve the individual officer of the responsibility of the decision to use deadly force.
c. Officers will be advised of the potential hazards of firing into a main rotor blade during tight turns.
d. Armed officers aboard the aircraft will strictly adhere to the following weapon safety procedures:

i. The weapons "safety" will be kept on until the TFO is ready to fire.

ii. Weapons will always be pointed down and away from the cockpit area.

6.13.0 VIDEO RETENTION

The primary function of the aircrew is to provide overwatch support for ground units by assisting them in their public safety responsibilities while maintaining officer and aircrew safety. During the scope of the mission, the camera may be utilized to view and record events electronically. The aircrew is responsible for rendering only those portions of the video that are valuable for training, education, and/or law enforcement purposes. Due to the impact on aircrew safety and the increased workload on the crew, it will not be a requirement to record any event from the aircraft. If a video is electronically recorded and deemed valuable, a rendering shall be transferred from the aircraft's digital video recorder and onto a USB flash drive. All video recordings should be erased from the helicopters' hard drives by the end of the shift. Crews shall follow Emergency Operations Policy section 3.34.40 regarding handling requests for video evidence.

6.14.0 NIGHT VISION EQUIPMENT

6.14.1 AIRCRAFT NVG PREFLIGHT

Aircrew should perform a preflight inspection of their aircraft prior to NVG operations by conducting the following tasks:

1. Confirm proper operation of NVG lighting.

2. Ensure the windscreen/windows are clean and free from defects which degrade visual acuity.

6.14.2 NIGHT VISION GOGGLE PREFLIGHT

Aircrew should perform a preflight inspection of their night vision goggles prior to NVG operations by conducting the following tasks:

1. Check the Night Vision Goggle Maintenance and Inspection log for unresolved discrepancies and current inspection. Note: the NVG maintenance and inspection log shall be kept in the goggle storage case.

2. Ensure batteries are properly installed. Caution: be sure the power module is off before installing the batteries. Ensure only 1.5 VDC AA Alkaline batteries are used.

a. Mount the Low-Profile Battery Pack onto the Velcro fastener(s) on the back of the helmet

b. Ensure power connector is connected to NVG mount

c. Low-Battery Indicator/Electrical check as per operator's manual

d. Attach the Binocular Assembly to the Helmet Mount Assembly

e. Ensure that fresh no-time batteries are in the alternate compartment before beginning a flight. Some used batteries have many hours of life remaining. These batteries may be used in the primary compartment.

6.14.3 MINIMUM EQUIPMENT LIST

1. Check for MEL deferred items critical to NVG flight.

6.14.4 REPORTING OF NVG EQUIPMENT DISCREPANCIES

1. The person (pilot or non-pilot crewmember) will record the discrepancy on the NVG Maintenance and Inspection Log.

2. The PIC shall inform maintenance of the discrepancy and ensure that the equipment is not used until the discrepancy is cleared by authorized maintenance personnel.

6.14.5 SECURITY OF NIGHT VISION GOGGLES

1. The NVG's and associated equipment are considered "security sensitive" by the U.S. government and shall be maintained under the control of authorized personnel.

2. The NVG's shall not be taken away from any SBCSD Aircraft controlled property except when in use for their stated purpose by NVG qualified personnel.

3. Unauthorized use of the NVG's is prohibited.

4. The NVG's shall be stored in the provided container and kept in a secure location when not in use.

5. The NVG's should not be left unattended at any time. This does not prohibit brief periods away from the aircraft on scene flights or during passenger loading or unloading. In these circumstances, efforts shall be made to ensure that the aircraft is not completely unattended.

6.14.6 USE OF MX-10 IR/LRF LASERS

The Department's Bell 412EPX Helicopters are equipped with an L3 Harris MX-10 sensor. The MX-10 contains two lasers, a Class 3B infrared (IR) laser (200mW at 822nm) that is a non-eye-safe laser and a Class 1 Laser Range Finder (LRF) at (1540nm) that is eye safe. All flight crews shall be properly trained on the use of the IR laser and LRF prior to operating it. Nominal Ocular Hazard Distance (NOHD) is the minimum safe distance to fire the laser at a person or object. Flight crews shall adhere to the minimum NOHD altitude for the L3 Harris MX-10, which is 400ft above ground level. The IR laser shall not be fired at targets less than 400ft above ground level. Reflected IR laser energy from objects closer than 400ft above ground level can harm flight crews, persons on the ground, or cause damage to equipment. The LRF shall not be fired at targets less than 50 meters (164 ft) away. Reflected LRF laser energy from objects closer than 50 meters can cause damage to the LRF sensor.

Flight crews shall use night vision goggles or a low light camera when deploying an IR laser. Flight crews should communicate on the use of the laser and verify if it meets the above criteria before firing. In the event a

laser malfunctions, or becomes uncontrollable, the flight crew shall immediately shut off the laser.

The IR laser can be used to:

a. *Illuminate terrain features and hazards*
b. *Illuminate/ identify suspects or patients*
c. *Identify points of interest related to a call for service*
d. *Coordinate movement of ground personnel*
e. *Conduct training*

The LRF can be used to:

a. *Measure an accurate distance to an object*
b. *Calibrate and focus on the camera when viewing an object for more clarity*

Flight crews shall not intentionally fire the IR laser at:

a. *People within the NOHD*
b. *People that could move into the NOHD during firing*
c. *Physical obstructions within the NOHD, or terrain features that could extend the normal NOHD*
d. *Reflective objects that can cause eye hazards to the flight crew or people on the ground*
e. *Manned or unmanned airborne aircraft*

6.15.0 GROUND VEHICLE MOVEMENT

Generally, no ground vehicles should be operated on the flight line while a helicopter has its rotors spinning. Aside from exigent situations, personnel should wait until helicopters' rotors are completely stopped before driving fuel trucks, tractors, cars, etc. on the flight line or anywhere near a running helicopter.

6.16.0 AIRCRAFT REFUELING

6.16.1 AIRCRAFT REFUELING PROCEDURES

Refer to EOD Policy Manual Section 3.33.

6.16.2 FUEL STORAGE AND SAMPLING

The designated Fire Safety Officer shall conduct quality control checks on unit-operated fuel storage systems and shall ensure compliance with the American Society for Testing and Materials (ASTM) and the manufacturers' standards for fuel storage and dispensing equipment.
The Aviation Mechanic Supervisor or their designee shall be responsible for the on-site handling and disposal procedures of waste fuel, oil, and any other hazardous material. Procedures shall be conducted in compliance with federal, state, and local laws and specific procedures as outlined by the aircraft manufacturer.

The Aviation Mechanic Supervisor or their designee shall be responsible for on-site procedures for fuel spills. Jet fuel may be stored in and pumped from approved, SBCSD operated jet fuel trucks/trailers. It will be routinely utilized for turbine powered SBCSD aircraft to avoid "stale" fuel in the trailers.

Procedures pertaining to the operation, movement, and safety should be logged in the fuel truck/trailer log/checklist once each week as well with each fuel delivery. It should be submitted to the designated Fire Safety Officer at the end of each month.
Instructions for completing the checklist (completed at fuel delivery):

1. Check a fuel sample for the proper grade, water and contaminates prior to delivery into Departmental fuel tanks. Note the result.

2. Measure tanks before and after delivery and record the results.

3. Allow the appropriate amount of time for the water to settle after delivery.

4. Check the condition of the fire extinguisher and record the date of its last inspection (which should be noted on the tag).
5. Record the time and date.

6. Note the date the filter was last changed.
    a. The filter should be changed at least once per year.

7. Check the filter Sump housing for water and contaminants.

8. Inspect the entire system for wear and damage (including the pump, hoses, and grounding devices). Note any discrepancies at the bottom of the checklist.

No smoking or open flame is permitted within 100 feet of any aircraft or fuel container.

6.17.0 RESCUE HELICOPTER TIE-DOWN PROCEDURE

All UH-1/212 rescue helicopters shall be tied down when not in use. The main rotor will be tied down to the tail, the tail rotor will be tied to the tail and a red or orange sock will be placed on the pilot's cyclic. When preparing the rescue helicopter for flight, all tie-downs will be removed prior to the removal of the cyclic sock. All tie-downs will be stored inside of the cyclic sock so the Pilot-In-Command can verify all tie-downs have been removed. The cyclic sock shall be placed on the pilot's cyclic prior to reapplying any tiedown to a rotor.

6.18.0 OCCUPANT RESTRAINT DEVICES

All occupants of SBCSD aircraft shall be properly restrained at all times, except when necessary to complete mission tasks. This includes wearing seatbelts when available, using Personal Retention Devices (PRLs), and strap retentions. When conducting rescue operations, all crew not restrained by a seat belt shall be restrained to the helicopter by at least two connection points unless it impedes a crewmember's ability to complete the mission. All occupants of SBCSD aircraft shall follow FAA regulations pertaining to the use of restraint devices.

6.19.0 EMERGENCY LOCATING DEVICE

All SBCSD aircraft shall be equipped with an operational and properly maintained emergency locating device that complies with FAA regulations. All aircraft shall carry a safety equipment bag that contains an operational and properly maintained Personal Locating Beacon.

6.20.0 INADVERTENT INSTRUMENT METEOROLOGICAL CONDITIONS (IIMC)

6.20.1 IIMC DEFINITION

Inadvertent Instrument Meteorological Conditions (IIMC) is the pilots loss of all visual reference to the horizon and/or an accompanying loss of visual contact with the ground due to the unintentional or unplanned flight into Instrument Meteorological Conditions.

6.20.2(a) INADVERTENT INSTRUMENT METERORROLOGICAL CONDITION (IIMC) RECOVERY PROCEDURE FOR HELICOPTER OPERATIONS

An IIMC encounter is an emergency. Air Traffic Control (ATC) should be contacted, and an emergency declared as soon as possible. However, pilots must not let other tasks distract them from maintaining control of the helicopter.

If a SBCSD helicopter encounters IIMC the aircraft crew shall do the following initial actions to include declaring and emergency when practical:

If a SBCSD helicopter encounters IIMC the aircraft crew shall do the following:

1. The PIC shall maintain an indicated airspeed of 60 kts.
a. The TFO shall assist the PIC by observing the airspeed indicator and verbalizing aircraft speed.

2. The PIC shall initiate a climb.

3. The PIC shall slowly turn aircraft from any known terrain.
a. The TFO shall assist the PIC by observing the attitude indicator and verbalizing the aircraft's turn rate, as well as when the PIC has leveled the aircraft.

4. The PIC shall declare an emergency with the appropriate ATC (if outside of controlled airspace, the closest ATC or 121.0) for vectors to VFR conditions.

5. Throughout the event, the crew should engage in almost constant CRM.

6.20.2(b) INADVERTENT INSTRUMENT METEROROLOGICAL CONDITION (IIMC) RECOVERY PROCEDURE FOR FIXED-WING OPERATIONS

An IIMC encounter is an emergency. Air Traffic Control (ATC) should be contacted, and an emergency declared as soon as possible. However, pilots must not let other tasks distract them from maintaining control of the airplane.

If a SBCSD fixed wing aircraft encounters IIMC the aircraft crew shall do the following initial actions to include declaring and emergency when practical:

1. *Level the wings and center the ball:*
    a. *Stop the rate of climb or decent.*
2. *Actions to maintain attitude control and air speed.*
    a. *Use attitude indicator as the primary instrument for attitude control.*
    b. *Trim the airplane so that it maintains hands-off level flight at cruise speed.*
    c. *Resist the tendency to over control the airplane. No attitude changes should be made unless the flight instruments indicate a need for a change.*
    d. *Make all attitude changes smooth and small.*
    e. *Make use of any available aid in attitude control, such as autopilot.*
    f. *Avoid combined maneuvers (e.g., climbing while also turning).*
3. *ATC can help by:*
    a. *Moving other aircraft out of the way*
    b. *Identifying nearby terrain and obstructions*
    c. *Guiding the airplane back to VFR conditions*
    d. *Talking pilots through a decent or an instrument approach*
4. *If ATC cannot be reached a pilot should do the following:*
    a. *If in known terrain, climb to a safe known altitude.*
    b. *180 degree turn back into VFR conditions.*
    c. *When able, switch to emergency frequency 121.5 for further assistance from ATC for vectors into VFR conditions.*

6.20.3 IIMC TRAINING AND RECOVERY

All SBCSD Pilots and TFOs shall practice IIMC training during their respective initial training phases. In addition, IIMC training shall be conducted during pilot recurrent flight evaluations at least once each year.

6.20.4 REQUIRED EQUIPMENT

All SBCSD aircraft shall be equipped with a working altimeter, attitude indicator, directional gyro, turn and slip indicator, and IVSI or equivalent.

6.21.0 FLIGHT FOLLOWING PROCEDURES

Refer to EOD Policy Manual Section 3.26.0

6.21.1 FIXED WING FLIGHT FOLLOWING

VFR or IFR flight plans shall be filed for all cross-county fixed wing flights out of the local flying area or when a stopover is anticipated. Aircrew shall utilize either one or more of the following resources when available to conduct flight following: Air Traffic Control, radio commination with SBCSD Dispatch or the Aviation Unit base of operations, or phone communication with an Aviation Unit supervisor. In all such cases, there shall be established procedures for notifying appropriate search and rescue agencies in the event of a missing or overdue aircraft.

6.22.0 SUPPORT OF SWAT TACTICAL OPERATIONS

The watch commander shall be advised of all requests involving the Specialized Enforcement Detail. If there is no watch commander on-duty at the time of the request, notify the on-call watch commander.

6.23.0 TRANSPORTATION SYSTEMS AND INFRASTRUCTURE

In the event of a major disruption to the counties transportation systems and infrastructure, an available crew shall immediately conduct an assessment flight and provide a verbal report to the watch commander as soon as possible. If there is no watch commander on-duty at the time, notify the on-call watch commander.

6.24.0 HAZMAT INCIDENTS

Refer to SBCSD Department Policy Section 3.240.

6.25.0 FACILITY SECURITY

Refer to EOD Policy Manual Section 2.2.0.

6.26.0 RESPONSE TO TERRORIST INCIDENTS OR HOMELAND SECURITY MISSIONS

Refer to SBCSD Department policy Section 1.658.

VOLUME SEVEN: SAFETY MANAGEMENT SYSTEM

7.1.0 GENERAL STANDARDS

7.1.1 SAFETY MANAGEMENT SYSTEM (SMS)

All personnel shall conform to the provisions contained within this chapter. The SMS is the key communication instrument for approaching safety within the Unit and documents all aspects of the SMS, including the safety policy, objectives, procedures, and individual safety accountabilities.

7.1.2 OVERVIEW OF THE SAFETY MANAGEMENT SYSTEM

1. PURPOSE
The purpose of the Aviation Unit SMS is to establish and prescribe procedures essential for the prevention of aviation related mishaps and aviation risk management. Additionally, this program establishes the reporting and investigation system to be utilized in the event of an aviation related crash. The Aviation Unit SMS has been designed to be a coordinated and comprehensive set of processes to direct and control resources to optimally manage safety. The SMS takes unrelated processes and builds them into one coherent structure to achieve a higher level of safety performance, making safety management an integral part of overall risk management. SMS is based on leadership and accountability. It requires proactive hazard identification, risk management, information control, auditing, and training. It also includes incident and accident investigation and analysis. A SMS is a systematic approach to managing safety, including the necessary Unit structures, accountabilities, policies and procedures.

2. OBJECTIVE
The objective of the SMS is to develop a professional and safety-conscious attitude among all Unit Personnel and to constantly emphasize the importance of aviation safety and risk management. The SMS effectively

describes how we should be conducting ourselves regarding our own internal safety processes and procedures.
The SMS is a cyclical process that assists us to:

a. Comply with regulations
b. Control losses
c. Encourage everyone to be proactive, not reactive
d. Investigate accidents and incidents
e. Ensure safety is an integral part of everything we do
f. Ensure compliance

3. RECORDING OF ACTIVITIES
One of the most important issues when dealing with the development and implementation of an SMS is the accurate recording of all processes and procedures in the form of instructions and policy documents. It is vital that all training carried out is recorded for inspection or audit. During the daily operations, it is also important that all inspections, checks, and safety related deficiencies are recorded. Work on the principle that, "If it is not recorded, then it did not occur."

4. COMPONENTS OF THE SMS
The Unit SMS is structured upon four basic components of safety management:

1. SAFETY POLICY & OBJECTIVES - The Unit SMS spells out the safety policies, procedures, and organizational structures we will use to accomplish our goals. It explicitly describes responsibility, authority, accountability, and expectations for all personnel.
2. SAFETY RISK MANAGEMENT - The Unit has established a formal system of hazard/incident identification and management which is fundamental in controlling an acceptable level of risk. This system describes operational processes across the Department and organizational boundaries, identifies key hazard/incidents and measures them, methodically assesses risk, and implements controls to mitigate risk.
3. SAFETY ASSURANCE - Policies, process measures, assessments and controls are in place. The Unit will incorporate regular data collection, analysis, assessment, and leadership review to assure safety goals are being achieved. We also have a management of change process in place to assure we can adapt quickly and safely.

4. SAFETY PROMOTION & TRAINING - The Unit will continually promote, train, and communicate safety practices that support a sound safety culture.

7.2.0 SAFETY POLICY & OBJECTIVES

7.2.1 DIVISION COMMANDER'S SAFETY POLICY

Safety management holds the key to this Unit's future and affects everything we do. Safety management includes all areas of safety, security, health, and environmental management.
This SMS identifies the Unit's Safety Management Plan as the tool used to define how the SMS supports the Unit's Operations Plan. Leadership is committed to the SMS and has established leadership for the program and will continue to demonstrate the commitment to safety through everyday actions.
The processes in place in the Safety Management Plan include the active involvement of all Leadership, who, through planning and review, will drive efforts for continuous improvement in safety and safety performance.
Safety is our priority, and the key focus is on the safe operations of airworthy SBCSD aircraft.
Safety shall be a critical function. We are committed to developing, implementing, maintaining, and constantly improving strategies and processes to ensure that our unit activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting FAA, and APSA standards while delivering our services.
The Unit safety program is a SMS based program built on a foundation of operational safety management system principles and standards.
All personnel have a duty to comply with approved safety standards. These include Department policy, and procedures, aircraft manufacturers' operating procedures and limitations, and government regulations.

7.2.2 TURN DOWN POLICY

To ensure an appropriate level of safety, a "turn down policy" has been implemented that allows any aircrew member, including non-qualified crewmembers, the opportunity to turn down or terminate a mission task

when that person determines that the mission is unsafe, and they are unable to negotiate an alternative solution to mitigate the risk. The procedure for the use of the turn down policy is as follows:

1. Crewmembers will discuss the risk factors and attempt to resolve the differences to an acceptable level of risk.

2. *If a resolution of the risk cannot be reached the mission/task will be terminated.*

7.2.3 UNIT SAFETY PRINCIPLES

All levels of Leadership and all personnel are accountable for the delivery of the highest level of safety performance, starting with the Division Chief. Our key safety principles include:

1. Always operate in the safest manner possible

2. Never take unnecessary risks

3. Recognize that safe does not mean risk-free

4. Hold everyone accountable and responsible for the identification and management of risk.

5. Recognize that familiarity and prolonged exposure without a mishap leads to a loss of appreciation of risk

7.2.4 LEADERSHIP COMMITMENT AND RESPONSIBILITY

1. SAFETY COMMITTEE & STRUCTURE
The Safety Committee consists of the designated Safety Officer, a pilot representative, a TFO representative, and a maintenance representative. The Safety Committee under the direction of the Division Commander, shall implement the Safety Management System in accordance with the guidelines established by this chapter. Safety holds the key to the Unit's future and affects all its activities. The Division Commander is committed to the success of the SMS and will give leadership to the program and demonstrate the commitment to safety, through everyday actions, and its priority in the achievement of the safety goals. The processes in place in

the SMS include the active involvement of all Leadership and personnel, who, through planning and review, will continue to promote efforts for continuous improvement in safety and safety performance. The term "Safety Management" should be taken to mean safety, security, health, and environmental management.

2. SMS GOALS & OBJECTIVES

a. MISSION STATEMENT - "To assist other divisions, bureaus, services, and sections of the Sheriff's Department and local governmental agencies in their endeavors to enhance public safety, provide for the prevention and detection of crime, and to assist in the apprehension of criminals."

b. SMS GOALS - To accomplish this mission we have established three primary goals. Our goals are what we will constantly strive for. These are:

i. Provide operationally safe aircraft and professionally trained crewmembers

ii. Improve our safety processes and eliminate accidents/incidents

iii. Provide improved support to the citizens of San Bernardino County and the State of California

c. SMS OBJECTIVES - Objectives are the means we will employ to assist in the accomplishment of the safety goals. The Safety Committee will submit a list of quarterly objectives to the Division Commander in support of each goal. The objective will clearly state what will be done, who is accountable, and when the Safety Committee is expected to accomplish it. As each objective is met, we will document it and provide the Division Commander with a list of completed items. After completing specified objectives, new/additional objectives will be set.

7.2.5 APPOINTMENT OF KEY SAFETY PERSONNEL

Appointment of an Aviation Safety Officer (ASO)
The ASO will assist with the implementation and management of the SMS. The qualifications and duties of the ASO include, but are not limited to:

1. Successfully complete a formal SMS training course

2. Report SMS related business directly to the Division Commander

3. Manage the SMS for the Division Commander

4. Facilitate the Safety Committee meetings

5. Manage the Units' Hazard/Incident Aviation Safety Evaluation Reporting

6. Coordinate safety training for Unit members

7. Identify and evaluate safety problem areas

8. Review OSHA notices and disseminate information

9. Provide technical guidance when safety is a factor in operations and training

10. Periodic review of the hazards/incidents that have been identified

11. Conduct periodic safety inspections

12. Conduct periodic safety meetings and briefings

13. Review hazard/incident and accident reports for the purpose of preventing accidents and incidents

14. Assist Leadership in formulating safe operating practices and policies, develop risk control measures (interventions) based on the SMS process

15. Work with training officers to develop training consistent with risk control measures.

7.2.6 SAFETY COMMITTEE

The Safety Committee is critical to the SMS program. The committee will review safety data provided by the ASO and provide recommendations to the Division Commander on operational and safety issues.
The Safety Committee, at minimum, shall be comprised of an Aviation Safety Officer, a pilot representative, a TFO representative, and a maintenance representative.

The representative shall be a Pilot or TFO who has a strong track record of safety and awareness. Division Commanders shall rotate personnel every two years.

The Safety Committee members shall have responsibility for:

a. Developing programs to identify and correct hazards/incidents

b. Reviewing procedures relative to occupational injuries

c. Reviewing incident and accident reports and providing recommendations to the Chief Pilot

d. Meeting at least quarterly, have a written agenda, and keep and disseminate minutes of the meeting

e. Other duties as directed by the Division Commander or his/her designee

7.2.7 MISHAP PLAN

SBCSD aircraft operations are conducted with safety as the paramount consideration. However, certain elements of risk are encountered with each flight. With these risks present, the possibility of a Department aircraft becoming involved in an aviation mishap should be anticipated. In the event a mishap occurs, crews shall follow the SBCSD Aircraft Accident Response Plan (refer to attachments).

The ASO has been designated as the Mishap Plan Coordinator. The Mishap Plan Coordinator is responsible for assuring that all personnel are trained to handle emergencies based on their role in the unit. There shall be a record of the training in the Unit member's training records. The ASO will conduct a test of the response plans, at least annually, to ensure it is up-to-date and functional. Everyone is responsible for understanding and complying with their individual responsibilities as listed in the plan and ensuring their contact data is current. The plan shall be reviewed and updated at least annually.

7.2.8 SMS DOCUMENTATION & RECORDS

The purpose of the SMS documentation and data information management is to ensure that procedures are in place to ensure compliance with SMS policies, procedures, and goals. The ASO is responsible for documentation relating to the SMS. This includes:

1. Publicizing the Unit's safety policies, objectives, and SMS procedures

2. Documenting and publicizing the Unit's mission, goals, and objectives

3. Ensuring every employee has access to the SMS Manual through the Unit's intranet

4. Identifying the safety regulations that govern the Unit. A copy of these regulations will be maintained in the SMS library

5. Controlling safety related documents through the Safety Officer technical libraries
6. Promptly removing obsolete documents

7. Conduct periodic reviews of this document

8. Maintaining safety related data, including the minutes of safety meetings, information on hazard and risk analysis, risk management, remedial action, incident and accident investigations, and audit reports

9. All safety documents relating to the SMS are controlled through the Safety Library. Change control procedures are in accordance with unit procedures for manual changes.

7.2.9 SAFETY RISK MANAGEMENT

HAZARD IDENTIFICATION & ANALYSIS

The SMS has been developed along the lines of cause and effect. This concept suggests that mishaps are caused by hazards. Therefore, it is imperative to identify and minimize/eliminate hazards to prevent mishaps. The Unit has developed a formal process that ensures the identification of existing and potential hazards with a process to prioritize, manage the associated risk, and track the hazards.
Our Unit hazard identification process is based on a combination of proactive and reactive methods of safety data collection. Hazards are usually evident as unsafe practices or conditions. The Unit's Hazard Assessment Collection System is a "proactive" process to identify any hazards before it causes a problem.
An "occurrence", on the other hand, is defined as any unplanned safety related event, including accidents and incidents that could impact the safety of guests, passengers, Unit personnel, equipment, property or the

environment. The Unit's Aviation Safety Evaluation Reporting System is a "reactive" process where we look at something that has occurred and traces it back to the hazard that caused it.

7.2.10 OCCURRENCE & HAZARD REPORTING

A system of in-house hazard and occurrence reporting has been established to allow Unit Leadership to identify specific operational areas and safety issues that warrant further attention. Every individual is required to report unsafe conditions or hazards that they discover in the Unit or its operations. Identifying and mitigating the hazards will allow us to work as safely as possible.
Every member of the Unit plays a role in identifying, reporting, and mitigating hazards. The reporting system will process hazard reports in a timely manner in order to communicate hazard information to all concerned members of the Unit.
The Unit's mandatory occurrence reporting procedures remain unchanged. In addition to this reporting system, the SMS has established a separate Hazard Assessment reporting system. This reporting system facilitates the collection of data to assist in the identification of the "root causes," so that appropriate measures (training, establishment or modification of procedures, etc.) can be implemented.
The process for reporting hazards is as follows:

1. Hazards or unsafe acts identified by any individual will be reported using the Hazard Reporting Program

2. Forms will be submitted digitally for review

3. The ASO will review Hazard Reports, determine their severity, and submit them to the Safety Committee for assessment and corrective action taken to mitigate the hazard.

4. If the hazard requires action beyond the capability of the Safety Committee, the ASO will forward the Hazard Assessment Report Form to the Division Commander for further consideration.

Personnel are required to report any unsafe conditions or hazards they discover in the Unit or its operations. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition.

Personnel who wish to remain anonymous may report unsafe conditions or hazards submitting a Hazard Report to the ASO without identifying themselves. The program allows for anonymous reporting.
Our SMS takes all reports of unsafe conditions seriously. Prompt attention will be given to all actual and potential hazards that have been reported to the Safety Officer. The Safety Officer will inform the employee who reported the hazard of the action that was taken to correct the hazard or the reasons why the condition was determined not to be hazardous. There will be no discrimination against any person who reports unsafe conditions or hazards. Indeed, personnel are encouraged, and required, to do so.
The SMS Manager will provide training in the use of the hazard assessment collection system.
Issues that are unable to be resolved by the safety committee or the ASO will be forwarded to the Division Commander for action.

7.2.11 INCIDENT INVESTIGATION & ANALYSIS

Refer to Emergency Operations Division Policy Manual Section 3.25.0.

7.2.12 FLIGHT RISK ASSESSMENT AND MITIGATION

Risk management is the identification and control of risk stemming from hazards and is the responsibility of every member of the Unit. The first goal of risk management is to eliminate the hazard, if possible. The Flight Risk Assessment Process may be concluded when potential severity is low or if the likelihood is as low as reasonably practical (ALRP).

The Unit has established a formal process that ensures the identification, assessment, and control of the safety risks in operations.
The Flight Risk Assessment Process identifies risk factors related to the severity and the likelihood of potential events associated with known hazards and identifies appropriate risk mitigation strategies.

The Pilot-In-Command is responsible for tracking hazards, ensuring corrective actions have been implemented, and ongoing monitoring to confirm the effectiveness of the corrective action.

The Flight Risk Assessment Process used in this Unit is as follows:
Step 1: Identify the hazard
Step 2: Calculate the overall level of risk associated with the hazard

Step 3: Develop risk management strategies to reduce any risk to "As Low as Reasonably Practical." If the risk is in the unacceptable range, any decision to continue must be elevated to the next level in the chain of command.

The Unit has established a Flight Risk Assessment Tool (FRAT) to help us determine the level of risk for a specific hazard. The Unit expects everyone to be thoroughly familiar with the FRAT and use the risk management strategy to mitigate risks in their daily activities.

7.3.0 SAFETY ASSURANCE

7.3.1 PURPOSE

The purpose of this section is to monitor operational data for the SMS to ensure the effectiveness of the safety risk control measures put in place by the unit and assess overall system performance.

7.3.2 SAFETY PERFORMANCE MONITORING & MEASUREMENT

The Safety Officer, in collaboration with Safety Committee, is responsible for safety monitoring and measurement. This will be accomplished by:

1. TRACKING & MEASURING SAFETY OBJECTIVES
Action Required: The ASO will track and measure progress toward each of the Unit's Safety Objectives (developed in the SMS Goals and Objectives, Section 6.3 (2)).
Requirement: The ASO will maintain a file of current and completed objectives and report the status annually to the Division Commander through an established safety report.
Responsible Individual: ASO

2. TRACKING & MEASURING CORRECTIVE ACTIONS
Action: The ASO will track and measure the accomplishment of each corrective action recommended in the Flight Risk Assessment & Mitigation Section above.
Requirement: The ASO will keep a log of completed corrective actions and report the status annually to the Division Commander.
Responsible Individual: ASO

3. EXTERNAL SAFETY AUDIT & ANNUAL INTERNAL EVALUATION PROCESS
Action: Conduct Safety Audits and annual evaluations.
Requirement:

a. The ASO will conduct external safety audits (at least annually) that provide a representative sample of Unit operations.
b. The ASO will elect a Safety Committee representative and complete an annual internal evaluation of the entire Unit. The results of this evaluation will be distributed to the Division Commander, and Safety Committee, and available for all personnel to review.
Responsible Individual: ASO & elected Safety Committee representative

7.3.3 SAFETY INSPECTIONS

The Safety Committee, or Safety Committee Representative, is responsible for safety inspections. This will be accomplished by:
Action: Conduct Safety Inspections
Requirement: Safety Committee will develop a checklist and conduct quarterly safety inspections. The results of the inspection will be forwarded to the ASO with corrective actions taken on any deficiencies found.
Responsible Individual: Safety Committee Representative

7.3.4 MANAGEMENT OF CHANGE (MOC)

Unless properly managed, changes in unit structure, personnel, documentation, processes, equipment, or procedures can result in the inadvertent introduction of hazards and increased risk. When making changes, the following will be done to minimize the potential of increasing risk:

1. Analyze changes, using a change management form, in operational procedures or processes to identify any required changes in training, documentation, or equipment

a. Recommended changes will be reviewed by the ASO and sent to all concerned individuals for comment prior to making the change. Those that must work with the changes need to be involved in the change management process. We need to solicit their input.

2. Conduct appropriate risk assessments on the recommended changes
b. Changes in location, equipment, or operating conditions will be analyzed for any potential hazards.

3. Determine who is responsible for approving the change

4. *The ASO will maintain a Change Log that is available in the SMS Library.*

7.3.5 CONTINUOUS IMPROVEMENT

Continuous improvement is accomplished by conducting an annual SMS evaluation. The ASO will prepare an Annual Safety Report for the Division Commander. The Safety Report will include a summary of accomplishments regarding:

1. The Annual Safety Audit

2. Safety surveys

3. Routine safety inspections

4. Performance objectives accomplished

7.4.0 SAFETY PROMOTION & TRAINING

7.4.1 TRAINING AND EDUCATION

The responsibility for training and education rests with the Division Commander. It is the responsibility of Aviation Supervisors to ensure their people receive proper and adequate training. The Division Commander will ensure individuals designated to perform the training are qualified to conduct the appropriate training.

1. RISK CONTROL MEASURES TRAINING
The Aviation Safety Officer and Training Staff will work together to develop a training component for every risk control measure (intervention) developed during the Management of Change process.
Frequency: Initial, Semi-Annually, and as needed

Record of Training: Training will be documented and maintained in safety training files.
Training Topics: Developed training for every risk control measure that is developed during the Management of Change process
Responsible Individual: ASO

2. SMS INDOCTRINATION TRAINING
Frequency: Initial, Semi-Annually, and as needed
Record of Training: Training will be documented and maintained in safety training files.
Training Topics:

1. *The purpose of the SMS*
2. *Individual responsibilities in the SMS*
3. *General hazards associated with Unit operations*
4. *Passenger Briefing*
5. *Dangerous Work Practices on the Job - Practices in the Unit that pose danger*

Responsible Individual: ASO, Training Staff

3. NEW PERSONNEL SAFETY ORIENTATION TRAINING
Frequency: Initial Training for all new personnel prior to starting their duties
Record of Training: Initial training will be documented and maintained in safety training files.
Training Topics: Training will include all the topics previously mentioned.
Training Documentation: All training conducted will be documented and put in the individual's training file.
Responsible Individual: ASO

7.4.2 SAFETY COMMUNICATIONS

Leadership believes communicating with everyone concerning safety hazards and the methods used to control them will help create the safest possible work environment. We therefore place a great deal of importance on communicating with personnel about safety issues. The Unit's system for communicating with personnel on safety issues includes:

1. BULLETINS
From time to time, it may become necessary to inform flight and/or ground crews of critical safety information. Depending upon the importance of the

information, any or all the following procedures may be utilized to forward information via a Safety Bulletin.

1. *Direct personal contact*
2. *E-Mail message*
3. *Written Communication*
4. *Safety Files*

2. SAFETY FILE

The ASO will maintain a safety file which will consist of precautionary landing advisories, incident and accident histories, and change notices. Input to the safety file can be provided by any member of the Unit. Everyone in the Unit will have access to the safety file.

3. SAFETY COMMITTEE MEETING MINUTES

The ASO will maintain a copy of all Safety Committee Meeting minutes and everyone in the Unit will have access to them.

4. SMS LIBRARY

The ASO will maintain an SMS library where all documents relating to safety can be found. Unit members are encouraged to provide the Safety Officer with any documents or requirements he or she feels will help the Unit meet its safety goals.

5. SAFETY COMMUNICATIONS BOARD

A Safety Communications Board will be maintained for updates on industry efforts and information, as well as, for pertinent articles and research on the best safety practices. This board will be a conduit of safety forms and encourage documentation and reporting by Unit members.
The Safety Committee will maintain a safety communications board in an area accessible to flight, maintenance, and ground personnel. Topics will be posted periodically and then archived after removal. Items posted should remain on the board no longer than quarterly although a shorter time may be appropriate.

6. HAZARDOUS MATERIALS LIST

A copy of the OSHA Hazard Communication Standard 29 CFR 1910.1200 is available for examination by all employees. A copy will be posted at each duty station, and visible to all crewmembers. The Unit's plan is designed to minimize hazards to human health and/or the environment from fires, explosions, or any unplanned sudden or gradual releases of oils,

hazardous waste, or hazardous waste constituents to the air, soil, or surface water. To maintain a safe work environment for its employees, we are continuously looking at products used in everyday work practices. All locations will minimize the use of all hazardous materials and, if possible, replace hazardous materials with environmentally safer products. It is the Unit's intent to comply with all government, state, and local regulations regarding waste disposal/management. If it becomes necessary to contract the treatment or disposal of waste, we will ensure that all contractors, including carriers, drum re-conditioners, and solvent recyclers, can handle waste materials in an acceptable manner and are licensed prior to the contractual agreement.

7.5.0 SMS GLOSSARY

*1. **ACCIDENT** - an unplanned event or series of events that result in death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment.*

*2. **ANALYSIS** - the process of identifying a question or issue to be addressed, modeling the issue, investigating model results, interpreting the results, and possibly making a recommendation. Analysis typically involves using scientific or mathematical methods for evaluation.*

*3. **ASSESSMENT** - the process of measuring or judging the value or level of something.*

*4. **AUDIT** - scheduled, formal reviews and verifications to evaluate compliance with policy, standards, and/or contractual requirements. The starting point for an audit is the management and operations of the organization, and it moves outward to the organization's activities and services provided.*

*a. **INTERNAL** - an audit conducted by, or on behalf of, the organization being audited.*

*b. **EXTERNAL** - an audit conducted by an entity outside of the organization being audited.*

*5. **CORRECTIVE ACTION** - action to eliminate or mitigate the cause or reduce the effects of a detected nonconformity or other undesirable situation.*

*6. **HAZARD/THREAT** - any existing or potential condition that can lead to injury, illness, or death to people, damage to or loss of a system, equipment, or property, or damage to the environment. A hazard is a condition that is a prerequisite to an accident or incident.*

*7. **INCIDENT** - a near-miss episode with minor consequences that could have resulted in greater loss. An unplanned event that could have resulted in an accident, or did result in minor damage, and indicates the existence of, though may not define, a hazard or hazardous condition.*
*8. **SAFETY MANAGEMENT SYSTEM (SMS)** - the formal, systematic integration of safety into the environment, management, and work practices at every level of the organization. It includes systematic procedures, practices, and policies for the management of safety as described in this document. It includes flight safety, quality management, security management, safety risk management, safety policy, safety assurance, and safety promotion.*

*9. **MANAGEMENT -** the person or group of people who direct and control an organization and department/section.*

*10. **NON-CONFORMITY -** non-fulfillment of a requirement. This includes but is not limited to non-compliance with Federal regulations, or regulatory bodies. It also includes company requirements and risk controls, requirements of operator-developed risk controls, or specified policies and procedures.*

*11. **OVERSIGHT -** a function that ensures the effective promulgation and implementation of safety-related standards, requirements, regulations, and associated procedures. Safety oversight also ensures that the acceptable level of safety risk is not exceeded in all operations.*

*12. **ACCIDENT/INCIDENT RESPOSNE PLAN -** the documented procedure that the organization will follow in case of an accident or incident.*

*13. **PREVENTIVE ACTION -** action to eliminate or mitigate the cause or reduce the effects of a potential loss.*

*14. **PROCEDURE -** specified way to carry out an activity or process.*

*15. **PROCESS -** a set of interrelated or interacting activities that transform inputs into outputs.*
*16. **RISK -** the composite of predicted severity and likelihood of the potential effect of a hazard in the worst credible system state.*

*17. **RISK CONTROL -** refers to steps taken to eliminate hazards or to mitigate their effects by reducing the severity and/or likelihood of risk associated with those hazards.*

*18. **SAFETY ASSURANCE -** The SMS process management functions that systematically provide confidence that organizational components meet or exceed safety requirements.*

*19. **SAFETY CULTURE -** the product of individual and group values, attitudes, competencies, and patterns of behavior that determine the commitment to, and the style and proficiency of, the organization's management of safety. Organizations with a positive safety culture are characterized by communication founded on mutual trust, shared perceptions of the importance of safety, and by confidence in the efficacy of preventative measures.*

*20. **SAFETY GOALS -** something sought or aimed for, constantly striving to achieve.*

*21. **SAFETY OBJECTVIES -** An action we take to assist us in working towards our goal.*

*22. **SAFETY PLANNING -** part of safety management focused on setting safety objectives and specifying necessary operational processes and related resources to fulfill the unit goals.*

*23. **SAFETY PROMOTION -** a combination of safety culture, training, and data sharing activities that support the implementation and operation of an SMS in an organization.*

*24. **HAZARD REPORTING PROGRAM -** part of the safety program where hazards and safety information are received from employees, mitigated, and tracked.*

*25. **SAFETY RISK -** the composite of predicted severity and likelihood (probability) of the potential effect of a hazard.*

*26. **SAFETY RISK CONTROL -** anything that reduces or mitigates the safety risk of a hazard. Safety risk controls must be written in appropriate language, measurable, and monitored to ensure effectiveness.*

*27. **SAFETY RISK MANAGEMENT (SRM)** - a formal process within the SMS composed of describing the system, identifying the hazards, assessing the risk, analyzing the risk, and controlling the risk. The SRM process is embedded in the processes used to provide the service; it is not a separate/distinct process.*

*28. **SECURITY MANAGEMENT SYSTEM -** a process by which our facility and equipment are securely maintained.*

*29. **SEVERITY -** the consequence or impact of a hazard in terms of the degree of loss or harm.*

*30. **SUBSTITUTE RISK -** risk unintentionally created because of safety risk controls.*

*31. **SYSTEM -** an integrated set of constituent elements that are combined in an operational or support environment to accomplish a defined objective. These elements include people, hardware, software, firmware, information, procedures, facilities, services, and other support facets.*

VOLUME EIGHT: MAINTENANCE

8.1.0 STANDARDS FOR AIRCRAFT MAINTENANCE

8.1.1 CERTIFIED AND MILITARY AIRCRAFT MAINTENANCE STANDARDS

SBCSD aircraft shall be maintained in accordance with applicable Federal Aviation Regulations, and OEM maintenance requirements.

In order to maintain the airworthiness of certificated aircraft, SBCSD Aircraft shall be maintained in accordance with FAR Parts 43, 65, 91, and Part 135 regulations where applicable. Aircraft shall also be maintained in accordance with the airframe manufacturers' maintenance requirements.

Non-Certificated Military Surplus SBCSD Aircraft, at a minimum, shall be maintained in accordance with the appropriate military continued airworthiness program for the specific aircraft or the Interagency Committee for Aviation Policy (ICAP) Planning and Inspection Guidelines for the particular aircraft and/or other approved maintenance standard from a recognized authority.

8.1.2 CONTINUED AIRWORTHINESS PROGRAM

All certificated SBSD aircraft shall be kept in accordance with all manufacturers' maintenance requirements and FAA supplemental type certificates. It is the Aviation Maintenance Supervisor's responsibility to continually ensure all aircraft are in compliance with their airworthiness certificate and to keep documentation of such.

8.1.3 COMPLIANCE WITH REQUIRED MAINTENANCE

The Aviation Maintenance Supervisor is responsible for maintaining a system to ensure the Unit is in compliance with all applicable FAA/NAA/SBs/ADs and Military Safety of Flight Bulletins. Additionally, compliance with Service Bulletins or Military Advisory Bulletins should be accomplished in a timely manner.

8.2.0 PILOT AUTHORIZED MAINTENANCE

Pilots are only authorized to perform FAA-approved maintenance as described in:

a. Title 14 of the Code of Federal Regulations (14 CFR) part 1, § 1.1, General definitions

b. Part 43, Maintenance, preventive maintenance, rebuilding, and alteration

c. Part 61, Certification: Pilots, flight instructors, and ground instructors

d. Part 91, General operating and flight rules

e. Part 145, Repair stations

8.3.0 OUTSOURCED MAINTENANCE

When utilizing contracted aircraft maintenance, the Aviation Maintenance Supervisor shall ensure, at minimum, that the companies doing maintenance on SBCSD aircraft comply with the standards set forth by this section. The Aviation Maintenance Supervisor or his designee shall conduct periodical audits of outsourced maintenance and shall prepare an annual report for the Division Commander detailing the findings of the audits. The findings of the audits shall be documented and kept on file for a minimum of three years and shall be made available to the Airborne Public Safety Association for the purpose of accreditation.

8.4.0 OPERATIONAL CHECK FLIGHTS

8.4.1 CLEARING AIRCRAFT INTO SERVICE

Refer to Section 3.32.0 of the Emergency Operations Division Policy Manual.

8.4.2 PILOT RUN-UPS AND TEST FLIGHTS

Refer to Section 3.32.10 of the Emergency Operations Division Policy Manual.

8.5.0 AIRCRAFT MAINTENANCE REQUIREMENTS

8.5.1 AVIATION MECHANICS

Aviation Mechanics shall meet the following minimum requirements:

1. Maintenance technicians/engineers, not operating under an FAA/TC/NAA Repair Station Certificate, must possess at least a current Airframe and Powerplant (A&P) certificate (or equivalent in countries outside the United States). An Inspection Authorization (IA) certificate is strongly encouraged.

2. Maintenance technicians/engineers shall be trained to install, maintain, remove and replace any specialized equipment in accordance with the manufacturer's maintenance standards.

3. Maintenance technicians/engineers shall receive annual formal training on human factors, maintenance error reduction, and recurrent training on aircraft-specific maintenance requirements.

4. Maintenance technicians/engineers should be factory-trained (or equivalent) in an approved program on each type of aircraft they are required to maintain.

8.5.2 MAINTENANCE FACILITIES

SBCSD Maintenance facilities shall meet the following minimum requirements:

1. Appropriate ventilation shall be installed to clear the maintenance facility of hazardous fumes, such as solvents, oils, adhesives, and cleaners, which are common to the aviation environment.

2. The hangar shall be maintained in a clean and orderly manner.

3. Hand cleaners, disinfectants, latex or latex-free gloves, eye wash bottles/station and a well-equipped first aid kit shall be readily available. All Unit members will know their locations.

5. *A fire suppression system, or an adequate supply of certified and current fire extinguishers, suitable for the types of fire hazards the Unit is likely to encounter shall be readily available.*

8.5.3 MAINTENANCE DISTRACTIONS

Maximum effort shall be made to ensure that maintenance personnel are not distracted from their duties. Aviation crews should attempt not to interrupt maintenance staff while they are currently working on aircraft. If feasible, crews should wait for maintenance staff to take a break before asking them for assistance. The use of electronic devices while maintaining SBCSD aircraft is prohibited (refer to Section 3.32.50 of the Emergency Operations Division Policy Manual).

8.6.0 EQUIPMENT

8.6.1 EQUIPMENT STANDARDS

Storage of equipment, parts, tools, and specialized tools shall be secure, orderly, and clear of fire hazards and in compliance with Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), appropriate national and local regulations.

8.6.2 INVENTORY AND PARTS CONTROL

All aircraft parts shall be kept in an organized manner and be properly inventoried. There shall be a system in place to track time-limited parts and expiration dates on shelf items.

1. All parts shall be properly tagged and environmentally protected.
   a. Parts shall be wrapped or boxed in a manner that prevents damage or contamination.
   b. Open ends of fabricated or bulk lines and hoses shall be capped or covered.
   c. Serviceable parts shall be kept in a separate area from unserviceable parts and tagged appropriately.
   d. A system shall be in place to segregate SAE and metric parts.

2. Parts shall be inspected to ensure that an approved vendor provided them and that the required certification documentation is included.

3. Parts shall be inspected for airworthiness acceptance prior to entering them into inventory.

8.6.3 TOOL CONTROL

SBCSD Aviation Mechanics shall use a tool control system to ensure that all tools and loose hardware have been removed from the aircraft before it is returned to service. Each individual technician should be consciously aware of the tools used during each job and be sure to make an inventory upon completion.

8.6.4 TOOL CALIBRATION

The Aviation Mechanic Supervisor shall maintain and track tool calibration status consistent with the tool manufacturer's requirements and Federal Aviation Regulations. The following practices shall be followed:

1. Tools requiring calibration shall have documentation or tags on the tools that list the last calibration date and the next calibration date.

2. There must be documentation to ensure that employee owned tools are currently calibrated.

3. Tools not in calibration shall be segregated from all other tools and red tagged to ensure that they are not utilized for aircraft maintenance.

8.7.0 MAINTENANCE DISCREPANCIES

8.7.1 AIRCRAFT MAINTENANCE RECORDS

All discrepancy reporting must comply with Federal Aviation, and/or applicable military maintenance standards. Every morning Monday through Friday, the Aviation Mechanic Supervisor, or his designee, shall review the daily maintenance logs for all in-service aircraft. Any discrepancies shall be addressed, and any corrective actions will be documented in the log. The daily aircraft maintenance logs will be kept for a minimum of three years in the maintenance library. If an aircraft needs to be taken out of service, the mechanic will place a red tag with "Out of Service" written on it onto the cyclic/yoke.

8.7.2 REPORTING A DISCREPANCY

The reporting of aircraft discrepancies or "squawks" shall be accomplished by pilots writing up the discrepancy in the aircraft's daily maintenance log. If the issue requires immediate attention, the discrepancy shall be documented in the log and the PIC shall also notify a mechanic (the on-call mechanic if after hours).

8.7.3 DEFERRED MAINTENANCE

The Pilot-In-Command may choose to defer a discrepancy by following the guidelines and procedures in the aircraft's Master Minimum Equipment List. This option gives you the ability to maintain a non-essential system in a way that doesn't interfere with safe operations.

The deferred maintenance will be documented and managed by the Director of Maintenance.

8.7.4 OUT OF SERVICE AIRCRAFT

If any discrepancy affects the airworthiness of an aircraft, that aircraft will be taken out of service. The Pilot-In-Command will place a red tag with "Out of Service" written on it onto the cyclic/yoke of the aircraft. The discrepancy shall be documented in the daily aircraft maintenance log and the PIC shall also notify a mechanic (the on-call mechanic if after hours).

8.8.0 SPECIALIZED MISSION EQUIPMENT

All mission equipment shall be inspected and maintained in accordance with the prescribed guidance issued by the manufacturer, and/or the FAA. The following mission equipment shall be properly maintained, and the maintenance shall be properly documented:

1. Hoists, including all components (cable, hook, etc.)

2. Cargo Hooks and redundant/secondary systems

3. Multi-Sensor Camera Systems

4. Night Vision Goggles

5. Night Vision Imaging Systems, including aircraft lighting

6. Life Safety Equipment (short-haul, ropes and rappel equipment; restraint straps, flotation devices, etc.)

VOLUME NINE: APPENDIX

9.1.0 GLOSSARY

*1. **ACCIDENT -** Any occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which any person suffers fatal or serious injuries as a result of being in or upon the aircraft or anything attached thereto, or the aircraft receives substantial damage. (NTSB Part 830)*

*2. **AC** - Advisory Circular*

*3. **AD** - Airworthiness Directive*

*4. **ADM** - Aeronautical Decision Making*

*5. **AIDED FLIGHT -** The use of Night Vision Goggles while flying in dark environments*

*6. **A & P -** Airframe and Powerplant Mechanic*

*7. **ASTM** - American Society for Testing and Materials*

*8. **ATC** - Air Traffic Control*

*9. **CAR** - Canadian Air Regulations*

*10. **CFI** - Certified Flight Instructor*

*11. **CRM** - Crew Resource Management*

*12. **EMS** - Emergency Medical Services*

*13. **EPA** - Environmental Protection Agency*

*14. **FAA** - Federal Aviation Administration*

*15. **FAR** - Federal Aviation Regulations*

*16. **FLIR** - Forward Looking Infrared*

*17. **FOD** - Foreign Object Debris, or Foreign Object Damage*

*18. **HAZMAT** - Hazardous Material*

*19. **HMS** - Helmet Mounted Systems*

*20. **IA** - Inspection Authorization*

*21. **IAW** - In accordance with*

22. ***ICAP*** *- Interagency Committee for Aviation Policy*

23. ***ICS*** *- Intercom System*

24. ***IFR*** *- Instrument Flight Rules*

25. ***IIMC -*** *Inadvertent Instrument Meteorological Conditions*

26. ***IMC*** *- Instrument Meteorological Conditions*

27. ***Incident -*** *An occurrence, other than an accident, associated with the operation of an aircraft that affects or could affect the safety of operations.*

28. ***(M)*** *- Compliance is mandatory.*

29. ***MISHAP*** *- A general term used to include both accidents and incidents*

30. ***NFPA*** *- National Fire Protection Association*

31. ***NTSB*** *- National Transportation Safety Board*

32. ***NVG*** *- Night Vision Goggles*

33. ***NVIS*** *- Night Vision Imaging Systems*

34. ***OIC*** *- Officer-in-Charge*

35. ***OSHA*** *- Occupational Safety and Health Administration*

36. ***PFD*** *- Personal Flotation Device*

37. ***PIC*** *- Pilot-In-Command*

38. ***POH*** *- Pilot Operational Handbook*

39. ***(R)*** *- Compliance is recommended*

40. ***SAE*** *- Society of Automotive Engineers*

41. ***SHALL*** *- Requires mandatory compliance with the standard*

42. ***SHOULD*** *- Compliance is recommended*

43. ***SMS*** *- Safety Management System*

44. ***STDS*** *- Standards*

45. ***TFO*** *- Tactical Flight Officer. The crewmember whose duties are typically associated with the non-flying tactical operations of the aircraft.*

46. ***TC*** *- Transport Canada*

47. ***UNAIDED FLIGHT -*** *Not using Night Vision Goggles during flight in dark environments*

*48. **UNIT COMMANDER -** Individual who has command responsibility of the unit whether directly assigned to the unit or remotely assigned and having overall responsibility for several units.*

*49. **UNIT CHIEF PILOT -** Individual directly assigned to the unit who has managerial responsibility for the aviation unit, but answers to a Unit Commander who is remotely assigned.*

*50. **UNIT SUPERVISOR -** Individual(s) directly assigned to the unit who oversee the day-to-day operation of the aviation unit.*

*51. **VFR** - Visual Flight Rules*

*52. **EOD** - Emergency Operations Division*

*53. **SBCSD** - San Bernardino County Sheriff's Department*

9.2.0 ATTACHMENTS

9.2.1 LETTERS OF AGREEMENT

The Aviation Unit maintains several Letters of Agreement (LOA) with FAA and military-controlled airspaces. A binder will be kept containing all the current LOAs and should be audited annually to check for currency. Example LOAs are included to use as references or go-byes.

U.S. Department of Transportation
Federal Aviation Administration
Los Angeles District
Ontario Tower, Southern California TRACON and
San Bernardino County Sheriff's Department

LETTER OF AGREEMENT

EFFECTIVE: Sep. 1, 2019

SUBJECT: San Bernardino County Sheriff VFR and Special VFR Helicopter Operations within the Ontario Class C Surface Area.

l. PURPOSE AND SCOPE. This agreement defines San Bernardino Sheriff's Department requirements and procedures for helicopter operations within the Ontario Class C Surface Area during VFR weather conditions and when the weather is below basic VFR minima.

2. CANCELLATION. Ontario Tower and San Bernardino County Sheriff's Department Letter of Agreement, dated April 8, 1995.

3. RESPONSIBILITIES. The San Bernardino County Sheriff' s Department shall ensure that pilots in their employ are familiar with and comply with these procedures.

4. PROCEDURES.

a. Transponder Code Assignment. Transponder code to be assigned by and at the discretion of Ontario ATC. When not assigned, aircraft will squawk default law enforcement transponder code of 1206.

b. Types of Operations. To assist in the helicopter operations and ATC handling required, the following phraseology should be used:

(1) Missions Affecting Life. Aircraft call sign followed by words "emergency handling." The aircraft will be given priority service to the maximum extent possible.

(2) Missions Requiring Immediate Handling but Not Effecting Life. The aircraft call sign followed by the words "priority handling." The aircraft will be afforded priority handling based on workload and the separation of traffic.

(3) Missions Not Requiring Priority. When no special handling is necessary, aircraft should utilize regular contact procedures. The aircraft will be provided normal air traffic service and advisories.

c. VFR Operations.

(1) Aircraft shall establish communications with Ontario Tower prior to entry into the Ontario Class C Surface Area**.**

(2) On initial contact with Ontario Tower, provide the following information:

(a) Aircraft call sign.
(b) Handling required.
(c) Requested VFR altitude.
(d) Area of operation (per attachments).

(3) While within Ontario Class C Surface Area, aircraft shall maintain radio contact with the Ontario Tower at or below altitudes indicated in Attachment 1, unless otherwise coordinated.

(4) The east/west corridor depicted in attachments is an area one nautical mile on either side of the ILS final approach course for Runways 26L/8R, extending five nautical miles to the west and ten nautical miles to the east. Transition into or through the corridor requires additional coordination.

d. Special VFR Operations.

(1) Prior to entry into the Ontario Class C Surface Area, pilots shall obtain an appropriate ATC clearance from the Ontario Tower. Ontario Tower must receive the same initial information as under VFR operations (see item 4c(2) above**)** prior to issuance of a clearance.

(2) SVFR helicopters are to maintain visual reference to the surface at all times.

(3) All special VFR helicopter operations shall remain at or below 2, 500 MSL within the areas depicted in Attachment Two and identified as Areas One, Two and Three.

(4) Special VFR helicopter operations may be conducted within Area One and Area Three as defined in Attachment 2 while simultaneous IFR operations are in progress as follows:
(a) With any Runway 26/8 departure.
(b) With any Runway 26/8 arrival on an instrument approach.

(5) Special VFR helicopter operations may be conducted within Area

Two as defined in Attachment Two while simultaneous IFR operations are in progress with any Runway 8 departure.
Note: Ontario Tower shall adhere to all minimums specified in FAA Order 7110 .65 regarding SVFR helicopter operations.

e. Ontario Tower CTRD Unusable or Non-operational.

(1) When Ontario Tower's CTRD is unusable or non-operational, Ontario delegated airspace within the Ontario Class C Surface Area reverts to Southern California TRACON.

(2) SFVR operations may be conducted in Area One only when the runway configurations specified in 4d(4)(a) & (b).

5. ATTACHMENTS.

a. VFR. Operation within Ontario Class *C* Surface Area.
b. Special VFR Operations - Areas One, Two and Three.

_____ _____

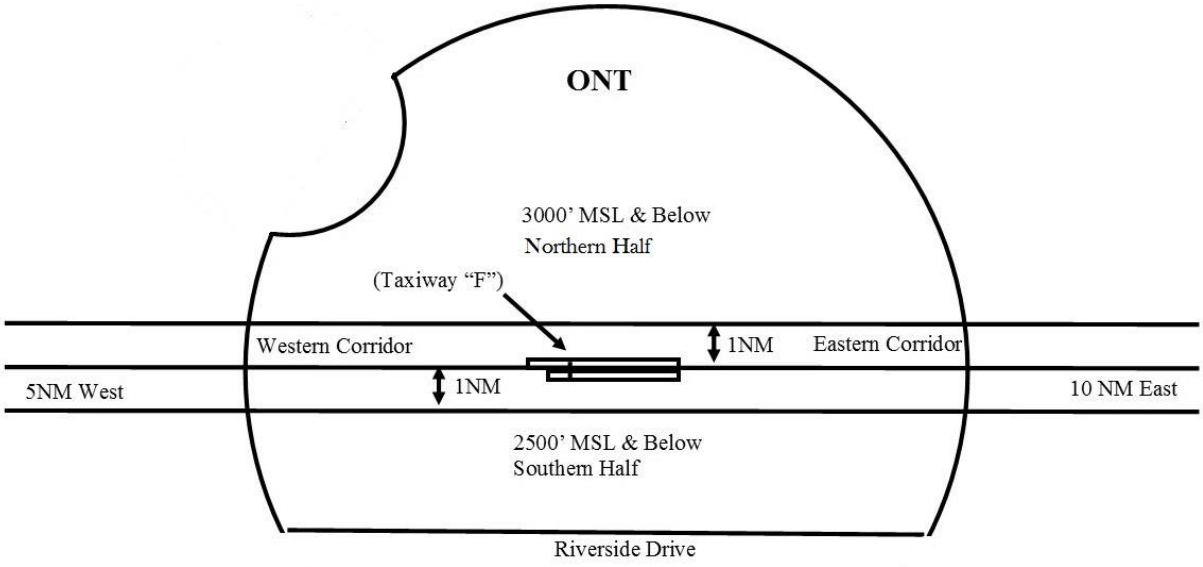
Air Traffic Manager, Ontario Tower
Federal Aviation Administration

Commander, Emergency Operations Division
San Bernardino County Sheriff

_____

Air Traffic Manager, S.C. TRACON
Federal Aviation Administration

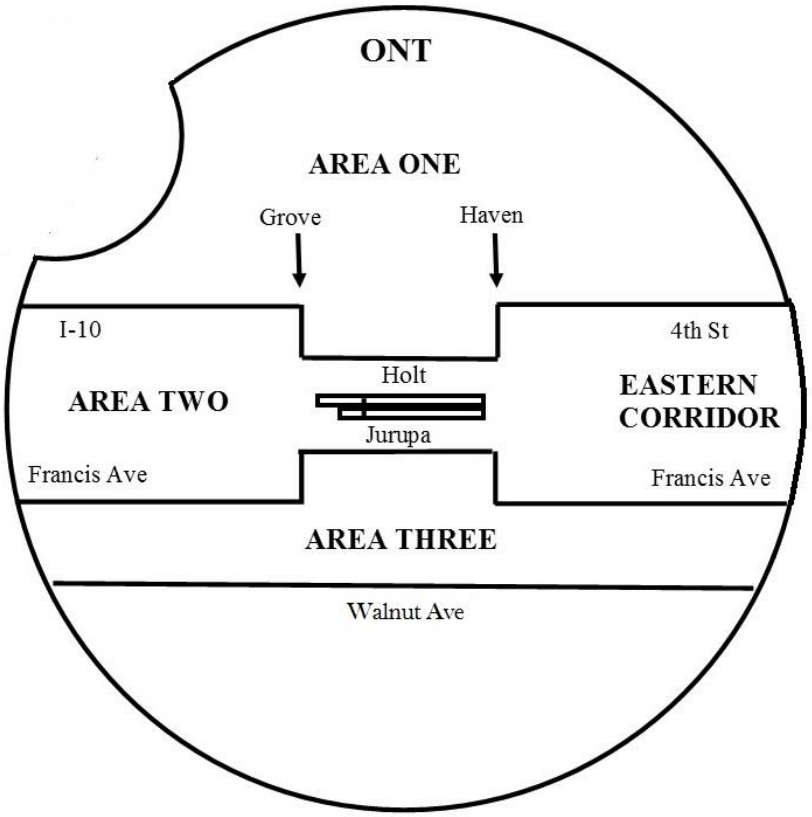
Attachment 1



1. Pilots will contact the tower when approaching or operating within one mile on either side of the east/west corridors.

2. Diagonal taxiway "F" divides east/west corridors.

Attachment 2


ONT
AREA ONE
Grove
Haven
I-10
4th St
Holt
AREA TWO
EASTERN
CORRIDOR
Jurupa
Francis Ave
Francis Ave
AREA THREE
Walnut Ave

BETWEEN

THE 412th TEST WING (TW)
EDWARDS AIR FORCE BASE CA

AND

SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT
AVIATION DIVISION
199 N. HANGER WAY
SAN BERNARDINO, CA 92408

TO
TRANSIT RESTRICTED AREA R-2515

I
SCOPE

Whereas, R-2515 has been so designated by the FAA and set aside for the use and benefit of the Commander, 412 TW, Edwards AFB CA, in the accomplishment of its mission of testing various aircraft, missiles, and other aeronautical devices and aerospace vehicles; and

Whereas, the user has requested the use of the R-2515 on an regular basis under the sponsorship of the 412 TW Edwards AFB; and

Whereas, the user understands that entering into this Agreement does not exempt them from the Code of Federal Regulations, Title 14 (14 CFR) and it is the user's responsibility to request and obtain waivers of 14 CFR from the FAA; and

Whereas, the user understands that the degree of exposure of the United States to any liability is a material consideration of this Agreement; and

Whereas, the user agrees to comply with all operating and scheduling instructions.

Now, therefore, this Agreement is made and entered into by and between the 412 TW and the user and through their duly authorized representatives and who agree as follows:

II

DEFINITIONS

For the purposes of this Agreement, the following definitions apply:

412th Test Wing: Commander or designated representative.

412 OSS/OSOS Current Operations Scheduling: scheduling agency for R-2515.

412 OSS/OSOA Airspace Management Office: airspace agency for R-2515.

ASU: Airspace for Special Use (e.g. West Range, Alpha Corridor, etc.).

FAA: Federal Aviation Administration.

JCF (Joshua Control Facility): FAA's Combined Control Facility at Edwards AFB CA. They provided terminal and enroute Air Traffic Control services.

Participating Aircraft: Participating aircraft in R-2515 are aircraft under the command of, or sponsored by, the Navy, Air Force, or Army members of the R-2508 Joint Policy and Planning Board (JPPB), and civilian aircraft under letter of agreement whose flights have agreed to operate under Visual Flight rules using the concept of "See and Avoid."

R-2515: Restricted area surrounding and above Edwards AFB, officially approved and designated by the FAA, identified in the Federal Register, shown on aeronautical charts as R-2515, and set aside for use by 412 TW in the accomplishment of its mission.

SPORT: 412 TW Military Radar Unit which provides command and control (C2) services to participating traffic in R-2515.

United States Installation: includes, but is not limited to, all DoD and civilian facilities and United States controlled airspace (e.g. R-2515).

United States Personnel: includes military and civilian personnel of the United States acting within the scope of their employment and authorized users of the United States controlled airspace, and heirs, successors, executors, administrators, and assigns of such personnel.

User: the party or company entering the agreement, or designated representative.

III

HOLD HARMLESS AGREEMENT

In the event the user is a separate contractor with the Government and is using the government's property pursuant to and within the scope of its performance objectives under such separate contract, then the user's obligation to release, indemnify the Government, its agencies or employees, as the case may be, for any such damage to or loss or destruction of said property shall be as stated in such separate contract.

FOR AND IN CONSIDERATION OF THE 412 TW AUTHORIZATION FOR THE SHARED USE OF THE R-2515 FOR THE LIMITED PURPOSES AND SUBJECT TO THE RESTRICTIONS HEREINAFTER DELINEATED, THE USER ACKNOWLEDGES THAT THE ABOVE DEFINED RESTRICTED

AREA IS A HIGH RISK AREA IN WHICH AIRCRAFT, MISSILES, ROCKETS, AEROSPACE VEHICLES, AND OTHER AERONAUTICAL DEVICES, WHICH ARE IN EXPERIMENTAL STAGES AND FREQUENTLY UNPREDICTABLE, AND, AT TIMES, BEYOND CONTROL OF THE OPERATOR, ARE TESTED AND AGREES TO RELEASE FOREVER THE UNITED STATES, ITS AGENCIES, AND UNITED STATES PERSONNEL FROM EVERY LIABILITY ARISING OUT OF THE USE, UNDER THIS AGREEMENT, OF ANY UNITED STATES INSTALLATION, SUPPLY OR SERVICE WITHIN R-2515 BY THE USER. THE USER WILL DEFEND, PAY, OR SETTLE, SUBJECT TO APPROVAL OF THE UNITED STATES, EVERY CLAIM OR SUIT AGAINST THE UNITED STATES, ITS AGENCIES, AND UNITED STATES PERSONNEL BY AGENTS OR EMPLOYEES OF THE USER, OR PERSONS CLAIMING THROUGH THEM, OR BY THIRD PARTIES AND WILL HOLD THE UNITED STATES, ITS AGENCIES, AND UNITED STATES PERSONNEL HARMLESS AGAINST EVERY SUCH CLAIM OR SUIT, INCLUDING ATTORNEY FEES, COSTS, AND EXPENSES CAUSED BY OR INVOLVING THE USER AND ARISING OUT OF THE SHARED USE, UNDER THIS AGREEMENT, OF ANY UNITED STATES INSTALLATION, SUPPLIES OR SERVICES WITHIN R-2515. EXCEPTION: DEATH, INJURY, LOSS, OR DAMAGE TO PERSONS OR PROPERTY RESULTING SOLELY FROM THE WILLFUL MISCONDUCT OF UNITED STATES PERSONNEL.

IV
GENERAL

Civil Use, under this Agreement, is restricted to the user, or duly contracted personnel in accordance with Attachment 1.

The 412th Test Wing Public Affairs (412 TW/PA) is the public release authority for imagery acquired on the installation. If the aircraft intends to use imagery, the user will identify the type of imagery to be used and the areas they intend to image. No imagery flights will be allowed without approval of all entities in the area to be imaged. If imaging occurs during a short notice active pursuit, the user will notify 412 TW/PA within 24 hours and prior to releasing the footage to outside agencies. If any imagery of Edwards Air Force Base's facilities is captured within the scope of the mission, the imagery must be turned over to the 412th Public Affairs Office for a Security and Policy review.

All 412 TW support, under this Agreement, that is normally considered reimbursable must be negotiated in advance, on a case-by-case basis, with the 412 TW/TMGB, Bid and Proposal Division (661) 275-9079.

V

PROCEDURES

All users are required to receive an annual R-2508 and R-2515 airspace briefing prior to flying within R-2515. Users, and user contracted aircraft operators, shall comply with procedures outlined in the briefing, local operating instructions, and this Agreement. The R-2515 airspace briefing and applicable references can be obtained from the R-2515 public website: https://www.edwards.af.mil/Home/R-2515-Airspace/.

R-2515 is continuously active. The Edwards' Tower, Airfield, and SPORT are open in accordance with the IFR Supplement. Operations in R-2515 will be under SPORT control when the SPORT facility is operational. When SPORT is not operational, R-2515 will be under JCF control. The authority of SPORT or JCF to approve or disapprove requests for entry is final. All directions to evacuate the area or comply with any of the requirements or restrictions thereby imposed are mandatory. Aircraft shall contact SPORT on 132.75 MHZ or JCF on 133.65 respectively, or suitable substitute, prior to operating within R-2515.

The pilot of the aircraft will be responsible for maintaining VFR, operate using the principle of "See and Avoid", remain within assigned airspace, and remain clear of the airspace boundary. Responsibility for safety of flight remains with the pilot of the aircraft.

This Agreement does not constitute blanket approval for transit of R-2515. Airspace availability and activation is predicated on the Daily Schedule. Each flight must be coordinated, approved, and scheduled in accordance with Edwards Air Force Base 11-115, "*Scheduling Procedures for Aircraft and Air/Ground Support*." The 412 TW Commander reserves the right to suspend clearance or withdraw authorization for the duration of hazardous testing or in the interest of protecting life and property of all concerned.

If access into the AFRL 'no fly' area is needed, user must pre-coordinate with AFRL prior to requesting to be scheduled. AFRL contact details: Primary: (661)-275-5632, Backup: (661)-275-5521. To schedule access to R-2515, the user must email the scheduling office (412OSS.OSOS.ROC@us.af.mil) and provide the following information:

Date:	12/17 – 12/20
Time:	0800-1800L
Callsign:	N12345
Type Aircraft:	C-XXX
Altitude:	5000 – 12,500' AGL
Inside AFRL:	YES
Pre-approved by AFRL:	YES (Date/Name of who you spoke to.)
Inside Class D:	YES
Departing:	KXXX
Returning:	KXXX

Routes into AFRL and south-bound into the Class Delta require additional coordination when scheduled. User MUST specifically request these routes when

requesting to enter R-2515. User is not authorized entry into these areas unless specifically scheduled. Additionally, SPORT/JCF or TWR must provide explicit verbally, real-time, authorization for these routes.

VI
ADMINISTRATION

This LOA will be reviewed annually to determine the need for revision/modification. This LOA may be terminated by any party thirty days after written notice to the other.

Amendments to this agreement may be proposed by either party and shall be effective upon receipt of written approval by all parties. Coordinate requested changes via email with the R-2515 Airspace Management office at 412OSS.OSO.R-2515AirspaceMgr@us.af.mil.

APPROVED:

_____	_____
_____, Captain	CHRISTOPHER J. SPINELLI, Colonel, USAF
Commander, Emergency Operations Division	Commander, 412th Operations Group
San Bernardino County Sheriff	

Date_____

9.2.2 AIRCRAFT ACCIDENT RESPONSE PLAN

San Bernardino County Sheriff's Department Aviation Unit

Aircraft Accident Response Plan

Revised 04/25/2022
(shall be reviewed and updated annually)

AIRCREW FAMILY NOTICATION PHONE NUMBERS
Contact the on-call Watch Commander, or Division Commander to obtain

01.00 GENERAL INFORMATION

01.01 **Purpose of Aircraft Accident Response Plan:** The Aviation Unit is responsible for maintaining the safe operation of Department aircraft, including preparing for and responding to Department aircraft accident scenes. To fulfill this obligation, a plan of action is needed to cover missing aircraft searches, accident site management, caring for aircrews and their families, accident investigation and associated documentation. This plan will maximize safety for Aviation Unit personnel and give guidance to critical agency members responding to the scene.

01.02 **Activation of the Aircraft Accident Response Plan:** This plan will be activated if Department aircraft are involved in an emergency situation. An emergency exists if any of the following criteria are met:

- Aircrew does not answer a status check from Dispatch, or Station 40 for ten minutes
- Aircrew is more than 30 minutes past due on cross country, maintenance, or an administrative type flight
- Aircraft Emergency Locator Beacon is activated (this will be advised by air traffic control, or a federal search and rescue source)
- Aircrew advises via law enforcement or aviation radio they have an emergency
- 911 caller advises Department aircraft has an emergency (and unable to confirm otherwise with aircrew)

02.00 DISPATCH CENTER (if anything in section 1.02 occurs, or is reported, dispatch will complete the following):

02.01 **Aircraft / Crew Location Unknown:**

- Notify Aviation Watch Commander on the 40-King channel. Aviation Watch Commander will notify Aviation Command Staff.
- Call Aviation Hangar
- Attempt to locate Duty Crew by cell phone
- Request the Aviation Unit Watch Commander, or Dispatch Supervisor to locate the missing aircrafts last known location using Tracplus software
- Tracplus can be accessed by clicking this link; https://web.tracplus.com/Login
    - Login information;
    - Username: SBCSO
    - Password: Sbcsotrac40
- Send patrol unit to Aviation Hangar
- Have appropriate jurisdiction patrol units BOLO for missing aircraft using last reported position and/or dispatched call location until search plan is formed
- Assist Aviation Watch Commander, or Aviation Unit Commander in setting up search plan
- Enter as much information as possible into the call, this incident log will be critical during the follow-up investigation

02.02 **Aircraft Crash Location Identified:**

- Immediately send fire/rescue and EMS to the location (unless specifically cancelled by deputy on scene)
- Instruct fire dispatch to send a HAZMAT team due to the nature of aircraft accidents (unless specifically cancelled by deputy on scene)
- Inform Aviation Watch Commander and responding Aviation Unit personnel of the location
- Ensure the following units are responding to the scene
    - Rescue helicopter crew
    - Patrol supervisor
    - Patrol units to secure scene

03.00 AVIATION WATCH COMMANDER

03.01 **Aircraft Crash Location Unknown:**

- Immediately notify on-call Aviation Sergeant if incident is after-hours
- Locate the missing aircraft's last known location using Tracplus software
- Tracplus can be accessed by clicking this link; https://web.tracplus.com/Login
    - Login information.
    - Username: SBCSO
    - Password: Sbcsotrac40

- Verify if an ELT signal has been received
- If Tracplus or an ELT signal are unable to obtain a probable location, request exigent pings on the crew's cellphones with the on-call Electronic Surveillance Unit Sergeant
- Determine the time and location of Aircrew's last two check-ins order to narrow search area
- Determine possible destination (i.e., call location they were en route to)
- Establish who is missing and what steps have been taken to contact them
- Verify a patrol unit has gone to the assigned hangar
- Verify Aviation Unit Commander and Chief Pilot have been contacted
- Determine if the control towers (or So Cal Approach) have any information
- Coordinate with other law enforcement/public safety agencies and begin a ground search
- Establish a command post at Emergency Operations Division
- Assign personnel to begin an incident log

When the Aviation Commander or Chief Pilot arrives at the command post, they shall assume responsibility for the search.

03.02 **Aircraft Crash Location Identified** (scene located before aviation personnel arrive):

- Instruct the first officers on scene not to disturb the aircraft other than what is necessary to rescue crewmembers. It is to be treated as a crime scene. Any debris trail leading to the crash site is part of the scene and should be treated as evidence (the nature of aircraft accidents is such that they tend to throw debris (evidence) a great distance from the scene. Also, aircraft contain substances such as jet fuel and composite materials which can be hazardous).
- After first aid needs have been met, there is no need for anyone other than those specific individuals listed below to be near the aircraft. Thus, instruct the officers to set up a very large crime scene **(at least 500 feet from the aircraft)** and assume it is a HAZMAT. This will also keep responding media personnel a safe distance from the scene.
- Assign an on-scene supervisor the task of securing the scene until aviation personnel arrive
- Fire/EMS personnel are permitted inside the scene before aviation personnel arrive
- Request the NTSB, or if outside of our jurisdiction, the investigating agency to be a party to the investigation and assign an agency representative.
- In the unlikely event that FAA or NTSB officials arrive before aviation personnel, they may also enter the scene

04.00 AVIATION UNIT COMMANDER

04.01 **Aircraft / Crew Location Unknown:**

- The Aviation Unit Commander will respond to the Emergency Operations Division, which will serve as the Command Post. The Division Commander will be needed in the Command Post to coordinate the search, recovery, investigation, and care for injured aircrews and their families. The Aviation Commander must ensure there are enough personnel made available to delegate the various tasks involved in the operation.
- The Aviation Commander will assume command of the search plan using information obtained from the Aviation Watch Commander and Dispatch Center. The Aviation Commander will coordinate the efforts of the dispatch center, patrol units, scene units, and responding aviation personnel. The Commander will also work with the Department PIO to ensure accurate information is being disseminated to the media.
- If necessary, check with available outside agencies air support units to determine if they can assist with the search with aircraft
- Verify the aircrafts last known location was obtained by Tracplus
- Check if an ELT signal has been received
- Ensure someone has been assigned to maintain an incident log
- Assign aviation personnel to contact crewmembers' family in person, if possible, if the search extends beyond an hour

04.02 **Aircraft Crash Location Identified:**

- Ensure Fire/Rescue (including HAZMAT) and EMS respond to the scene
- Ensure ATC and any search and rescue aircraft in the area have been notified of the aircrew's location and of any emergency medical needs
- Ensure a scene perimeter is set up around the accident site (at least 500 feet from aircraft/debris) and assign a supervisor to control the scene
- Send aviation personnel to the scene (Chief Pilot, Director of Maintenance and Aviation Watch Commander)
- Send Aviation personnel and/or patrol supervisor to the hospital if a crewmember is being transported by EMS
- Assign aviation staff to contact crewmembers' family, in person, if required
- Update PIO as needed

In the event the Aviation Unit Commander is unavailable or is involved in the accident, the Aviation Lieutenant will assume control of the search and accident follow-up procedures. If the Lieutenant is unavailable, an Aviation Sergeant will fill in.

05.00 CHIEF PILOT

05.01 **Aircraft/Crew Location Unknown:**

The Chief Pilot may initially be assigned to begin searching for the aircraft by air. The Chief Pilot will select an Aviation Unit TFO to fly with him and begin the search using information obtained from Dispatch and the Command Post.

05.02 **Aircraft Crash Location Identified:**

The Chief Pilot will go to the accident site. The primary task is to tend to injured crewmembers. The Chief Pilot must also make sure the aircraft is made "safe" (engine/power off, etc.). Once these tasks are satisfied, the Chief Pilot will begin a preliminary investigation of the incident by doing the following:

- Document the accident site (including the cockpit) with sketches and/or photographs as they see necessary
- Interview crewmembers, first responders, flight controllers and witnesses as soon as practical
- Obtain weather conditions at the time of the incident
- Obtain fuel samples, if possible
- Obtain info regarding the call the crew was working, or en route to
- Complete an accident report (witness statements shall be recorded and documented on an incident template in Inform

The Chief Pilot is responsible for the proper completion of these tasks, and any others he determines necessary in the process of the investigation. To accomplish this, the Chief Pilot may delegate some of these tasks as necessary, including requesting additional personnel or specialty units to assist.

In the event that the Chief Pilot is unavailable, or involved in the accident, the on-duty Aviation Sergeant will assume responsibility for the Chief Pilot's assigned tasks.

06.00 DIRECTOR OF MAINTENANCE

The Director of Maintenance has knowledge of the aircraft components and systems which make them an extremely valuable asset in any operation following an aircraft incident.

06.01 **Aircraft/Crew Location Unknown:**

During the search, the Director of Maintenance will take fuel samples from the aviation fuel trucks storage tanks to ensure there is no contamination and to ensure if there is contamination, it is discovered to prevent further loss of equipment. He will then be available to the Division Commander for any operational tasks needing to be completed. The Director of Maintenance may be utilized as a crew member to assist in search efforts.

06.02 **Aircraft Crash Location Identified:**

The Director of Maintenance will respond to the accident site with any equipment required. The Director of Maintenance will assist the Chief Pilot in making the aircraft "safe" (engine/power off, etc.) and with the investigation that follows.

In the event the Director of Maintenance is unavailable, the Lead Mechanic will assume their responsibilities during the incident.

07.00 ADDITIONAL AVIATION PERSONNEL

In the event of an aircraft incident, the vast amount of work needed to find the aircraft, care for the crew, and conduct a follow-up investigation will be best facilitated by having as many aviation personnel on the job as possible.

Responding aviation personnel not already assigned a task by this response plan will first go to the Command Post at the Emergency Operations Division and report to the Aviation Commander (or designee).

Family Contact

Family contact will be conducted at the Aviation Commander's discretion and not before. Aviation personnel **WILL NOT** call family members of missing or injured crew members unless directed to do so by the Aviation Commander. As necessary, the Aviation Commander will send aviation personnel to the contact person's home, school, or place of work **in person**. If a phone call is required to locate the contact person, effort should be made not to convey traumatic information by phone. The family member will be discouraged from driving themselves to the hospital. Aviation personnel will arrange transportation.

After notification has been made, provide family and personnel with the Department's Counseling Team phone number (909-884-0133).

08.00 PUBLIC INFORMATION OFFICER RESPONSIBILTIES

Due to the complexity and general misunderstandings involved with aircraft operations, Sheriff's Department PIO(s) will not make statements to the media about Aviation Unit aircraft incidents without first consulting the Aviation Commander (or designee) to ensure the accuracy of information and what can be legally released (by law, only the FAA or NTSB may release the cause of the accident to the media or speak to the media about any investigation being conducted by the NTSB or its designee. Refer to Title 49, Ch. VIII 830, 831.13 (a) for further information).

9.00

Aviation Unit
Aircraft Accident Response Plan
Quick Reference Guides

9.01 DISPATCH CENTER

If aircraft location unknown:

- ☐ Attempt to aircraft on all applicable radio channels
- ☐ Aviation Watch Commander notified on 40-King channel. Watch Commander to notify Command Staff.
- ☐ Check with DCC / VCC (in case possibly working on those channels)
- ☐ Call Aviation Unit Hangar [909-252-4100]
- ☐ Check CAD to determine who the duty crew is and call their cell phones
- ☐ Locate the aircrafts last known position using Tracplus software
- ☐ Aviation Unit Commander notified

- Send patrol unit to applicable Aviation Unit hangar
- Review dispatch records to determine last two status check locations and time, and/or call location
- **DO NOT** contact crew member's family members without Aviation Commander or designee authorization

Aircraft location known:

- Verify Aviation Unit Commander (or other Aviation Unit staff) and Aviation Watch Commander are aware of the location
- Fire/Rescue dispatched (include HAZMAT response)
- EMS Dispatched
- Patrol units sent to scene to establish scene perimeter/security – (advise at least 500 feet from aircraft/debris)
  - Patrol Supervisor dispatched to scene

9.02 Aviation Watch Commander

☐ **Notify Aviation Command Staff** of incident (Duty / on-call Sergeant, Lieutenant, Captain)

If aircraft location unknown:

☐ Time and location of aircraft's last status checks and or Tracplus data

_____

_____

☐ Control Tower/Air Traffic Control location information (last known)

_____

☐ Emergency Locator Transmitter information_____

☐ Assign someone to begin an incident log

☐ Establish Command Post at Emergency Operations Division

☐ Additional Agencies Responding: Name Contact number

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

(Possible: Riverside Sheriff, Los Angeles Sheriff, California Highway Patrol)

- ☐ Formulate Search Plan
- ☐ Once approved, assign aviation personnel to contact crewmembers' families in person, if search extends beyond an hour.

If aircraft location known:

- ☐ Instruct on-scene units to establish a secured incident scene (500 feet from aircraft, debris and any areas containing collateral damage)
- ☐ Confirm if aircraft is 'safe' (engine off/power secured, etc.)
- ☐ Assign supervisor control of the scene
- ☐ Confirm unit assigned has begun scene access log
- ☐ Assist Aviation Commander and Chief Pilot as needed.

9.03 Aviation Unit Commander

- ☐ **Notify Deputy Chief** of incident as soon as practical

If aircraft location unknown:

- ☐ Command Post established at the Emergency Operations Division
- ☐ Confirm who is involved (accident, missing aircraft)
- ☐ Aviation personnel en route (Chief Pilot, Director of Maintenance, Safety Officer, additional crews)
- ☐ Time and location of aircraft's last two status checks

  _____

  _____
- ☐ Control Tower/Air Traffic Control location information (last known)

  _____
- ☐ Emergency Locator Beacon information _____
- ☐ Establish or adjust search plan as necessary
- ☐ Assign aviation personnel to contact crewmembers' families, in person, if search extends beyond an hour.

If aircraft location known:

- ☐ Confirm condition of aircrew
- ☐ Fire/Rescue (HAZMAT) and EMS en route
- ☐ Confirm if aircraft is "safe" (engine off/power secured, etc.)
- ☐ Supervisor assigned to establish incident scene (500 feet from aircraft, debris and any areas containing collateral damage)
- ☐ Confirm unit assigned has begun scene access log
- ☐ If any crewmember is transported to hospital, send aviation personnel
- ☐ Aviation staff en route to scene (Chief Pilot, Director of Maintenance, and Sergeant)
- ☐ Tower, ATC, other SAR resources updated
- ☐ Aviation personnel assigned to contact crewmembers' families if required

- PIO updated
- Aircraft recovery plan initiated when applicable (Director of Maintenance)
- Update Deputy Chief on crew status and confirm Aviation Unit Stand-down (no flight ops) until further notice

9.04 Chief Pilot

If aircraft location unknown:

- ☐ If necessary, respond to hangar and prepare appropriate aircraft for SAR ops
- ☐ TFO en route
- ☐ Obtain and record current weather info
- ☐ Contact Aviation Watch Commander or Aviation Commander on status of search and last known location.
- ☐ First aid kit / survival bag in aircraft

Aircraft location known:

- ☐ Confirm aircraft safe
- ☐ Provide instructions on how to make aircraft safe
- ☐ Retrieve Accident Response Kit
- ☐ Retrieve camera
- ☐ Scene perimeter adequate
- ☐ Fire/Rescue (HAZMAT)/EMS en route
- ☐ Accident site sketch
- ☐ Photos of site and aircraft
- ☐ Identify and interview witnesses (including crew if possible), first responders, ATC
- ☐ Fuel samples obtained (if possible)
- ☐ Obtain info on call the crew was working (if possible)
- ☐ Obtain WX info at estimated time of accident
- ☐ Confirm if FAA/NTSB responding
- ☐ Complete an incident report

9.05 Director of Maintenance

If aircraft location unknown:

- Confirm fuel samples from SAR aircraft and fuel storage tanks clean
- Prepare tools needed to respond to accident site

Aircraft location known:

- Aircraft safe
- ELT turned off
- Fuel sample taken (if possible)
- Assist Chief Pilot with investigation
- Begin Aircraft Recovery Plan when applicable (See additional information)

AIRCRAFT RECOVERY CONTACTS

1. J P Sykes Trucking (for flatbed trailers) $150.00 per hour
   3915 Conejo Drive

   San Bernardino, CA. 92404

   Contact- John Sykes

   909-917-8324

2. Hill Crane Service ($600 4hr minimum)
   2675 Willow Ave.

   Bloomington, CA. 92316

   Contact-William

   909-820-9886 available 24 hours

3. Cal's Crane Service ($750 4hr minimum)
   3003 Central Ave.

   Riverside, CA. 92506

   Contact- Cal

   951-453-0404

AERIAL CRANE SERVICE

1. Helistream
   3000 Airway Avenue #350
   Costa Mesa, Ca 92626
   714-662-3163
   (UH-60 for light aircraft extraction)

2. High Performance Helicopters Services
   1671Sessums Drive
   Redlands, CA 92374
   (UH-60 for light aircraft extraction)

3. FairLifts Los Angeles Helicopter Lift Services
   800-318-8940
   (Erickson S-64, Boeing CH-47 for medium aircraft extraction)

10.00 Phone Number List

EMS/Fire/Rescue/Law Enforcement:	Valley Dispatch:	909-387-8313
	Desert Dispatch:	760-956-5001
	CONFIRE:	909-356-3805
Unit Commander:	Cpt. Jim Mahan:	951-316-1086
Division Commander	Lt. Brian Chambers:	909-531-3725
Aircrew Family Notification:	See attachment "A"	
Counseling Team:	909-884-0133	
FAA (Riverside):	951-276-6701	
NTSB:	310-292-0569	
San Bernardino Tower:	909-382-4902	
Ontario Tower:	909-605-0057	
SoCal TRACON:	858-537-5800	
Joshua TRACON:	661-575-2100	
Riverside Sheriff's Department:	951-925-9591	
California Highway Patrol:	Apple Valley:	760-240-8004
	Thermal:	760-954-5300
Ontario Police Department:	909-408-1930	
Loma Linda University Medical Center:	909-558-4444	
Arrowhead Regional Medical Center:	909-580-1000	
Desert Regional Medical Center:	760-323-6511	
Civil Liabilities:	909-387-3708	
Public Affairs:	909-387-3700	
Scientific Investigations Division:	909-387-9980	
Coroner's Division:	909-387-2978	
Airbus:	800-267-8371	
Bell:	800-359-2355	
Beechcraft:	844-448-9828	
Mahindra:	877-449-7771	
Twin Commander:	919-956-4300	

9.2.3 TRAINING SYLLABUSES

Refer to the Pilot and TFO Qualification Manuals.

9.2.4 REPORT FORMS