

CHAPTER 7
MISSION AND FLIGHT REPORTING
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CHAPTER 7

MISSION AND FLIGHT REPORTING

1. FLIGHT MANAGEMENT SOFTWARE. The Department should maintain appropriate sUAS flight management software to ensure pertinent flight information, maintenance records, and equipment information are quickly accessible. In the absence of a sUAS flight management software, mission and flight reporting shall be completed following the procedures outlined in this chapter. The sUAS flight management software will be required, at minimum, to include the following features:

- a. Flight logs.
- b. Equipment management.
- c. Maintenance management.
- d. Custom checklists.
- e. Mission planning.
- f. Live streaming capabilities.

2. CHP 321B, REMOTE PILOT IN COMMAND MONTHLY FLIGHT TIME REPORT.

a. Completion. The CHP 321B, Remote Pilot in Command Monthly Flight Time Report, provides for the recording of departmental flight time. All departmental remote pilots, including those undergoing training, shall record flight time in accordance with this manual.

(1) Each remote pilot shall complete a CHP 321B for each calendar month (Annex A).

(2) For recording purposes, flight time shall be estimated to the nearest minute and recorded in HH:MM format (e.g., 02:35). Flight times recorded on the CHP 321B shall correspond to flight times recorded on the CHP 321C, sUAS Flight Duty Report.

b. Heading Information.

(1) Page Totals. Enter the page numbers (if multiple pages are used).

- (2) Name. Enter the pilot's last and first name.
- (3) Identification Number. Enter the pilot's departmental identification number.
- (4) Location Code. Enter the location code to which the sUAS is permanently assigned (e.g., 018).
- (5) Remote Pilot Certification Number. Enter the Federal Aviation Administration (FAA) remote pilot certificate number.
- (6) Month/Year. Enter the month and year covered by the report (e.g., 6/2024).

c. Activity Entries.

- (1) Date. Enter the date of the flight.
- (2) Aircraft System.
 - (a) Model. Enter the manufacturer's make and model designation for the sUAS flown (e.g., DJI Mavic Pro, Yuneec H520, Aeryon Skyranger R60).
 - (b) Registration. Enter the FAA issued registration number.
- (3) Training Received. Enter the flight training or evaluation time received from a designated remote training pilot or the other person authorized by this manual. The name of the pilot giving the training shall be included in the "Remarks Section."
 - (a) Day. Enter the flight time for the training received between the beginning of morning civil twilight (30 minutes prior to sunrise) and the end of evening civil twilight (30 minutes after sunset).
 - (b) Night. Enter the flight time for the training received between the end of evening civil twilight (30 minutes after sunset) and the beginning of morning civil twilight (30 minutes prior to sunrise).
- (4) Remote Pilot in Command. Enter the total flight time estimated to the nearest minute for day/night flight.
 - (a) Day. Enter the flight time conducted between the beginning of morning civil twilight (30 minutes prior to sunrise) and the end of evening twilight (30 minutes after sunset).

(b) Night. Enter the flight time conducted between the end of evening civil twilight (30 minutes after sunset) and the beginning of morning civil twilight (30 minutes prior to sunrise).

(c) Total. Enter the total remote pilot in command (RPIC) flight time.

(5) Remarks. Enter the name of the training pilot, type of training, and name of the visual observer(s) as applicable. Enter basic mission details and other remarks as appropriate.

(6) Page Totals. Enter the total flight time for each column on the page.

(7) Monthly Totals. Enter the total flight time for each column for the entire calendar month. If there is only one page for the month, this total will match the page totals.

(8) Previous Totals. Enter the previous month's "New Totals."

(9) New Totals. Enter the sum of the "Monthly Totals" and "Previous Totals" in each column.

(10) California Highway Patrol Certification Due Dates. Enter the due date for annual day and night certification.

(11) Federal Aviation Administration, Title 14 CFR, Part 107, Requirements. Enter expiration date for remote pilot certificate per FAA, Title 14 Code of Federal Regulations (CFR), Part 107.

(12) Signature/Date. Sign and date in the appropriate locations to certify that the entries are accurate.

(13) Reviewer. The sUAS Division coordinator shall sign and date after reviewing the form for content and accuracy.

d. Submission. The CHP 321B shall be submitted to the sUAS Division coordinator by the fifth working day of the following month.

e. Retention. The CHP 321B shall be retained by Division for three years, plus current year.

3. CHP 321C, sUAS FLIGHT DUTY REPORT.

a. Completion. The CHP 321C (Annex B) is used to report sUAS activities, flight hours, and response. The CHP 321C shall be completed as follows:

(1) One report shall be prepared for each sUAS for each calendar month.

(2) A report may be comprised of more than one CHP 321C. The first page shall include all form heading information. Subsequent pages shall include the heading information as outlined in paragraph 2.b.(2) through (5) and shall be securely attached to page 1.

b. Submission. A copy of the completed CHP 321C shall be forwarded to the sUAS Division coordinator by the fifth working day of the following month.

c. Retention. The CHP 321C shall be retained by Division for three years, plus current.

4. CHP 321D, sUAS MISSION-REPORT.

a. Completion. Each RPIC shall complete a CHP 321D, sUAS Mission-Report, (Annex C). The CHP 321D shall include case information, pilot information, preflight information, and any other information pertinent to the mission. A CHP 321D shall be completed for every sUAS deployment.

b. Submission. A copy of the completed CHP 321D shall be forwarded to the sUAS Division coordinator by the fifth working day of the following month.

c. Retention. The CHP 321D shall be retained by Division for three years, plus current.

5. CHP 321E, SUMMARY OF sUAS AIRCRAFT SERVICES.

a. Completion. Each command operating sUAS shall be responsible for submitting a monthly summary of their sUAS activity. The summary shall include a brief description of the important and/or unusual services provided during the month.

(1) The summary may be completed by using a CHP 321E, Summary of sUAS Aircraft Services (Annex D).

(2) The following information shall be included. Heading data should be entered on the top line of the form. Entries should be preceded by the following references:

(a) Date and time from the CHP 321C (Annex B) completed during the calendar month.

(b) The type of function provided (e.g., back-up, search, traffic collision, enforcement, assist, protective services details, or other incident).

(c) The alpha/numeric designation of the sUAS.

b. Summary. Briefly summarize the event in a logical, time-sequential manner. The summary should contain information that is interesting and/or relevant. Proper names should be avoided.

c. Results. When available, the results of the mission should be included (e.g., work hours saved, traffic collisions mapped, or persons located).

d. Submission. The summary shall be submitted to the sUAS Division coordinator by the fifth working day of the following month. The sUAS Division coordinators shall submit copies to the Office of Air Operations by the fifteenth working day of the following month.

e. Retention. The CHP 321E shall be retained by Division for three years, plus current year.

6. CHP 321F, sUAS AIRCRAFT FLIGHT LOG.

a. Completion. The CHP 321F, sUAS Aircraft Flight Log, (Annex E) is used to track sUAS aircraft flight time and shall be prepared each month. Special attention should be given to the following:

(1) Remarks. All preflight inspections and monthly inspections shall be recorded in this section. Any deficiencies noted upon inspection or conclusion of a flight shall be recorded in this section. When the deficiencies are corrected, the individual in charge of maintenance at the time of correction shall initial and date the entry.

- b. Close Out of CHP 321F, sUAS Aircraft Flight Log. The CHP 321F will be closed out at the end of each month.

- c. Distribution. The original CHP 321F for the month shall be submitted to the Division sUAS coordinator by the fifth working day of the following month. Upon review and approval by the Division sUAS coordinator, copies of the CHP 321F shall be forwarded to OAO by the fifteenth working day of the following month.

- d. Retention. The CHP 321F shall be retained by Division for three years, plus current year.

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ANNEX B

CHP 321C, sUAS FLIGHT DUTY REPORT

<small>STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL</small> sUAS FLIGHT DUTY REPORT <small>CHP321C (New 10-24) OPI 018</small>										PAGE	OF				
<small>AIRCRAFT SYSTEM</small> UAS018										<small>LOCATION CODE</small> 018		<small>FAA REGISTRATION NUMBER</small> FA12345678		<small>MONTH/YEAR</small> 09/2024	
DATE	TIME	REMOTE PILOT NAME/ID	VISUAL OBSERVER NAME/ID	MISSION #	LOCATION	TIME (hr. & min.)				COMMENTS <small>(Include CHP area/allied agency assisted and type of mission e.g., searches, photos, accident investigation)</small>					
						RESPONSE		FLIGHT							
						hr	min	hr	min						
09/24/2024	0800	K. King/21761	S. Grant/16703	1	Watt/I-80	1	0	0	20	North Sacramento CHP. Photos for fatal scene.					
09/25/2024	1100	K. King/21761	S. Grant/16703	2	12345 Main Street, Gold Run	1	15	1	35	Placer County Sheriff. Search for 187 PC suspect.					
Totals						2	15	1	55						

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ANNEX C

CHP 321D, sUAS MISSION-REPORT

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
sUAS MISSION-REPORT
CHP321D (New 10-24) OPI 018

CASE INFORMATION						
REPORT DATE/TIME		REQUESTER NAME/AGENCY AREA/JURISDICTION			AGENCY CASE NUMBER	
09/24/2024 / 10:00		Officer Smith/North Sacramento CHP/Sacramento			123456	
LOCATION OF FLIGHT					sUAS NUMBER	
Watt and I-80					UAS018	
PILOT INFORMATION						
FLIGHT #	REMOTE PILOT IN COMMAND/ID NUMBER		VISUAL OBSERVER/ID NUMBER		PRIVATE PROPERTY CONSENT BY	
1 OF 1	K. King/21761		S. Grant/16703		N/A	
PRE-FLIGHT INFORMATION						
FIGHT PURPOSE (CRASH/CRIME SCENE, SEARCH/RESCUE, etc.)			WAIVER(S) REQUIRED (NIGHT, CONTROLLED AIRSPACE, etc.)			
Photographs for fatal scene			N/A			
TIME DISPATCHED	TIME ON SCENE	TIME LEFT SCENE	TIME COMPLETED	WEATHER	WIND	AIRSPACE
07:00	08:00	09:30	08:30	10 SM/CLR	SW 5	E
FAA CONTROLLING AGENCY (i.e. CONTROL TOWER)				FREQUENCY OR TELEPHONE NUMBER USED		
N/A				N/A		
VIDEO RECORDED	VIDEO PROVIDED TO		FAA NOTAM	IF YES, PLEASE EXPLAIN IN COMMENTS	MISSION APPROVED BY	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Officer Leffler		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Sergeant Grant	
COMMENTS						
Assisted CHP units with aerial photos of a fatal scene Watt Avenue and I-80.						
EMPLOYEE NAME/ID NUMBER			DATE	REVIEWED BY	DATE	
K. King/21761			09/24/2024	S. Grant	09/24/2024	

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