

**BATON ROUGE
POLICE DEPARTMENT
AIR SUPPORT UNIT
STANDARD OPERATIONAL PROCEDURES**



INTRODUCTION

The mission of the Baton Rouge Police Department Air Support Unit is to provide aerial support and expertise for the Departments patrol, investigative and administrative needs.

The goal of the Air Support unit is to enhance the safety of the community and police personnel through the strategic deployment of airborne technologies. The Unit strives to increase the safety of officers as well as increase their effectiveness in crime fighting by utilization of properly equipped helicopter(s).

The Air Support Unit Standard Operational Procedure manual exists to set rules, guidelines and expectations for the safe operation of department aircraft. Neither this manual, nor a collection of documents can cover all conceivable events that may befall an aviator. The intent of this manual is to provide guidance for compliance with specific requirements and generally accepted aviation procedures. Good, timely made decisions and common sense are the best tools an aviator possesses and there may be a time where an aviator will need to deviate from the outlined procedure in the name of safety.

If any or part contained in this manual is found to be illegal, incorrect, inapplicable or in conflict with Departmental Rules, Regulations or Policy, it shall hereafter have no force or effect and the Baton Rouge City Police Policy and Procedural Manual or special orders shall prevail. This finding shall not affect the validity of the remaining portion of this manual

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1.00 PURPOSE AND AUTHORITY

1.10 PURPOSE

This Standard Operating Procedure (SOP) will be used by all personnel assigned to the Baton Rouge Police Air Support Unit both inside and outside departmental jurisdiction and in the assistance of outside agencies. It will conform to current Federal Aviation Regulations (FARs) and Department Directives. Safety must be totally integrated with mission requirements. Unwavering adherence to flight standardization procedures is essential to reduce risks inherent to airborne law enforcement. If differences exist between this SOP and current FARs, the most restrictive will apply.

1.20 POLICY

The Air Support Unit is a flexible, highly mobile force utilized in the reduction of certain types of crime and the preservation of life. To maintain operation at an optimum level of effectiveness, the unit must remain flexible enough to cope with a variety of difficult and complex police problems. Every effort must be made to successfully accomplish the complete integration of their specialty into the total police function.

Goals are the apprehension of criminals and the prevention of crime, accidents and incidents that distress and inconvenience the general public.

The helicopter is a force 'multiplier.' Studies have shown that helicopter/car teams have a felony arrest rate as high as six to ten times that of car teams alone. The aerial vantage gives the helicopter about 15 times the surveillance capacity of a ground unit. This vantage point, plus the speed in which a helicopter can get a trained Tactical Flight Officer over a scene, provides the containment that greatly increases apprehensions.

The primary mission is to support the officers of this department. Therefore, the helicopters will be used mainly to enhance the service provided to the community by its officers

1.30 DISTRIBUTION

A copy of this manual, and all revisions, will be distributed to each of the following:

- A. Chief of Police
- B. Chief of Staff
- C. Division Commanders
- D. District Commanders
- E. Air Support Unit Commander
- F. All personnel assigned to Air Support Unit

1.40 DEFINITIONS

- A. AGL -- Above Ground Level.
- B. AIM -- Aeronautical Information Manual, an FAA publication designed to provide the aviation community with basic flight information and ATC procedures.
- C. AOG -- Aircraft On Ground, refers to an aircraft in a non-flyable status.
- D. ATC -- Air Traffic Control, defined as a service operated by appropriate authority to promote the safe, orderly and expeditious flow of air traffic.
- E. BRPD -- Baton Rouge City Police
- F. CFI -- Certified Flight Instructor..
- G. FAA -- Federal Aviation Administration, responsible for ensuring the safe and efficient use of the Nation's airspace.
- H. FAR -- Federal Aviation Regulation, regulatory requirements placed on the aviation community by the FAA.
- I. FSDO -- Flight Standards District Office.
- J. LFA -- Local Flying Area, defined as the area within Metro Baton Rouge.
- K. Mission Equipment -- airborne thermal imaging system and color camera, moving map, searchlight, video downlink, video recorder, police radios, public address/siren and lojack.
- L. P* -- This refers to the pilot on the controls, regardless of PIC status or duty assignment.
- M. P -- This refers to the pilot not on the controls.
- N. PI -- Unit pilot. A fully trained pilot, who on a particular flight is not designated Pilot in Command.
- O. PIC -- Pilot in Command. Has final authority on the aircraft.
- P. PTS -- Practical Test Standards, published by the FAA to establish the standards for commercial pilot certification practical tests for the rotorcraft category, helicopter class.

- Q. TFO -- Tactical Flight Officer, responsible for operating mission equipment. They may also have flight experience, but have not yet been selected and approved for Pilot in Command status. May also hold a Pilot in Command Status but is acting in the role of TFO.
- R. VFR -- Visual Flight Rules, rules that govern the procedures for conducting flight under visual meteorological conditions.
- S. VMC -- Visual Meteorological Conditions, expressed in terms of visibility, distance from clouds and ceiling equal to or better than specified minima.

WORD DISTINCTIONS

- A. Shall, Will, Must -- indicates a mandatory requirement.
- B. Should -- indicates a preferred, but not mandatory, method of accomplishment.
- C. May -- indicates an acceptable method of accomplishment.
- D. Warning -- an operating procedure, practice, etc., which if not followed, could result in personal injury or loss of life.
- E. Caution -- an operating practice, procedure, etc., which if not observed, could result in damage to or destruction of equipment.
- F. Note -- an operating practice, procedure, etc., which is essential to highlight.
- E. He/His -- for simplicity, the term he/his will also mean she/her.
- F. / -- the diagonal indicates either "or" or "and."
- G. Crew Member/Unit personnel -- refers to any member of BRPD Air Support Unit

CREW COORDINATION ELEMENTS

- A. Communicate positively
- B. Direct assistance
- C. Announce actions
- D. Offer assistance
- E. Acknowledge actions
- F. Be explicit
- G. Provide aircraft control and obstacle advisories
- H. Coordinate actions through sequence and timing

1.50 CHANGES TO THE S.O.P.

Recommended changes to this SOP are to be submitted to the Air Support Unit Safety Officer. All changes must be approved by the Air Support Unit Supervisor (or designee) and the Chief of Police.

1.60 REFERENCES

Review applicable references as necessary for complete and detailed information. The following publications will be made available to each member of the Air Support Unit and should be utilized as necessary to ensure safe operation of Baton Rouge City Police aircraft.

- Federal Aviation Regulations (FARs)
- Airman's Information Manual (AIM)
- Aircraft Operators Manual for each aircraft to be flown
- Baton Rouge City Police Procedural Order Manual
- Baton Rouge City Police Air Support Unit Standard Operating Procedures (SOP)
- Baton Rouge City Police Air Support Pilot Training manual, TFO Training manual, Pre-Accident/Mishap plan

2.00 AIR SUPPORT GENERAL FUNCTIONS

2.10 SERVICES

The primary mission is to support the officers of this department. Therefore, the helicopters will be used mainly to enhance the service provided to the community by officers on patrol. Any situation dangerous to life will take priority over all other missions regardless of the request source. The highest priority will be given to an officer in actual danger or threat of imminent danger.

Air Support Unit services include, but are not limited to:

- A. Directed patrol -- Patrol is a broad term covering many of the most common uses of the helicopter. Of the many studies conducted and statistics compiled on helicopter patrols, all show the same results. There is a definite reduction in crime activity (rape, robbery, burglary, auto theft, etc.) in areas covered by helicopter patrol.

- B. Officer safety -- Helicopters divides the attention of suspect(s) and create a psychological effect of police omnipresence. The violator knows that escape is virtually impossible. The helicopter can see around a corner, behind a fence or look over an entire area essentially eliminating ambush or surprise confrontations. Attacks on, and injuries to, officers are greatly reduced.
- C. Vehicle pursuits -- High-speed vehicle pursuit is unnecessary when a helicopter/car team is on patrol. It is difficult for a suspect vehicle to lose a helicopter. This allows the patrol car to back off to a slower speed and reduce risk to officers and citizens. The helicopter can inform all pursuing vehicles of the suspect vehicle's location and direction of travel. He can also give the best routes to intercept and inform them of any danger that might lie ahead.
- D. Command and control -- The helicopter can climb above the obstacles and the confusion and quickly assess an entire situation, e.g., events, disasters, civil disorders, etc. Depending on the aircraft assigned to the incident, there is no better way to get a commander to the scene for first-hand knowledge and supervision of a situation. The helicopter denies the feeling of anonymity when above a scene; therefore the fear of identification may prevent a crowd from becoming a destructive mob.
- E. Special teams -- The helicopter can provide aerial coverage for S.R.T. during entry operations, hostage situations etc. This coverage can assist the S.R.T. commander in best deploying his teams.
- F. Search for suspect -- The aerial vantage gives the helicopter 15 times the surveillance capacity of a ground unit. It can quickly establish a perimeter, often pinning down a suspect until a K-9 or other ground officer affects the arrest. BRPD helicopters are equipped with an Airborne Thermal Imaging System, which can measure and display extremely small differences in heat emissions between objects. At night, this is the primary search tool. The system assists the TFO in locating a 'target' (suspect, vehicle or scene) and then automatically illuminates with a search light whatever is being tracked, allowing ground units to see what the TFO sees. The video downlink can transmit the displayed image to a central or ground-based receiver for remote command and control, while an onboard video records it for evidence. Ground units are encouraged to request assistance as soon as possible or anytime a suspect is likely to flee.
- G. Search and rescue -- Excellent visibility and the ability to hover makes the helicopter a very effective search vehicle. Unhampered by terrain, it can quickly bypass ground obstacles saving valuable time. The time saved could easily mean the difference between life and death.

- H. Criminal surveillance -- The helicopter can provide a unique manner of gathering intelligence and vice information. Criminals will not be afforded the protection of some of the man-made and natural obstacles that now impede ground surveillance. The helicopter can hold nearby, ready to assist a buy-bust or other high-risk activity that typically results in the suspect fleeing either on foot or in a vehicle. Depending on area of operation, surveillance can be conducted without suspect knowledge.
- I. Emergency medical transport -- BRPD helicopters are not designated medical aircraft. Depending on type of aircraft, they will assist in transporting critical injured officers if it would increase the likelihood of survivability that ground transport would not (i.e. closed/impassable roadways due to natural disaster)
- J. Photography -- The helicopter is capable of providing a new perspective and dimension in photographing accident or crime scenes.
- K. Community relations -- The flight crew can conduct static displays at schools, churches or other civic functions to demonstrate the helicopter's important role in law enforcement.
- L. Providing aerial support for local fire departments -- to include fire mapping and on-scene command observation.
- M. Providing aerial support for outside agencies -- BRPD helicopters are available as a regional resource and may be utilized as requested by City/State Emergency Management.

2.20 PROCEDURES FOR REQUESTING SERVICES FROM AIR SUPPORT

I Duty Status

A. Aircraft "In-Service" Airborne and On Patrol

1. Request for Air Support Unit when aircraft is airborne "On-Patrol."
 - a. Upon takeoff, when not launched for a specific call, the aircrew will notify headquarters on the assigned dispatch frequency that they are airborne, "On-Patrol."
 - b. While the aircrew is on patrol, Any Officer with the Baton Rouge City Police Department may call directly for support from the aircraft. Call priority will establish response; however the Pilot in Command (PIC) of the aircraft will have final authority of the deployment of the aircraft.

- c. Headquarters shall notify the Air Support Unit of all high priority, code 3 violent crimes calls dispatched within the city. Headquarters shall advise the Air Support Unit of the nature of the call, address as well as the zone and sub-zone.
- d. Dispatch will notify the Air Support Unit of the following incidents:
 - 1. Officer or Public Safety Incidents
 - 2. Vehicular/Foot Pursuits
 - 3. Violent Crimes in Progress
 - 4. Surveillance (prior coordination requested if possible)
 - 5. High-Risk Warrant Service (prior coordination requested if possible)

B. Aircraft "In-Service" not airborne at the hangar.

- 1. Any Officer with the Baton Rouge City Police Department may request support from the aircraft through their Shift Lieutenant or acting Lieutenant who will contact Communications and request Air Support Unit to respond to a call, in addition to those calls listed below.
- 2. Dispatch will notify the Air Support Unit of the following incidents:
 - a. Officer or Public Safety Incidents
 - b. Vehicular/Foot Pursuits
 - c. Violent Crimes in Progress
 - d. Surveillance (prior coordination requested if possible)
 - e. High-Risk Warrant Service (prior coordination requested if possible)
- 3. Once requested, the on-duty pilot in command (PIC) will assess the following factors to determine the aircraft's suitability for response:
 - a. Any factor that could affect the safe operation of the aircraft and/or the safety of its flight crew
 - b. Nature of the incident or request (per section 2 below)
 - c. Existing or forecasted weather
 - d. Maintenance condition of the aircraft
 - e. Aircraft capability relative to the mission request
 - f. Physical and/or mental condition of the flight crew
 - g. Crew experience
 - h. Training relative to the mission request
- 4. If the PIC determines that the aircraft can not respond to the request of the Shift Lieutenant, the PIC will contact the Lieutenant and advise to of their reasons why they will not launch to assist.

5. If determined to be “Out of Service” for any reason, the PIC shall notify headquarters via radio or phone.

C. Off-Duty Air Support Unit Call Out Procedures.

1. Air Support Unit call out will require the authorization of a Captain, Major, or the Chief of Police. Call out shall be reserved for highly critical and/or lengthy situations.
2. Upon arrival at BRPD hangar, the Pilot in Command (PIC) determines if the aircraft and aircrew is capable of accomplishing the mission safely.
 - a. If the PIC deems that the mission can not be accomplished safely, he/she shall notify the Commander who requested the service, via telephone, and advise him/her of the reason the request was denied.
 - b. The PIC shall then complete a report to Air Support Unit Supervisor detailing the reasons the request was denied and/or provide a written Denial of Services form detailing why the aircraft was not launched and/or the mission was not completed.

II Outside Agency Use Limitations

- A. Other agencies involved in vehicle pursuit or other crimes which enters and/or then exits the Baton Rouge Police Department’s jurisdiction may request the use of BRPD Air Support Unit if the unit is In-Service (airborne or not). The PIC will have the authority to assist the outside agency with the pursuit and apprehension of the suspect(s).

3.00 UNIT ORGINZATION

3.10 ASSIGNMENT

Members of the Air Support Unit will be assigned to the office of the Chief of Police and the Air Support Commander reports directly to the Chief or his designee.

3.20 SELECTION OF UNIT MEMBERS

As vacancies occur in the Unit, the Air Support Commander will determine when a need exists to initiate a selection process. The selection process for the various elements will consist of the following:

A. Police Pilot

1. Officers must be a Tactical Flight Officer in good standing and must have completed a Tactical Flight Officer Task Manual.
2. Applicants must hold at least a private pilot certificate with a rotorcraft category rating and helicopter class rating.
3. Applicants must possess a current Third Class medical certificate. Weight must be proportional to height, not to exceed aircraft limitations.
4. If applicable, a background investigation will be conducted by the Air Support Unit command staff and will examine criteria such as disciplinary action, ability to perform essential functions of a PIC and their performance in their regular duty assignment.
5. There will be a six-month probationary period during which the applicant will be required to consistently and safely perform the Areas of Operation in the PIC Task Manual. The applicant must always demonstrate sound judgment, aeronautical decision-making and skilled competence in 'Crew Coordination.' During flight maneuvers, the applicant must demonstrate mastery of the aircraft with the successful outcome never in doubt.
6. When the applicant has logged a sufficient amount of flight time to satisfy current requirements imposed by the City's insurance provider, he may be recommended for selection to PIC status by a unit PIC.
7. Upon formal recommendation, the Air Support Supervisor or designee will schedule a check ride for the applicant with the unit CFI.

B. Tactical Flight Officers

1. Distribution of a department-wide memorandum indicating that the Unit is engaged in a process of selection for Tactical Flight Officers. Officers interested in participating in the process will be asked to submit a letter of interest and a resume indicating relevant experience and training.
2. In order to be eligible, officers must have three years of law enforcement experience.. Weight must be proportional to height, not to exceed aircraft limitations and no known previous issues with motion sickness.
3. A background investigation will be conducted by the Aviation Unit command staff and will examine criteria such as disciplinary action, ability to perform essential functions of a Tactical Flight Officer and their performance in their regular duty assignment. The Aviation Unit command staff will also solicit input from the officer's appropriate chain of command and then determine which applicants are to be scheduled for the assessment process.
4. The assessment process will consist of a written test, oral board interview and a practical mission performance exercise. Prior aviation experience is preferable but not required.
5. Upon completion of assessment, the best suited applicants will be advised that they are being invited to participate in the probationary period assessment.
6. The applicants will be temporally assigned to the A.S.U. for a period during which the applicant will be required to consistently and safely perform the Areas of Operation in the Tactical Flight Officer Task Manual. Applicant must always demonstrate sound judgment and skilled competence in 'Crew Coordination.
7. Unit personnel who have successfully completed their Tactical Flight Officer Task Manual may be recommended for selection to Tactical Flight Officer status by a TFO Trainer.
8. The Aviation Supervisor (or designee) has final approval for selection to TFO status. Further T.F.O. selection and initial training process is covered in the T.F.O. training manual.

3.30 PERSONNEL DUTIES, AUTHORITY AND RESPONSIBILITIES

A. To maintain eligibility:

1. Unit PICs must meet the currency requirements outlined in FAR Part 61, Recent Flight Experience: Pilot in Command.
2. Unit pilots must log at least ten hours of flight time each month
* Should this not may be possible due to vacations, weather etc., a letter shall be wrote to the Air Support Unit Supervisor (or designee) outlining the situation that the hours were not met.
3. Unit pilots must be issued and maintain at least a Third Class medical certificate.
4. Part-time TFOs are required to work an average of two days per month.
5. TFOs must log four hours of mission time per month.
6. Unit personnel must successfully complete all unit training as prescribed in the unit's Aviation Training Program.

B. Unit personnel will present themselves for duty being both physically fit and mentally alert. FAR Part 91 covers the use of alcohol and drugs and applies to all unit personnel. Also refer to the AIM, Chapter 8, concerning fitness for flight (including prescription and over-the-counter medicines, fatigue, etc.) Unit personnel shall notify the Aviation Supervisor (or designee) any time their fitness for flight is affected.

1. Unit personnel shall not consume alcohol 8 hours prior to any shift and arrive for duty with no residual effects. Flight crews shall refrain from alcohol while on "On Call" status.
2. Crewmembers will only use medication in compliance with FAR 91.17(a)(3) when assigned to a flight. Crewmembers taking medication not in compliance with FAR 91.17(a)(3) will not act as aircrew on any Department flight, and they will advised the Air Support Supervisor (or designee) of their medical status as soon as possible.
3. Blood donations are not allowed for seventy-two hours prior to any flight.
- 4 A crewmember is generally prohibited from:
 - a. Being on duty for more than 14 consecutive hours.
 - b. Flying more than eight hours in any given shift day, seven combination of day/night and six on night flights (aided or unaided).

- PIC's shall not plan for more than 6 hours of flight for any given shift. This allows for a one to two hour "buffer" in which a mission may be completed and not exceed the maximums for mission conditions.
- If circumstances arise in which a crewmember anticipates exceeding the maximum flight time and/or maximum duty day, the crewmember must brief the unit supervisor (or designee) as to the circumstances, and receive approval to exceed these limits
- Every attempt should be made by the supervisor (or designee) to relieve the crew member(s) as soon as possible.
- At no time will the crew exceed their flight hours by more than two hours or duty day by four hours.

c. Crew members must be provided a ten hour period between scheduled shifts. The crew member is responsible for adequate rest during this time. This does not include emergency call back assignments. These ten hours are from the time the crew member returns to his residence to the time he leaves said residence.

d. Should the need arise that crew members are required to stay at BRPD hanger for a extended time (i.e. natural/man made disaster, etc..), crew members will still be allotted proper sleep and crew member rest in Unit's bunk room.

e. It is imperative that air crews receive adequate rest periods purely as a safety method. Due to the high stresses of flight, crew member rest can not be compared to the normal time off of other divisions of the department. Little items missed in a pre-flight or on a check list can be disastrous and the lives of the crew and civilians on the ground depend on an alert air crew.

C. Crewmembers should expect to be called in for duty during their off-duty hours/days off to respond to emergency situations when placed on the on-call list. Crews will be compensated according to existing departmental policy concerning call-back time.

1. Communications will be forwarded an on call list with PIC and TFO department issued phone numbers. Upon realizing the need for Air Support, a supervisor with the rank of Captain or higher will contact Headquarters advising them of his request. A Communications officer will then contact the on call flight crew.

2 Crewmembers shall proceed to BRPD hanger without delay using common sense whether to utilize lights/siren.

D. Maintenance, care and cleaning of storage, office facilities and equipment assigned to the unit will be the responsibility of all unit personnel.

E. Foreign object damage (FOD) prevention program:

1. Purpose: To establish procedures to be followed in avoiding FOD;
2. Responsibility: It is the responsibility of all individuals assigned to the Air Support Unit to be alert for any possible FOD hazards and to remedy the hazard either by immediate action or by reporting the hazard to the Unit supervisor.
3. Procedures:
 - a. All hangars, ramp, and training areas will be maintained in a constant state of cleanness;
 - b. A check of the immediate area by flight crews and maintenance personnel prior to any operations of aircraft;
 - c. All waste materials will be disposed of in containers in the hangar and ramp areas;
 - d. Maintenance personnel will be responsible for the cleanness of work areas and inventory of tools after each maintenance job performed;
 - e. Maintenance personnel will be responsible for making sure that all interior spaces of the aircraft are free of any foreign material prior to closing of inspection covers and panels after maintenance has been performed; and
 - f. All aircraft crewmembers will be constantly looking for FOD hazards in the immediate proximity of their aircraft.

F. Unit Supervisor -- The Unit Supervisor may or may not hold PIC or TFO status. The Unit Supervisor reports to the office of the Chief of Police. The Air Support Unit will have one Supervisor to oversee the entire operations of the Unit, on all shifts. Due to personnel shortages, the position of Unit Supervisor may be delegated to the Chief Pilot or other as deemed necessary by the Chief of Police.

The Unit Supervisor is expected to maintain discipline within the Unit. Proper lines of authority and responsibility are to be established at all levels so that all personnel are fully aware of their role in the operation of the unit.

The Unit Supervisor shall devote such time as necessary to accomplish his duties. The Air Support Unit Supervisor shall provide a 24-hour helicopter capability. During the absence of the Unit Supervisor, another designated person shall be in charge, usually the on duty PIC.

The Unit Supervisor is responsible for the maintenance and care of facilities and equipment assigned to the unit.

G. Training Officer -- The Training Officer is a PIC in the Air Support Unit that is assigned the duties of the Training Officer by the Unit Supervisor.

The Training Officer shall insure that all certifications, ratings, and physical examinations required by the Department, Federal and State agencies are maintained in a current and valid status by all affected Unit personnel. Records will be maintained of these certifications, ratings and physical examinations.

The Training Officer will also schedule re-currency training for all members of the Air Support Unit. The training outline for this re-currency training will be developed and kept updated by the training officer to meet the needs of the Unit.

Training officer assignments may be made on both the dayshift and nightshift

H. Safety Officer -- The Safety Officer is a PIC in the Air Support Unit that is assigned the duties of the Safety Officer by the Unit Commander. There are specific hazards inherent to airborne law enforcement. This officer is the control mechanism for maintenance and safety functions in the Unit. The safety officer holds key responsibilities within the aviation safety management process. They include:

- 1 Take appropriate action once a hazard is identified;
2. Institute an effective communications system within the Unit to handle safety related issues;
3. Advise and assist the Unit Supervisor in the establishment and management of the aviation safety program and;
- 4 Maintain a pre-mishap plan and ensure concerned personnel are familiar with its use.
5. Ensure that NOTAM and reading files are complete and up to date.
6. Maintain a viable aviation safety program for the Air Support Unit. Assist the Chief Pilot in the formation and implementation of safe operating procedures.
- 7 Conduct periodic training in the area of aviation safety.

- 8 Conduct safety orientations for new personnel.
- 9 Participate in safety seminars, surveys, and programs.
- 10 Disseminate to all Air Support Unit personnel, current safety information from the aviation industry, aviation schools, and aviation seminars..
- 11 Maintain a current mishap prevention program and pre-accident plan for the Air Support Unit.
12. Manage the Air Support Unit's hazard reporting program.
13. Provide technical guidance where safety is a factor in unit operations.
- 14 Disseminate any mishap reports involving other law enforcement aircraft to unit members.
15. Maintain liaison with FAA personnel regarding safety issues.
- 16 Evaluate needed safety equipment, solicit input from other Air Support Unit pilots, and submit purchase recommendations to the Deputy Command Pilot.

I. Maintenance Officer – The Maintenance Officer is a PIC in the Air Support Unit that is assigned the duties of Maintenance Officer by the Unit Commander. Maintenance Officer shall assist the Unit Supervisor on the following but not limited to:

1. Ensure reported discrepancies are brought to the attention to the appropriate maintenance personnel.
2. Follow up on maintenance requests so as to ensure that reported discrepancies are repaired, deferred or dismissed.
3. Ensure periodic inspections (i.e. 50 hr, 100 hr, 150 hr, annual, pitot static, etc.) are completed in a timely manner.
4. Run-up aircraft following maintenance or inspections as appropriate.
5. Ensure aircraft are ferried to and from the necessary maintenance locations for repairs or inspections as needed.
6. Ensure the maintenance board information is current.
7. Ensure other Air Support personnel are aware of maintenance problems and make suggestions as needed to prevent “bottle-necking” of periodic maintenance.
8. Report to Unit Supervisor any discrepancies that would cause flight-scheduling conflicts.

J. Special Projects Officer:

1. .Research new equipment for the Air Support Unit.

2. Assist in the compilation of grant requests for pilot training, supplies and equipment.
3. Assist in the purchase or acquisition of equipment needed for operation of aircraft.
4. Assists Maintenance Officer in his duties
5. Ensures that all landing areas for static displays are suitable and safe
6. Other duties as assigned by the Unit Supervisor (or designee).

K. Accreditation Officer

1. Research and ensure compliance with proper standards set for by CALEA and/or any other Standards and Accreditation organization as required by the Chief of Police (or his designee).
2. Ensure that proper records are kept for all standards, safety, maintenance, expense reports etc. and filed so that easy access can be gained to them.
3. Complete a plan to for the proper documentation and preservation of video evidence recorded by ASU personnel. This plan must be in compliance with all Department rules as well as Local, State and Federal laws. Accreditation Officer must also ensure that ASU personnel comply with this plan.
4. Work with the Department Accreditation Officer and Legal Advisor to ensure continued compliance.
5. Other duties as assigned by the Unit Supervisor (or designee).

4.00 OPERATIONAL PROCEDURES

4.10 GENERAL FLIGHT OPERATIONS

B.R.P.D. aircraft will only be operated by authorized B.R.P.D. pilots, except for authorized flight training or essential testing conducted by a unit CFI. At no time will the helicopter be left unattended while the engine is operating. At all times the engine is operating, a certificated unit pilot will be at a set of flight controls. For safety purposes, every reasonable attempt shall be made to keep unauthorized persons at least 50 feet from the aircraft. Similarly all vehicles, including police vehicles, shall be kept 50 feet from the aircraft unless the PIC authorizes a closer approach. Smoking is prohibited inside, and within 50 feet of BRPD aircraft.

4.20 PROHIBITED MANEUVERS

1. Practicing emergency aircraft procedures:

Emergency practice procedures will not be performed without the express written consent of the Unit Supervisor. This approval may be given on a form designed for this purpose. Emergency procedures, which require prior approval from the Unit Commander to be practiced, include but are not limited to;

- a. Low Rotor RPM – Recognition and Recovery;
- b. Fuel Control or Governor Failure;
- c. Manual Fuel Control Operations;
- d. Anti-Torque Failure – Fixed Pitch Setting;
- e. Cyclic Trim Failure;
- f. Forced Landings;
- g. Auto-rotations, both from Altitude and Hovering;
- h. Settling with Power Recognition and Recovery; and

i. Running Landings. Absolutely no emergency practice procedures will be performed during the hours of darkness.

2. The following practice procedures are prohibited at any time:

- a. Auto-rotations from altitude with full touchdown landings;
- b. Any emergency practice procedure with a passenger aboard. The only personnel allowed aboard the aircraft, during emergency practice procedures, are the two flight-crew members; and

- c. Hovering auto-rotations at an altitude of more than three (3) feet

4.30 REQUIRED EQUIPMENT

In addition to documents required by FARs, the following items shall also be on board the aircraft at all times:

1. Unit approved checklists.
2. Houston sectional/Louisiana Aeronautical Chart with LFA boundaries..
3. Baton Rouge street map, with block numbers.
4. Local area frequency card and phone number list.
5. Kneeboard with paper and pencil.
6. First aid kit.

4.40 WEATHER MINIMUMS

1. The Baton Rouge Police Department Air Support Unit operates in non-icing, VMC during both day and night. FAR 91 outline basic VFR weather minimums and will apply to unit pilots.
2. The PIC may decide to fly when weather is below these minimums after considering such factors as: the urgency of the mission, the type of weather, crew experience, crew fatigue and whether it is to be flown during hours of darkness. PIC of each flight will complete a risk assessment utilizing the units Risk Assessment matrix chart to determine the risk of that flight. If the flight falls in to a low or low/moderate category, the PIC may launch with prior understanding/approval from the Unit Supervisor (or designee) Should the mission fall in to a mod/high or high category, i.e. .low ceilings, night etc. , prior approval (in person or on the phone) must be granted from the unit supervisor (or designee) prior to launch.
3. The Air Support Unit Operational Parameters are divided into three types of missions:
 - A. ROUTINE (Example: Scheduled flights, patrol, photo flights, surveillance, static displays).
 - B. PRIORITY (Examples: Manhunts, SWAT Operations, downed aircraft, lost persons).
 - C. EMERGENCY (Examples: Law enforcement needs immediate assistance- life or death situation.

4. Each type of mission is limited by minimum weather criteria:
 - A. ROUTINE: Day 3 statute miles visibility, 1,000 Ft. AGL
Night 5 statute miles visibility, 1,500 Ft. AGL
 - B. PRIORITY: Day 3 statute miles visibility, 800 Ft. AGL
Night 3 statute miles visibility, 1,500 Ft. AGL
 - C. EMERGENCY: Day 2 statute miles visibility, 700 Ft. AGL
Night 3 statute miles visibility, 1,000 Ft. AGL
5. A special VFR clearance must be obtained from Baton Rouge ATC tower or Approach Control prior to operating in their Class C airspace, whenever the basic VFR minimums are not met.
5. Flight should not be conducted within 20 miles of a severe thunderstorm. (AIM Chapter 7)
6. Due caution must be observed with regard to wind shear and other applicable weather warnings.
7. Refer to the aircraft operator's manual for wind limitations.
8. Refer to the aircraft operator's manual for snow operations.

4.50 NIGHT FLYING

Night missions will require both a PIC and TFO/PI unless approved by the Air Support Unit Supervisor/Chain of Command. Night flying can be safely conducted only when a visible horizon is evident. For night flying operations, special attention must be paid to lighting equipment and cabin enclosure cleanliness. Instrument light brilliance should be set to the minimum necessary for instrument legibility; unnecessary bright interior lighting will restrict night vision outside the cabin. Pilots must be aware of the limits of night vision (e.g., loss of visual acuity, visual illusions, etc.) and learn to use night vision techniques (e.g., scanning, off-center viewing, etc.) to compensate for them. For night takeoffs and landings, the landing light should be used to provide sufficient illumination for depth perception and height judgment. Windshield cleanliness is extremely important, since dirty or streaked panels reduce and distort vision and create distracting reflections from extraneous lights.

4.60 AIRCRAFT LIGHTING

PIC will ensure that anti-collision lights and position lights are on any time the engine is running on the aircraft, except when it is deemed necessary to turn them off to avoid vertigo. Pilots are further encouraged to turn on their landing lights when operating within 10 miles of any airport, or in conditions of reduced visibility.

4.70 PASSENGERS

1. Any passenger brought on board a Baton Rouge City Police aircraft will be briefed as to emergency procedures, emergency egress and safety procedures by the PIC prior to flight.

4.80 FLIGHT ALTITUDES

1. The helicopter will normally be flown at 500-700 MSL Day flights, 800 - 1000 ft. MSL for Night orbits/FLIR work. If outside of the LFA, the helicopter will be flown at a minimum of 1000 on night flights or higher, depending of maximum elevation figure as depicted on the VFR sectionals.

2. The actual altitude flown will be defined by the mission, crew experience and at the discretion of the PIC and with ATC approval if needed, as required for safe operation.

4.90 CALL SIGNS

1. While conducting operations within the Baton Rouge Class C airspace, unit pilots will use the ATC radio call sign "City 1" for N441PD. The BRPD hangar facility will be referred to as the "City Police Hanger" The "City 1," designation shall only be used when communicating with Baton Rouge ATC while conducting local VFR operations.

2. For operations outside Baton Rouge airspace, reporting procedures will conform to AIM Chapter 4.

3. The BRPD radio call sign for the unit is "Air 1" when communicating with communications or ground officers.

4.100 TRANSPONDER CODES

1. Transponder code 0263 is assigned to “City 1” and shall be authorized only when conducting helicopter operations within Baton Rouge delegated airspace.
2. For operations outside KBTR airspace, transponder procedures will conform to AIM Chapter 4.

4.110 LETTERS OF AGREEMENT

1. There is a Letter of Agreement between the Baton Rouge ATC Tower and the BRPD Air Support Unit on file with the Baton Rouge Air Traffic Manager and the BRPD Aviation Supervisor. It outlines procedures for BRPD aircraft when arriving/departing and applies to unit pilots.
2. Letters of Agreement are typically revised and renewed annually with ATC, by the Aviation Unit Supervisor.

4.120 HELICOPTER DISPLAYS

1. A BRPD helicopter may be landed at schools, churches, community events etc., to promote good community relations and explain the helicopter's important role in law enforcement. Every effort will be made to accommodate these requests, however, the Air Support Unit requires that there be additional participating displays, i.e., K9, BRFD, EBR EMS, etc., and that the helicopter's presence compliments the event. Otherwise, the request may be denied. In addition, they are subject to crew and aircraft availability and may be cancelled at the last minute due to unfavorable weather or a higher priority call for service. Requests for schools must come through the SRO. Requests for community events must come through that community's.
2. When a request is received, a crewmember must visit the site (by air or ground) to approve it and to allow for proper planning. The Air Support Unit will provide AMR forms to be completed by the requestor and forwarded the Aviation Supervisor (or designee) for approval.
3. A uniformed officer, firefighter or competent authority should be on-scene, and in radio contact with the crew for landing through shutdown for all displays.
4. Proper high, low and ground reconnaissance will be conducted for each event.
5. Ground personnel will keep a touchdown point of at least 100' x 100' clear of

all spectators. Do not approach the aircraft until signaled clear by flight personnel.

6. No persons will be permitted under the helicopter during final approach to landing or under the takeoff path during departure.

7. If the helicopter display is part of an event that includes other activities, i.e., booths, tents, tables, games, etc. and is scheduled to be set up prior to the helicopter's arrival, additional clearance for approach and landing must be allowed to reduce the risk from blowing debris.

Note: The helicopter display will be canceled if the aircrew deems any portion of the approach, landing or departure unsafe.

4.130 OFF SITE LANDINGS

1. An off-site landing is one that is made to a location other than at an airport/heliport. An unimproved surface is one that is not paved. When an off-site landing is required, an improved surface is always preferable.

2. The PIC may make an off-site landing to an unimproved surface, but only after conducting a thorough high and low area reconnaissance to determine the suitability of the intended landing site. He must determine wind conditions and analyze the approach and departure paths to detect wires and other obstacles. Terminate the approach to a hover.

CAUTION: A careful ground reconnaissance must be accomplished prior to touchdown, to detect obstacles that might damage belly-mounted equipment. Aircraft slope limitations will be observed.

3. An off-site landing to an unimproved surface is more difficult at night because of low contrast. To aid the successful performance of this type of operation, the PIC should scan the area with the searchlight while the PI/TFO scans with the Thermal Imager.

4. During night operations outside the LFA, off-site landings should be made to an improved surface.

Note: Some off-site landing areas may be confined areas as well, requiring additional planning considerations.

CAUTION: During the approach, if the P* loses visual contact with the intended point of landing because of blowing dust or snow, he will inform the P or TFO and perform a go-around

5. Other than emergency situations (i.e. Precautionary Landings), all off site landings shall be filed and approved by Chief Pilot/Supervisor to include Photographs, High/Low ground resonance to be placed in to the approved LZ/PZ book inside of the aircraft.

4.140 OVER WATER FLIGHTS

Any time a BRPD helicopter is being flown over water beyond gliding distance from the shore, all persons on board shall wear an approved over water vest having been thoroughly briefed on its operation.

Be prepared. Rehearse for an emergency landing to water and identify reference points to aid your egress. (A reference point is a physical object that you can grasp to keep oriented.)

1. In the event a landing is made to the water, follow these steps IN ORDER:

a. Open the doors prior to entering the water, if time permits. This may prevent them from becoming jammed by a bent frame on impact.

b. Once in the water, wait for all violent motion to stop. This may mean that the aircraft will sink, but if you try to egress while water is rushing in, you may lose your reference points.

c. After the motion has stopped, unhook the ICS cord to your helmet.

d. Open the door if you have not already done so.

e. Get your reference point and don't let go.

f. Unfasten your seatbelt.

2. To egress: begin from your first reference point and hand-over-hand your way out, holding at least one reference point at all times until you are clear of the aircraft.

REMEMBER: CORD, DOOR, REFERENCE, BELT.

WARNING: In 50-degree water, the average survival time is about two hours.

WARNING: In 35-degree water, the average survival time is about five minutes.

4.150 REFUELING PROCEDURES

1. Fuel is available at the BRPD hangar facility and serves as the unit's primary refuel location. Fuel is also available at the State Police ramp should the need arise that the City Police pumps are out of service.
2. When outside the LFA, pre-mission planning must consider alternate fueling arrangements, to include payment, if necessary.
3. The helicopter will be refueled upon completion of each flight and prior to being placed in the hangar.
4. Refueling operations should not be conducted in the rain.
5. Refueling operations will not be conducted when there is lightning within five miles, or within sight, of the refueling location.
6. The ground power unit will not be connected or disconnected during refueling.
7. If a spill occurs, refueling should be stopped and the airport fire department notified in accordance with existing procedures.
8. Cold Refuel
 - a. The helicopter will normally be completely shut down and unoccupied during refueling operations. This is by far the safest way to refuel, therefore is the preferred method.
 - b. Personnel not involved in the refueling procedure must be at least 50 feet away from the aircraft.
 - c. The aircraft will be grounded prior to conducting refuel.

4.160 FORCED/PRECAUTIONARY LANDINGS

1. In the event a forced landing is made or damage to the aircraft occurs (based on FAR/AIM and FAA crash recovery procedures), the PIC will secure the aircraft and immediately notify the Aviation Supervisor (or designee)/Chain of Command. The PIC will contact an on duty Uniform Patrol supervisor in the district where located or closest if out of LFA, if needed, for assistance in securing the aircraft. PIC will then make arrangements to obtain the units trailer, load the aircraft and recover it to the hangar.

2. No attempt to fly the aircraft will be made until it has been inspected and cleared for flight by qualified maintenance personnel.
3. Any time the flyable status of unit aircraft change, the unit supervisor will be notified immediately.
4. Following any incident or event that results in AOG, the PIC will immediately contact the unit supervisor and unit mechanic. Immediate response will be coordinated by unit staff to ensure the most expeditious return to service of the aircraft. Prior to the end of their shift, the PIC will complete a Significant Incident Report detailing the incident or event and any procedures or actions.
5. Should any injury be sustained during any force/precautionary landing, unit personnel will comply with the pre-mishap plan set forth by the units Safety Officer. This plan will be located in the units flight planning room.

5.00 CREW DUTIES

5.10 CREW STATIONS

The PIC will sit in the helicopter's right, front seat and the TFO/PI will sit in the left, front seat. When two designated PICs are assigned to the same flight, the pilot in the right seat shall be the PIC for that flight. During single-pilot operations, the PIC shall occupy the right, front seat.

5.20 PILOT IN COMMAND

1. Check the unit calendar for daily scheduled missions immediately upon beginning his tour of duty.
2. Perform a preflight inspection of his assigned aircraft logbook immediately upon beginning his tour of duty to ensure that adequate flight time is available before the next maintenance action is required and to ensure that it is equipped and capable of all anticipated missions.
3. Perform a preflight inspection of his assigned aircraft immediately upon

beginning his tour of duty. A crew member and passenger brief will be conducted prior to any flight with passengers.

4. Conduct at least a thru-flight walk around inspection between flights.

5. Conduct a thorough post-flight inspection at the completion of each flight.

Note: Any discrepancies will be reported to unit maintenance personnel and the Air Support Unit Sergeant.

6. Conduct a detailed debriefing with the crew following each flight.

7. Obtain and assess an official weather briefing upon beginning his tour of duty and/or as required.

8. Responsible for the coordination, planning and execution of his flight assignments.

9. Responsible for the knowledge of, and compliance with, all applicable FARs, Unit SOP, department directives and aircraft operator manuals.

10. The PIC shall, when practical, follow the incident commitment instructions of the TFO.

11. Ensure refueling of his aircraft and assist if necessary. The minimum fuel required for routine patrol is 40 gallons. For scheduled, timed missions, the PIC must ensure that the aircraft has enough fuel to accomplish the mission plus 20 minutes reserve. A good rule of practice is to never launch on a flight with out the aircraft full of fuel.

12. Complete aircraft logbook entries.

13. Ensure data entered in the Air support Unit Activity Report is complete and accurate.

14. Assign crew duties as necessary.

5.30 TACTICAL FLIGHT OFFICER

1. Assist in preparing the aircraft for duty. TFO will assist with movement of the aircraft in and out of the hangar as required and conduct refueling when necessary.

2. Logon unit in to LE5000 Aero Computer.

3. Ensure that all required equipment is operational and properly stowed aboard

the aircraft.

4. Responsible for the knowledge and operation of all mission equipment. Perform operational checks and appropriate calibrations during each flight.
5. Responsible for all ground coordination, police radio communication and perimeter control.
6. Assist with monitoring ATC communications to ensure separation and safe operation as required.
7. Responsible for the aerial recognition of:
 - a. Landmarks, e.g., high-rise obstacles, specific buildings, etc.
 - b. Major streets, highways and intersections.
 - c. Financial institutions.
 - d. Automobiles, make and model.
 - e. Suspicious activities.
8. Exit the aircraft after all off-site landings and assume a position where he can observe the approach of any person or vehicle.
9. Keep notes regarding the time a call is received, time of arrival, type call, primary officer, etc., for accurate reporting.
10. Complete the Air Support Unit Activity Report.

5.40 OTHER CREW RESPONSIBILITIES

1. Unit approved operator and crewmember checklists will be used for engine prestart through shutdown.
2. Any time control of the aircraft is transferred from one pilot to another, a positive, three-way transfer of controls will be used, followed by visual confirmation. For example, "I have the controls." "You have the controls." "I have the controls."
3. The P* is responsible for controlling the aircraft and avoiding traffic and other obstacles.
4. The P* will primarily focus his attention outside the aircraft and respond to navigation instructions given by the P/TFO. The P* will announce significant landmarks to assist in navigation.
5. The P* must maintain radio communication with the appropriate ATC facility.

He may monitor the police radios, but this is recommended only after the aircraft has arrived over a scene.

6. The P/TFO will direct the P* to change aircraft heading, airspeed and altitude as appropriate to perform the desired mission.

7. The P/TFO will focus his attention primarily on the ground scene and mission equipment as required; however, as his workload permits, he will assist in clearing the aircraft and provide adequate warning to avoid traffic and other obstacles.

8. The P/TFO will monitor the police radio and will normally perform TFO duties

5.50 PERSONAL RESPONSIBILITIES

1. Each crew member is responsible to ensure that all flight minimums are obtained and that their flight currency has not lapsed.

2. Each crew member is responsible to ensure that their flight physical (or equivalent) is current and the crew member can perform the physical duties of the classification they hold.

3 Due to the close proximity of personnel inside of the aircraft and extreme dangers involved in Police Aviation, good crew member coordination is not only suggested it is a must. In order to have good communication, the Unit has to operate as a Non-Hostile work environment. Disagreements shall be dealt with in a non-confrontational way.

4. Disciplinary action, up to and including removal from the Air Support Unit, may be taken upon a crew member for constantly failing to meet minimums, low morale, negative attitude or any other personal trait that the Air Support Unit supervisor (or designee) deems to be a safety of flight issue. This shall be documented over a period of time and presented to the Chief of Police (or his designee) for final authority.

5. Air Support Unit supervisor (or designee) and/or Unit Safety Officer has the authority to ground any crew member on a temporary basis if they deem that crew member not fit for duty. This can include but not limited to over the counter narcotics, crew member rest and crew member mental state (i.e. family death, divorce etc.), until the crew member resolves the issue. This also shall be documented and forwarded to the Chief of Police (or his designee).

6.00 AVIATION TRAINING

6.10 PILOT PROFICIENCY REQUIREMENTS

The Aviation Training Program establishes policy designed to provide training that will ensure safe and effective performance of the unit's missions. Its purpose is to standardize aviation training and documentation within the unit. The Baton Rouge City Police Department does not conduct initial rotorcraft flight training, therefore, it does not provide detailed lesson plans for applicants working towards a certificate or rating.

A. Pilot Proficiency Requirements

1. Unit pilots will complete a flight review every 24 calendar months as required by FAR Part 61.
2. The calendar year will be divided into two semiannual training periods; January through June and July through December. During each semiannual period, unit pilots will have a currency ride with a unit CFI. Currency rides will be similar to a flight review, with emphasis on any weak area of operation previously identified or requested by the pilot.
3. No-notice evaluations will be conducted by a unit CFI on a regular basis in order to detect any weaknesses or trends within the unit. Training will be adjusted to place emphasis on improving those areas. Evaluations may be written, oral, flight or spot checks of administrative procedures.
4. The unit will be out of service as required to conduct both unit training and mission training in support of other units, i.e. SRT, K9, etc.
5. Unit Pilots will attend periodic refresher training/safety offered by outside companies or agencies at the discretion of the Unit Supervisor (or designee).

6.20 CONDITIONS

1. All in-flight training and evaluations will be conducted under visual meteorological conditions with a ceiling and visibility.
2. In-flight training and evaluations will normally be conducted during daylight hours. However, certain maneuvers or operations may be performed at night at the discretion of the CFI conducting the training.

6.30 PERFORMANCE STANDARDS

1. Each PIC flight review will be conducted in accordance with the PIC training manual.
2. At a minimum, Unit pilots are expected to meet the standards outlined in the Rotorcraft/Helicopter-Private Pilot Practical Test Standards (PTS).
3. Appropriate logbook entries/endorsements will be made and maintained.
4. Unit TFOs must satisfactorily complete an annual currency ride meeting the standards set forth in the TFO manual.
5. Unit CIF may, at any time, administer No Notice check rides as well as written knowledge, aeronautics and emergency procedure exams to unit Pilots and TFO's.

7.00 PERSONAL EQUIPMENT

7.10 ISSUE

1. Upon permanent assignment to the position sought, unit personnel will be issued the equipment necessary to perform their duties. Each Unit member on flight status will be issued required flight uniform for the Unit.
2. Unit members will properly maintain all issued gear and insure that it is kept in proper working order. Lost issued equipment will be handled according to department policy.
3. Unit members will report lost, damaged or worn out equipment and/or uniforms to a Unit supervisor in order to facilitate replacement.

7.20 AUTHORITY OF WEAR

1. Unit members will wear department approved Class B flight suits while assigned to flight duty. The color of the flight suit will be determined by the type of flight to be conducted (i.e. green for training, blue for patrol) or as directed by the Unit Supervisor or designee.
2. Class C uniforms may be worn for administrative wear or otherwise authorized by Unit Supervisor or designee.

3. When performing any type of public helicopter display or speaking engagement, Class B blue flight suits shall be worn by all flight crew members.

4. Baseball caps with Unit logo are approved for wear and may be worn at crew member discretion.

8.00 RECORDS MANAGEMENT AND SPECIAL REPORTING

8.10 VIDEO RECORDING

The police helicopters have been equipped with video recorders. The purpose is to give the flight crew the ability to video record evidence of a crime in progress, provide the ability to review a recording in the helicopter which would assist in law enforcement efforts and to obtain recordings of events or places that would assist in future law enforcement planning or other interests of the City.

The flight crew should always insure the recorders are prepared to record before beginning a flight. The flight crew is encouraged to record video evidence of a crime in progress. However, it is recognized the flight crew has many other duties in the aircraft and it may not always be possible to obtain recordings. The ability to record and perform other duties in the aircraft may also be affected by the skill level of the observer. Safety of the flight crew, other officers and citizens on the ground should never be compromised to obtain a recording.

If a recording of a crime is obtained, it will be the responsibility of the helicopter observer who performed the recording to make a police report and place the original tape into evidence by following current Police Department policies and procedures. The observer will also be responsible for notifying the field supervisor who is responsible for the event of the recording.

A copy of the tape will not be made before it is booked into the property room. If a copy of the tape is needed, it may be checked out of the property room by a supervisor with the approval of the Bureau Chief.

8.20 OTHER REPORTING REQUIREMENTS

Members of the Air Support Unit will follow the reporting guidelines required by the Department. In addition, a daily activity / aircraft flight report will be completed by the flight-crew.

8.30 COLLECTION AND PRESERVATION OF EVIDENCE

Personnel assigned to the Air Support Unit will comply with all departmental rules, policies and procedures regarding the collection, preservation and submittal of evidence in accordance with G.O. 305 EVIDENCE.