# CHAPTER 2

# OPERATIONS

## REVISED JUNE 2026

## TABLE OF CONTENTS

ANNEXES

## CHAPTER 2

## OPERATIONS

1. GENERAL. Every flight shall be conducted within the scope of Federal Aviation Regulations (FAR), aircraft operation manuals, and departmental policies and procedures. Crew members shall use crew resource management skills and decide whether a flight should be initiated, continued, or terminated, taking into consideration the weather, the condition of the aircraft, any hazards, and crew limitations or restrictions. If crew members cannot agree on a course of action, the mission shall be terminated. In the event of aviation-related, intradepartmental conflict, this manual shall be the determining policy.

2. STANDARD OPERATING PROCEDURES. The Office of Air Operations (OAO) shall establish standard operating procedures (SOP) which address specific hazards, restrictions, conditions of operation in areas worked by the aircraft, operations during night, operations during reduced visibility, night vision goggle (NVG) regions, and flying in mountainous terrain. In addition, each air unit shall develop unit specific annexes which should address hazards and concerns unique to their individual air unit.

a. Emergency Response Plan. All air unit annexes shall include an emergency response plan. In the event of a departmental aircraft accident or incident, the emergency response plan shall:

(1) Provide rescue and care for crew members and involved civilians.

(2) Ensure appropriate notification as specified in Chapter 9, Aircraft Accidents, Incidents, and Occurrences, of this manual.

(3) Protect the scene and departmental equipment, and preserve evidence needed for a comprehensive investigation until relieved by the designated investigative authority.

b. Distribution. The OAO shall be provided a current copy, including all revisions, of each air unit's annex.

3. AIRCRAFT DEPLOYMENT.

a. Priorities. To fully utilize the capabilities of departmental airplanes and helicopters, a statewide deployment strategy has been developed. The strategy is based on direct operating costs and departmental program goals. In many cases, searches, officer backup, and officer assists can be adequately performed by

airplanes and their availability and assignment shall be considered by supervisors. Helicopters should not be used for missions when airplanes are appropriate and available. Aerial supervisors and crew members must evaluate each request for aircraft and deploy the most appropriate asset. Suggested deployment priority, and criteria for deployment of departmental aircraft, is further detailed in Annex D of this chapter.

b. Specially Funded Aircraft. Aircraft purchased and/or operated from a funding source other than state funds shall be operated in conformance with specific requirements of the funding agency or study. In the absence of such requirements, these aircraft shall be operated in conformance with paragraph 3.a. above. Due to Federal Aviation Administration (FAA) regulations, the OAO must approve all operations funded from sources other than the Department's budget.

c. Boundaries. Field Division boundaries should not inhibit flight operations. The OAO commander should coordinate boundary lines for aircraft deployment without regard to normal field Division boundary lines.

d. Aircraft Availability. The OAO commander with concurrence of the OAO Assistant Chief shall establish normal unit operating hours. The air unit annex shall specify the normal operating hours and the call out procedures for operations during hours outside of normal duty hours. The OAO management shall approve monthly air unit schedules to maximize both airplane and helicopter availability.

e. The Office of Air Operations' Aircraft. When the OAO has an assigned aircraft, it shall be dedicated primarily for training, transportation, or at the direction of Assistant Commissioner, Field (ACF).

f. Budget. The OAO's budget for annual flight hours shall be based on past, current, and projected operational needs. Due to fiscal constraints, flight hours may be adjusted throughout the year.

4. MISSIONS.

a. Mission Authorization. The OAO shall establish mission notification protocols and incorporate them into the SOP.

b. High-Risk Missions.

(1) The following missions are considered high-risk:

(a) Flight into areas of known or reasonably expected hostile gunfire.

1 Pilots should maintain at least 1,000 feet above ground level (AGL) and should vary airspeeds.

2 Crews should consider the tactical situation and remember aircraft involvement is primarily used as an observation platform.

(b) Live-person-cargo hook or hoist rescues.

(c) Airplane off-airport landings.

(d) Any other mission identified as high-risk in the air unit annex.

(2) Air units shall identify and list high-risk missions, special approving authority, and reporting or review procedures in their air unit annex.

c. Pursuits. Pilots shall not position departmental aircraft as, or to be perceived as, a physical barrier or to impede the forward movement of any person or object.

5. AIRCRAFT USAGE.

a. Enforcement. Ground unit officers may take enforcement action based on information provided by the flight crew member(s). Procedures outlined in Highway Patrol Manual (HPM) 100.9, Enforcement Documents Manual, Chapter 1, CHP 215, Notice to Appear, will apply in cases where a citation is issued solely on the crew member's determination of the violation, without the issuing officer's independent determination.

b. Court Liaison Responsibilities. Before using aircraft for enforcement, aerial supervisors shall coordinate with the local Area commanders (prior to meetings with judges and prosecuting attorneys) to explain the procedures and accuracy involved in this method of violation determination. Court decisions should also be discussed with judges and prosecuting attorneys involved in adjudicating cases of speed enforcement by aircraft (refer to Annex B).

c. Highway Markings—Aerial Speed Enforcement. The following guidelines should be adhered to in procuring markings and signs on highways for speed enforcement by aircraft:

(1) Divisions may request markings and signs.

(2) Markings and signs shall be requested only for roadways which are regularly patrolled by aircraft.

(3) Sign posting of roadways patrolled by CHP aircraft shall be consistent with the Department of Transportation's policy.

d. Public Aircraft. Aircraft shall be operated as civil aircraft (FAR 1.1). Aircraft may be operated as public aircraft only as specifically authorized by the OAO or departmental policy.

6. PASSENGER TRANSPORTATION.

a. Passengers transported on operational flights may be off-loaded at locations other than where they boarded as mission needs dictate. Sites may not have suitable facilities for individuals with disabilities; therefore, persons with disabilities (other than patients being transported) who may compromise mission success or emergency evacuation of the aircraft, or who constitute a hazard to themselves, other passengers, or the crew, shall not be transported in departmental aircraft.

b. Unless absolutely necessary to complete the mission, passengers shall not occupy the normal duty station of a crew member. If the mission dictates a passenger be seated at a position having aircraft controls, those controls shall, if possible, be removed.

c. No person shall be transported by aircraft against their will.

d. Potentially combative individuals shall not be transported by departmental aircraft unless they can be adequately restrained to the satisfaction of all crew members.

e. Orientation flights may be approved by the aerial supervisor, or for the training aircraft, by the appropriate chief pilot. On-duty orientation flights for departmental personnel are encouraged and may be authorized by their immediate supervisor. Orientation flights involving nondepartmental personnel require completion of the CHP 428, Release and Waiver of Liability, to include the approving authority. The waiver shall be submitted to the aerial supervisor and retained at the air unit for the current year plus four years (refer to General Order [GO] 100.42, Ride-Alongs).

f. Prior to departure, all passengers, including nondepartmental Emergency Medical Services (EMS) personnel and patients, shall, if possible, be given a safety briefing by a crew member on relevant aspects of the proposed flight. Briefings shall, at a minimum, include the following:

(1) Location/operation of emergency exits.

(2) Location/use of fire extinguisher.

(3) Location of first aid kit.

(4) Location/use of discomfort bags.

(5) Emergency egress procedures.

(6) Use of Seat Belts. Seat belts shall be utilized by all passengers and crew members during all phases of flight operations. Exceptions to this requirement are contained in Chapter 11, Helicopter Special Operations, of this manual.

(7) Use of flotation devices, if appropriate.

(8) Safety considerations.

7. HELICOPTER INGRESS/EGRESS PROCEDURES. The following helicopter ingress and egress procedures shall be followed by all crew members and passengers when the rotors are in motion:

a. Crew Members.

(1) Do not approach or depart the helicopter without first receiving a visual or audible signal from the pilot or a crew member.

(2) Do not climb over rocks or other obstacles when approaching or departing the helicopter.

(3) Do not approach or depart the helicopter when the rotors are running down or starting up to avoid contact with drooping rotor blades.

(4) Do not wear hats while approaching or departing the helicopter.

(5) Always approach and depart the helicopter on the downslope side when on sloping ground for maximum rotor clearance.

(6) Always approach and depart the helicopter from the front or side. Never approach or depart from the rear to avoid contact with the tail rotor.

(7) Always crouch when approaching and departing the helicopter.

(8) If blinded by dust when approaching or departing the helicopter, stop, crouch down or sit, and wait for the dust to clear.

(9) If carrying a long object, ensure it is carried horizontally when approaching or departing the helicopter.

(10) Helmets and protective gear for the eyes and ears should be worn whenever possible.

b. Passengers.

(1) The helicopter engine and rotor blades shall be stopped prior to loading or unloading passengers and/or patients unless crew members are directly supervising the loading or unloading activity.

(2) When crew members are supervising the loading or unloading of passengers with the engine and rotor blades in motion, crew members and passengers shall follow all procedures listed in paragraphs 7.a.(1) through 7.a.(10).

8. AIRPLANE INGRESS/EGRESS PROCEDURES.

a. Crew Members. The following airplane ingress and egress procedures shall be followed by all crew members when the propeller is in motion:

(1) Do not approach or depart the airplane without first receiving a visual or audible signal from the pilot.

(2) Always approach and depart the airplane from the side or rear to avoid contact with the propeller. Never approach or depart from the front of the airplane.

b. Passengers. The engine and propeller shall be stopped prior to loading or unloading passengers from departmental airplanes.

9. OPERATIONS IN CONJUNCTION WITH ALLIED AGENCY AIRCRAFT. Missions involving a simultaneous operation of departmental and allied agency aircraft shall be conducted in accordance with the following procedures:

a. The OAO should establish Memorandums of Understanding (MOU) with local allied agencies and emergency services providers who routinely operate in the same area. The OAO will attempt to establish MOUs with state and federal agencies involved in statewide air operations. All MOUs should become part of each air unit's SOP annex (refer to Annex A).

b. In the event an MOU has been established with the allied agency participating in the interagency mission, departmental involvement shall be governed by the provisions contained in the MOU.

c. In the absence of an MOU, departmental involvement shall be governed by the following conditions:

(1) Safety of flight shall be paramount and is not to be compromised.

(2) Two-way radio communication shall be established and maintained throughout the operation.

(3) Visual contact shall be established and maintained throughout the operation, if practical. If visual contact is lost or is not practical, operations may be conducted only if specific operational boundaries are established for each aircraft, and aircraft position reports are given and monitored.

(4) No more than one other aircraft shall be directly involved in such proximity as to constitute a potential hazard.

(5) One aircraft shall be designated the primary aircraft with full involvement in the ground activity. The other aircraft is a secondary or support aircraft and shall not be directly involved with the ground situation unless the primary aircraft lands or turns over its primary duties.

(6) Aircraft shall be separated by a minimum of 500 feet altitude, and when practical, shall orbit in the same direction and be offset 180 degrees in that pattern.

10. WEAPONS IN AIRCRAFT.

a. Shooting Policy. Firearms shall not be discharged from a departmental aircraft except in compliance with HPM 70.6, Officer Safety Manual, Chapter 1, Use of Force, and then only if the aircraft is not airborne or in motion.

b. Special Purpose Firearms. Departmental shotguns and tactical rifles shall not be routinely transported in departmental aircraft unless the following applies:

(1) During emergencies, departmental shotguns or tactical rifles may be carried on departmental aircraft with crew approval, provided no ammunition is chambered during transport. These weapons shall not be discharged from the aircraft.

(2) Allied agency personnel may carry their weapons if approved by the crew. Tactical weapons shall not have ammunition chambered during transport. Weapons shall not be discharged from the aircraft.

c. Aerosol Chemical Agents. Any aerosol chemical agent (e.g., Mace, pepper spray, oleoresin capsicum) shall not be carried on departmental aircraft.

11. COMMUNICATIONS.

a. Aircraft Call Signs. Communications between crew members and CHP facilities or ground units should comply with HPM 60.1, Communications Operations Manual, Chapter 7, Dispatch Radio Communications.

b. Aircraft Status.

(1) Prior to the first flight of each shift, the CHP communications center (CC) should be notified, by telephone, of the crew members, passengers, and projected area and hours of operation for all prearranged missions. The CC shall be advised where the crew members can be reached when not airborne and not monitoring their radios. Cell phones may be provided to ensure crew member availability. The air unit SOP annex shall identify the off-duty call out procedure to be used.

(2) Upon becoming airborne, a crew member shall notify the CC of the aircraft status. The projected area and hours of operation shall be included unless previously given by telephone.

(3) While in flight, the crew shall report their position to the local CC every 30 minutes. This is not required if:

(a) The aircraft is engaged in enforcement and the crew is in contact with ground units.

(b) The aircraft is engaged in a sensitive detail where the reporting of aircraft location could jeopardize safety or effectiveness.

(c) The aircraft is using an allied agency dispatch for primary communication because of mission requirements and/or communication limitations. In this case, the crew shall notify the CHP CC and shall follow allied agency procedures.

(d) The aircraft is engaged in a local training flight.

(e) The aircraft is engaged in a flight while in direct radio contact with Air Traffic Control (ATC).

(4) When communication permits, the crew shall advise the CC upon entering and/or leaving each geographical CC area. The notification shall

include the location, projected area, and hours of operation, unless previously given by telephone.

(5) At the end of each flight, the crew shall advise the local CC of their current location and status.

c. Federal Aviation Administration Radio Call Sign and Flight Plan Identifier. The FAA has authorized "CHP" followed by the one- or two-digit identifier assigned by the OAO for that aircraft, as the official radio call sign for all departmental aircraft. The FAA has assigned "CAHP" followed by the one- or two-digit identifier assigned by the OAO for that aircraft, as the official identifier for filing flight plans with all departmental aircraft.

(1) Air Traffic Control Radio Call Signs. Pilots shall use the radio call sign CHP, followed by the one- or two-digit identifier assigned by the OAO for that aircraft (e.g., CHP 81).

(2) Filing Flight Plans and Call Signs. Pilots shall file flight plans using CAHP as the aircraft identification, followed by the one- or two-digit identifier assigned by the OAO for that aircraft (e.g., CAHP 81). The identifier CAHP shall only be used for flight plan filing purposes. In the notes section of the flight plan, indicate, "the radio call sign shall be CHP followed by the one- or two-digit identifier assigned by the OAO for that aircraft."

d. Emergency Procedures.

(1) Precautionary Landing. A precautionary landing is a voluntary landing initiated because of a real or suspected problem. A crew member shall notify the CC that a precautionary landing is being made and shall provide the location. Communications personnel shall:

(a) Determine location of aircraft.

(b) Initiate a Code 33 unless otherwise advised by a crew member.

(c) Notify ground units, a supervisor, and if appropriate, other departmental aircraft unless otherwise advised by a crew member.

(d) Unless otherwise advised by a crew member, notify the aerial supervisor, the sector lieutenant, the OAO commander, or the OAO Assistant Chief.

(e) Be aware the situation may escalate to a forced landing.

(2) Forced Landing (Mayday). A forced or emergency landing is normally involuntary and may be a result of a major mechanical malfunction or a crew member becoming incapacitated, affecting continued flight safety. Under these circumstances, a crew member will normally transmit, "Mayday! Mayday! Mayday!," and provide the aircraft location. The CC shall:

(a) Determine location of aircraft.

(b) Initiate a Code 33.

(c) Dispatch the fire department, ambulance, a supervisor, ground units, and other departmental aircraft (if appropriate), unless otherwise advised by a crew member.

(d) Notify the aerial supervisor, the sector lieutenant, the OAO commander, or the OAO Assistant Chief.

e. Emergency Communications to Allied Agencies. Air units shall coordinate with allied agencies to ensure their personnel have been informed of the terminology and instructed to immediately notify the nearest CHP CC upon receiving an emergency communication.

12. AUTOMATED FLIGHT FOLLOWING.

a. The CHP Automated Flight Following (AFF) data shall be made available to dispatch and uniformed and supervisory personnel and may be viewed as necessary for the purpose of aircraft flight following.

b. The CHP AFF data may be made available to the California Air Coordination Group and allied agencies, as necessary, during life-saving events such as a rescue or medevac, and large-scale events such as a natural disaster or man-made catastrophe for the purpose of flight following.

(1) Supervisors and Managers.

(a) The CHP AFF data shall not be routinely reviewed to generate monthly and/or annual employee performance evaluations, nor shall the data be randomly viewed for the sole purpose of identifying a policy and/or criminal violation that may have been committed by flight crews.

(b) The CHP AFF data may be reviewed by supervisors and managers as part of a criminal investigation or an investigation into a violation of policy.

(2) Criminal, Civil, and Administrative Proceedings. When CHP AFF data is requested for criminal, civil, or administrative proceeding, the policies and procedures relating to disclosure of public records and rights to privacy, as well as subpoena duces tecum, as contained in HPM 11.1, Administrative Procedures Manual, shall be followed.

(3) Criminal Proceedings.

(a) The copying, viewing, and releasing of CHP AFF data for criminal proceedings shall be coordinated through the Office of Legal Affairs (OLA), Case Management Unit (CMU).

(b) The existence of CHP AFF data collected and retained as evidence by CC personnel or a field command for possible civil litigation must be disclosed to the prosecutor in a criminal proceeding; however, release of that data is protected by attorney-client privilege.

(4) Civil Proceedings. The copying, viewing, and releasing of CHP AFF data for civil proceedings shall be coordinated through OLA, CMU.

(5) Administrative Proceedings. The CHP AFF data may be used by the Department for the purpose of proving and disproving allegations of misconduct. Only the data relevant to the investigative scope shall be viewed and retained by investigators. Information relevant to the data viewed and seized as evidence by investigators shall be documented as part of the chronological summary of a criminal or internal investigation. Upon request, employees subject to discipline, as defined by Section 19572 of the California Government Code, shall be provided a copy of the data utilized to support administrative sanctions upon being served with a notice of adverse action.

13. AERIAL IDENTIFICATION SYSTEM FOR PATROL VEHICLES. Division commanders may authorize the placement of identification decals on the roofs of patrol vehicles assigned to their Division (refer to Annex G).

14. FACILITIES. Facility upgrades or changes shall be approved by and coordinated through the OAO. Additionally, the OAO is to be notified of all significant issues concerning existing or planned facility projects as they arise.

15. MILITARY CRASH PROCEDURES. Since departmental aircraft could be a first responder to a military aircraft crash, flight crews should be aware of procedures contained in HPM 50.1, Emergency Incident Management Planning and Operations Manual, Chapter 4, Hazard-Specific Plans, Annex E.

16. REPORTING UNUSUAL INCIDENTS. Information of potential interest or benefit to other departmental aviation personnel, regarding unusual incidents involving aircraft and/or crews, should be sent via e-mail or Communications Network message to the OAO and all departmental air units. This is for informational purposes only and is not for reporting accidents, incidents, or occurrences as required and detailed in Chapter 9 of this manual.

17. PAYMENT FOR DEPARTMENTAL AIRCRAFT SERVICES. Unless specifically approved in writing by the OAO, payment or repayment for aircraft operation expenses from any source other than the annual air operations budget is prohibited. Unauthorized expenditures may constitute a violation of federal laws and regulations.

18. UNIT EVALUATIONS.

a. The OAO shall conduct a formal evaluation of each air unit at least biennially and shall prepare a report of the findings. The report will be forwarded to the appropriate sector lieutenant, who shall ensure that all “Action Required” items are promptly corrected and should ensure all “Recommended” items are considered.

b. Each air unit shall conduct a self-evaluation at least biennially, to be performed opposite the year in which the OAO formal evaluation is conducted.

(1) Self-evaluations shall be documented on an Air Unit Operational Evaluation (refer to Annex C).

(2) Self-completed Air Unit Operational Evaluations are to be forwarded to the appropriate sector lieutenant.

19. SPECIAL OPERATIONS, CHP/U.S. HOMELAND SECURITY. The CHP air units will assist the U.S. Department of Homeland Security, U.S. Customs and Border Protection, by reporting discernible air smuggling intelligence.

a. Procedure. Procedures outlined in HPM 81.5, Drug Programs Manual, Chapter 5, United States Department of Homeland Security, United States Immigration and Customs Enforcement Drug Smuggling Assistance, will apply in cases where air operations personnel observe persons or aircraft displaying the characteristics of a drug smuggling operation.

20. FLIGHT CREW STAFFING. Crews should consist of a pilot and a flight officer or a second pilot. Unit staffing levels are determined by the OAO, with the concurrence of ACF, and are predicated upon normal operating hours.

21. FLIGHT CREW PERFORMANCE EVALUATION. At least annually, aerial supervisors or designees shall conduct a ride-along with each crew member to evaluate crew coordination abilities.

a. Documentation. Evaluations shall be documented on a CHP 93K, Flight Crew Performance Evaluation. Evaluation ratings are based on safety, familiarity with procedures, crew interaction, and communication, and shall be retained until completion of the next annual performance evaluation.

b. Ratings Discussion. Whenever practical, the evaluator shall discuss ratings with the flight officer immediately after the evaluation.

c. Distribution of CHP 93K.

(1) Original paper form shall be placed in the pilot's training file.

(2) A copy shall be provided to the employee.

(3) A copy shall be provided to the chief pilot/flight officer.

22. AUTHORITY TO OPERATE DEPARTMENTAL AIRCRAFT.

a. Only departmental pilots or personnel being tested or trained by the appropriate chief pilot, a designated alternate, or a unit training pilot, are authorized to manipulate aircraft controls during ground or flight operations. Exceptions shall be approved by the OAO commander.

b. Contract maintenance personnel specifically authorized by the OAO maintenance coordinator or chief pilot may perform departmental aircraft ground operations.

23. PILOT-IN-COMMAND REQUIREMENTS.

a. Federal Aviation Regulations, Part 1, defines pilot-in-command (PIC) as the person responsible for the operation and safety of the aircraft. During training flights, the training pilot (certified flight instructor [CFI]) is presumed to be PIC unless a mutual agreement to the contrary is reached prior to the flight or maneuver.

b. When two departmentally certified pilots are flying together and neither is a training pilot, the individual in the primary pilot seat of the aircraft shall be designated PIC, unless a mutual agreement to the contrary is established prior to the flight.

c. Only designated departmental pilots may act as PIC of departmental aircraft. This does not preclude logging PIC flight time in accordance with Chapter 8, Reporting, of this manual.

d. Pilots are responsible for maintaining current pilot and medical certificates. Unit training pilots must also maintain current flight instructor certificates. Pilots shall submit a copy of their pilot and medical certificates to the appropriate chief pilot as soon as practical for electronic storage.

e. Pilots shall maintain appropriate FAR 61.57 currency and departmental requirements specified in this manual for the flight operation being conducted and shall not exceed any aircraft or imposed pilot limitation or restriction.

24. PILOT ENDORSEMENTS.

a. Endorsements for specific equipment found in some departmental aircraft or for specific types of missions may be required as deemed necessary by the appropriate chief pilot. Examples of equipment and aircraft requiring an endorsement from the chief pilot include, but are not limited to, the following:

(1) Garmin G500.

(2) Garmin G1000.

(3) Aspen EFD1000.

(4) Cessna 208 Caravan.

(5) MX-15.

NOTE: An example of a specific mission requiring an endorsement is “formation lead pilot.” These endorsements shall only be given after training has been completed with the appropriate chief pilot or their designee on the appropriate equipment and aircraft. The endorsements shall be documented on the crew member status board.

b. Pilots with an endorsement for a specific aircraft and/or equipment who have not acted as PIC in that aircraft within the past six months shall not act as PIC in the aircraft requiring the endorsement until they receive a minimum of one hour of

training from a departmental training pilot in that aircraft. The training pilot giving the training has the discretion to determine if additional training is required before the pilot may act as PIC in the aircraft.

25. PROFICIENCY EVALUATIONS.

a. Pilots. Each pilot is required to successfully complete an annual evaluation by the chief pilot or their designated alternate. The evaluation may be extended up to 60 days beyond the due date. A pilot who does not take or successfully complete the evaluation within 60 days of their due date may not act as PIC in departmental aircraft until they are satisfactorily evaluated.

(1) Content. Pilot evaluations may consist of the following:

(a) A written, oral, and/or flight check of aviation knowledge.

(b) Policy contained in this manual.

(c) Applicable FARs.

(d) Aeronautical Information Manual.

(e) Aircraft flight manuals.

(f) Flight maneuvers may include any or all of those outlined on the CHP 93D, Helicopter Training Checkride Evaluation, or CHP 93E, Airplane Training Checkride Evaluation, as the chief pilot deems appropriate.

(2) Documentation. Evaluations shall be recorded on a CHP 93D or CHP 93E as appropriate. Evaluation ratings are based on safety, planning and execution of maneuvers or procedures, proper operation of the aircraft and its equipment, aeronautical knowledge, demonstration of sound judgment, and mastery of the aircraft, with the successful outcome of a maneuver or operation never seriously in doubt.

(3) Ratings Discussion. Whenever practical, the evaluator shall discuss ratings with the pilot immediately after the evaluation.

(4) Distribution of the CHP 93D or CHP 93E.

(a) An electronic or paper copy shall be placed in the pilot's file.

(b) An electronic or paper copy shall be routed to the appropriate chief pilot, the pilot, and the aerial supervisor.

(5) Six months from the date of their annual flight evaluation, training pilots shall receive a training flight with the chief pilot.

(6) At the discretion of the chief pilot, an additional evaluation may be given to any pilot at any time.

b. Flight Officers. Each flight officer is required to successfully complete an annual evaluation by the chief flight officer or their designated alternate. The evaluation may be extended up to 60 days beyond the due date. A flight officer who does not take or successfully complete the evaluation within 60 days of their due date may not act as a flight officer in departmental aircraft until they are satisfactorily evaluated.

(1) Content. Flight officer evaluations may consist of written quizzes, an oral exam of aviation-specific knowledge, and the demonstration of skills for ground, flight, and special operations.

(2) Documentation. Evaluations shall be documented on a CHP 93Q, Flight Officer Evaluation. The appropriate box for the type of evaluation shall be checked. Evaluation ratings are based on safety, familiarity with procedures, duties, policies, allied agencies, and the geographical operating area, proper operation of equipment, and demonstration of sound judgment.

(3) Rating Discussion. Whenever practical, the evaluator shall discuss ratings with the flight officer immediately after the evaluation.

(4) Distribution of the CHP 93Q.

(a) An electronic or paper copy shall be placed in the flight officer's file.

(b) An electronic or paper copy shall be routed to the chief flight officer and the aerial supervisor.

c. Chief Pilots. At the discretion of the OAO commander, departmental chief pilots shall receive an evaluation from the FAA on a biennial basis.

d. Flight Evaluation Results. A pilot/flight officer who does not complete a flight evaluation or is rated as "Needs Improvement" (NI) for any task/event listed on the appropriate evaluation checklist (CHP 93D, CHP 93E, or CHP 93Q) may not act as a crew member of a departmental aircraft. The crew member's flight status shall remain in effect until the overall performance evaluation has been rated "Satisfactory" by the chief pilot/flight officer.

(1) If a rating of NI is given in any rated task/event, the chief pilot/flight officer may terminate an annual evaluation of a pilot/flight officer.

(2) If a rating of NI is given in any rated task/event, the evaluation may continue at the discretion of the chief pilot/flight officer or designee, but only with the concurrence of the pilot/flight officer being evaluated.

(3) If the evaluation is either terminated or continued, the evaluated pilot/flight officer is only entitled to credit for tasks/events completed and rated as “Meets or Exceeds.”

(4) In any subsequent evaluation, in addition to the tasks/events rated as NI, the chief pilot/flight officer or designee has the discretion to reevaluate the pilot/flight officer on any or all tasks/events.

(5) Should a pilot/flight officer fail to meet performance standards during an annual pilot/flight officer evaluation, immediate corrective action will be required. The pilot/flight officer will be placed on interim reporting consistent with the provisions in HPM 10.10, Performance Appraisal Manual, Chapter 3, Performance Appraisal Process for Officer, California Highway Patrol, and a training action plan will be developed.

(6) The training action plan to correct deficiencies can be brief, but will include, at minimum, a provision that the pilot/flight officer will receive a maximum of two hours of flight training for each failed task/event. This training will be conducted by the unit training pilot/flight officer. Upon completion of the training action plan, the chief pilot/flight officer or designee will conduct a reevaluation.

(7) If, after completing the training action plan and upon initial reevaluation, the pilot/flight officer’s overall performance rating remains “Unsatisfactory” and the rating is based on tasks/events previously identified and rated as NI, grounds for removal for cause from flight status will exist. Any removal for cause action will be in accordance with the provisions in HPM 9.1, Employee Relations Manual, Chapter 14, Removal for Cause from Specialty Pay Positions.

(8) If upon initial reevaluation, an overall performance rating of Unsatisfactory is due solely to a rating of NI for tasks/events that were previously performed satisfactorily or were not previously identified/rated, a maximum of two hours of flight training will be allowed for each failed task/event. This additional training will be conducted by the chief pilot/flight officer or designee.

(9) Upon completion of the additional flight training, a second reevaluation will be conducted by the chief pilot/flight officer or designee. If the pilot/flight officer is rated as NI in any task/event with an overall performance rating of

"Unsatisfactory," the pilot/flight officer will be removed from flight status for cause in accordance with the provisions in HPM 9.1.

e. Flight Restrictions.

(1) Crew members shall obey all restrictions imposed by the chief pilot at all times.

(2) Only the chief pilot or designee may impose restrictions to a pilot's flight activity. The restrictions and the conditions for their removal shall be listed on the CHP 93D or CHP 93E. The unit training pilot may make recommendations to the chief pilot regarding pilot restrictions. Restrictions may include, but are not limited to, density altitudes, external load operations, crosswind components, night flight, off airport operations, and flight under instrument conditions and winds. Any operations conducted outside of a pilot's flight restrictions shall be reported to the appropriate chief pilot within 24 hours of occurrence.

(3) Only the chief pilot or designee may remove pilot flight restrictions. The unit training pilot may make recommendations to the chief pilot regarding the removal of pilot flight restrictions. The removal of flight restrictions by the appropriate chief pilot or designee shall be documented on the pilot's CHP 93D or CHP 93E. An electronic copy shall be retained at the OAO with an electronic copy provided to the pilot and aerial supervisor.

26. FLIGHT PHYSICALS.

a. Pilots shall possess and maintain a current FAA Class II Medical Certificate, or military equivalent. The pilot will be reimbursed for the examination by submitting a travel claim through the California Automated Travel Expense Reimbursement System.

b. It is the responsibility of each crew member to maintain their appropriate medical certificate. If at any time a crew member experiences a medical condition that would prevent them from meeting the passing criteria for the current examination, the crew member shall immediately notify the aerial supervisor or sector lieutenant who will determine whether reexamination is necessary prior to returning to flight duty. If a reexamination is requested by the aerial supervisor/sector lieutenant after such a condition, it shall also be reimbursed by the Department.

27. MAXIMUM CREW WEIGHT LIMIT.

a. Any aircrew member exceeding 275 pounds will be removed from flight status and given 90 days to meet the weight requirement. Failure to do so shall constitute grounds for removal for cause from the Air Operations Program (AOP). The weight of each aircrew member is to be verified and documented at quarterly unit safety meetings.

b. Body weight between 265 pounds and 275 pounds is considered the "cautionary zone." Aerial supervisors shall notify affected current aircrew members of this status in writing and forward a copy of the written notification to the appropriate sector lieutenant.

28. INSTRUCTOR PILOT CERTIFICATION.

a. Each chief pilot and training pilot shall maintain their instructor certificate(s). A request for certification renewal shall be submitted through channels on a CHP 50, Request for Out-Service Training.

b. All departmental training pilots shall complete required Transportation Security Administration (TSA) security awareness training, in accordance with Title 49, Section 1552 of the Code of Federal Regulations (CFR), at least every two years. Training records shall be sent to the appropriate chief pilot after completion and documented on the unit crew member status board.

29. CREW MEMBER STATUS BOARD.

a. All units shall display and maintain a status board or computer status sheet containing information regarding the following:

(1) Quarterly contact training.

(2) Quarterly instrument training.

(3) Quarterly inadvertent instrument meteorological training.

(4) Semiannual external load recertification (helicopter).

(a) Hoist.

(b) Sling.

(c) One skid.

1 Day.

2 Night.

(d) Helocast.

(5) Annual checkrides.

(6) Annual night proficiency training.

(7) Annual NVG recertification.

(8) Annual mountain proficiency training.

(9) Flight reviews (biennial).

(10) Crew member flight restrictions (Department/FAA).

(11) Annual formation training.

(12) Required CFI TSA training.

(13) Pilot endorsements.

b. The aerial supervisor shall review all limitations, restrictions, and endorsements at the quarterly unit safety training day, and shall document the review in the meeting minutes.

30. CREW MEMBER INCIDENT REPORTS OR COMPLAINTS.

a. Air units shall forward any reports of aircraft accidents or incidents specified by the National Transportation Safety Board (NTSB) Part 830, or any adverse report addressing a crew member's actions while operating a departmental aircraft, through appropriate channels to the OAO commander.

b. Federal Aviation Administration's Investigation of Pilot Actions. Violations of FARs are civil in nature. Findings of an FAA investigation may be appealed to an NTSB hearing officer and then to a federal court. Should the FAA investigate a complaint alleging a violation(s) of the FARS by a departmental pilot while operating a departmental aircraft on duty, the following provisions apply:

(1) Pilot.

(a) In accordance with FAR 61.3(l) and FAR 61.51(i), the pilot must present (not surrender) their pilot certificate, medical certificate, and/or

required flight records to FAA inspectors, NTSB investigators, or local police on request. The pilot must present themselves for a Part 609 check (a retest to determine requisite skill and knowledge to hold particular certificates and ratings) if requested to do so.

(b) The pilot must notify, by the most expeditious means, the aerial supervisor and the appropriate chief pilot.

(c) A pilot is not required to respond to any verbal or written inquiries from the FAA or to present the aircraft for inspection.

(d) A pilot accused of a violation has the right to record, using audio and/or video, any proceeding, investigation, or inquiry, provided that such recording does not inhibit the activity involved.

(2) Air Unit. The air unit shall immediately notify the OAO commander by the most expeditious means.

(3) Office of Air Operations. The OAO, as representative of the Department (operator), will, if appropriate:

(a) Make available to an FAA inspector or an NTSB investigator (in the event of an accident) all required maintenance records (FAR 91.417[c]).

(b) Notify Internal Affairs Section.

(c) Notify the OLA.

(d) Notify the Office of the Attorney General, which may provide legal counsel to the involved employee.

(e) Notify the ACF.

31. AIRWORTHINESS CHECKS.

a. Preflight. An inspection of the aircraft shall be made by the pilot at the beginning of each shift in accordance with the pilot's flight manual. Documentation indicating completion of the inspection shall be entered in the remarks section of the CHP 93F, Airplane Flight Hour Log, and CHP 93S, Helicopter Flight Hour Log.

b. Postflight. A walk-around inspection of the aircraft shall be made by the pilot after each flight. The aircraft shall be fueled as necessary.

c. Cursory. If the aircraft is left unattended after conducting the preflight or postflight inspection(s), the pilot shall ensure, prior to flight, that no damage or tampering has occurred to the aircraft during their absence.

d. Very High Frequency Omnidirectional Range Navigation System Equipment Checks. Very High Frequency Omnidirectional Range (VOR) equipment checks shall be accomplished on all departmental aircraft in accordance with FAR 91.171, within 30 days preceding the flight, and shall be properly documented and retained in an appropriate VOR accuracy check log carried in the aircraft.

32. CHECKLISTS.

a. Each crew shall utilize the OAO-approved checklist for preflight inspections, start and shutdown, and pre-takeoff and pre-landing checks.

b. Use of call out and respond checks between crew members is encouraged. It is not the intent of this policy to prevent or limit the crew from maintaining adequate air traffic avoidance techniques.

33. REQUIRED AIRCRAFT DOCUMENTS.

a. The following shall be current and maintained in an appropriate, accessible location within the aircraft:

(1) Documents, licenses, and certificates required by the FAA.

(2) Applicable sectional, aeronautical, and terminal area charts.

(3) Jeppesen enroute, area, and approach charts.

(4) Standard instrument departure and standard terminal arrival route charts for the entire area of operation.

(5) Airport facility directory.

(6) Start/shutdown checklist approved by the OAO.

(7) Aircraft flight manual with a copy of current weight and balance data.

b. Crew members shall utilize only those manuals, checklists, charts, etc., provided by the Department.

34. AIRCRAFT EQUIPMENT. Departmental aircraft must have the following minimum equipment installed and operable:

a. During All Operations.

(1) Equipment required in accordance with FAR 91.205.

(2) First Aid Kit. At least one first aid kit, in addition to any EMS equipment, shall be carried in each aircraft.

(3) Fire Extinguisher. Each aircraft shall be equipped with an operable halon-type fire extinguisher. The fire extinguisher shall be readily available during engine starts and all flights, and shall be securely mounted to avoid interference with flight controls.

(4) Helicopter Removable Flight Controls. Dual flight controls shall be installed unless specifically exempted by the OAO or mission requirements (e.g., EMS transport, external load operations, non-crew member seating).

b. Visual Flight Rules—Day.

(1) Equipment specified in FAR 91.205(b).

(2) Rotor tachometer (helicopters).

(3) Caution lights.

(4) Turbine output temperature gauge for each turbine engine.

(5) Torque gauge for each turbine engine.

(6) Very High Frequency communications radio.

(7) Transponder with Mode C.

c. Visual Flight Rules—Night/Special.

(1) Equipment specified in FAR 91.205(c).

(2) Steerable landing light (helicopter).

(3) Landing light (airplane).

(4) Instrument panel lighting.

(5) Attitude indicator.

(6) Directional gyro.

(7) Turn and slip indicator.

(8) Flashlight.

d. Instrument Flight Rules.

(1) Equipment specified in FAR 91.205(d).

(2) Pitot-static system with current certification.

(3) Current VOR check.

35. PREFLIGHT ACTION. The PIC shall comply with FAR 91.103 regarding weather briefings, notices to airmen, and other available information concerning that flight. Updates shall be obtained as conditions warrant.

36. RESTRAINING OF EQUIPMENT IN AIRCRAFT. All loose articles shall be secured before flight.

37. PERFORMANCE CHECKS.

a. The PIC shall ensure sufficient power is available to conduct necessary flight operations. For all aircraft, power requirements shall be computed by the use of manufacturer's performance charts or other charts approved by the OAO. For helicopters, a CHP 93N, Helicopter Load Calculation, shall be completed prior to each takeoff and landing, and prior to each operation conducted below translational lift. Shaded areas of the form must be completed as appropriate. The following are exceptions to this requirement:

(1) During repetitive flights between like points or similar elevation and temperature for which a CHP 93N has already been completed.

(2) If a completed load calculation is on file that identifies maximum operating parameters (e.g., weight, altitude, temperature), and these parameters are known to the PIC.

(3) When an insufficient number of crew members are present to complete the form.

(4) When performance charts must still be consulted.

(5) If the helicopter is equipped with a Vehicle and Engine Management Display (VEMD). The VEMD shall be updated with crew, fuel, and equipment weight prior to conducting operations/missions that would normally require a CHP 93N be completed.

b. Pilots shall validate chart, VEMD, and CHP 93N computations by conducting appropriate hover performance checks while observing the aircraft's controllability and instrument readings.

c. Completed load calculation forms shall be submitted at the conclusion of each shift or upon request of the aerial supervisor.

38. HELICOPTER ENGINE POWER ASSURANCE CHECKS. Helicopter engine power assurance checks shall be conducted in accordance with the manufacturer's published recommended procedures. The checks are required at least monthly, upon observation of performance loss, or after any engine or engine component repair or replacement. The checks shall be recorded on an appropriate log, and the information shall be maintained for the current month plus one year.

39. FLIGHT CREW STAFFING/AIRCREW COMPOSITION (AIRPLANE AND HELICOPTER). For scheduled law enforcement missions requiring specialized operations, observation activities (e.g., patrol, search, surveillance), and/or the operation of specialized equipment (e.g., thermal imaging system, camera, searchlight), the minimum aircrew shall consist of a PIC and at least one flight officer. Allowable exceptions to the two-person crew mandate are as follows:

a. Airplane Traffic Enforcement Missions. Single pilot crew member traffic enforcement missions are permitted when all the following conditions have been met:

(1) The aircraft is equipped with an operating collision avoidance device that depicts the bearing and altitude of target aircraft, both visually and audibly.

(2) The PIC has successfully completed an FAA-approved stall/spin training course within the preceding 12 months.

(3) Weather minimums at the site of the enforcement activity shall be no less than a 1,500-foot ceiling and 3 miles visibility.

(4) The minimum altitude shall be no less than 1,000 feet AGL.

b. Transportation Missions. Single pilot crew member transportation of approved personnel or equipment as point-to-point missions is permitted.

c. Maintenance Ferry Flights. Single pilot crew member ferry flights of departmental aircraft as point-to-point delivery to and as pick up from maintenance, are permitted.

40. AIRCRAFT OPERATING MINIMUMS/REQUIREMENTS.

a. General. Aircraft crews shall comply with all FARs. The following FARs found in Title14 CFR govern altitudes, visibility, and Instrument Flight Rules (IFR):

(1) Section 91.119—Minimum Safe Altitudes: General.

(2) Section 91.155—Basic Visual Flight Rules (VFR) Weather Minimums.

(3) Section 91.157—Special VFR Weather Minimums.

(4) Section 91.173—Air Traffic Control Clearance and Flight Plan required.

(5) Section 91.175—Takeoff and Landing Under IFR.

b. Patrol Altitudes. Except to comply with ATC instructions or to accomplish a specific mission (after safety factors and FAR 91.119 requirements have been considered), the patrol altitudes are as follows:

(1) All Aircraft. Regardless of location, an aircraft shall maintain an altitude that, should a power unit fail, permits an emergency landing without undue hazard to persons or property on the ground.

(2) Helicopters. Must maintain appropriate cloud clearances and maintain an altitude of at least 500 feet AGL during daylight and 700 feet AGL during darkness.

(3) Airplanes. Must maintain appropriate cloud clearances and the following:

(a) Over Congested Areas. Must maintain an altitude of at least 1,000 feet above the highest obstacle within a horizontal radius of 2,000 feet over any city, town, or settlement, or over any open-air assembly of persons.

(b) Over Uncongested Areas. Must maintain at least 500 feet AGL during daylight and 1,000 feet AGL during darkness.

c. Flight Below Patrol Altitude. When it is necessary to conduct flight below applicable patrol altitudes during searches or other phases of flight not previously defined, a reconnaissance for hazards, obstacles, and wires shall be completed in the flight or search area by the flight crew. The following wire/obstacle procedures shall be used for the reconnaissance of the intended flight or search area:

(1) Search Area.

(a) Establish boundaries/barriers of the search area.

1 Identify topographic or man-made features to assist in identifying search boundaries.

(2) High Reconnaissance.

(a) Identify obstacles to all crew and non-crew members.

(b) Call out obstacles to all crew and non-crew members.

(c) Maintain 500 feet AGL or higher as needed to meet safe obstacle clearance requirements.

(3) Obstacles.

(a) Identify wires and obstacles.

1 Identify topographic features or other markers that can assist with locating identified obstacles.

(4) Watch Airspeed.

(a) Identify and fly at safe airspeed for conditions presented (e.g., visibility, obstacles, and terrain).

(5) Visual Horizon.

(a) The pilot must continually scan for hazards, including wires and obstacles, through constant vigilance and external monitoring.

d. Day Visual Flight Rules Operations. Unless otherwise specifically exempted by this manual, pilots must meet departmental contact and instrument training requirements contained in Chapter 4, Training, paragraph 4.c., of this manual, for the previous quarter.

e. Night Visual Flight Rules Operations.

(1) Pilots must meet instrument experience currency requirements provided in FAR 61.57(c).

(2) Ceiling, visibility, and surface or celestial lighting shall be sufficient so that visual reference to the horizon can be maintained.

(3) Night Mountain Operations.

(a) Fixed-wing aircraft equipped with operational camera systems may conduct night mountain searches if the flight can be conducted in VFR conditions at a minimum of 3,000 feet above the highest obstacle in the search area while also maintaining 1,000 feet of clearance below overlying cloud cover. Air units shall develop an SOP to address specific risks based on knowledge of the local area. Non-turbine aircraft crew members shall maintain an altitude that allows for the aircraft to safely glide to an emergency landing in suitable terrain in the event of a power unit failure.

(b) No helicopter pilot shall operate an aircraft in the mountains (e.g., checking canyons for searches or rescues) unless endorsed for NVG operations in accordance with Chapter 12, Night Vision Goggle Operations and Training Policy, of this manual. This does not prohibit cross-country flights at appropriate VFR altitudes while maintaining 1,000 feet AGL.

(4) Helicopter Takeoffs and Landings.

(a) To land at any site other than a lighted airport or helipad, the helicopter must be equipped with an operable searchlight and an alternate landing light. If the searchlight fails, helicopter operations are permissible only when surface lighting is sufficient for safe landing.

(b) Night approaches, takeoffs, and landings in mountainous terrain are prohibited, except for NVG-enabled operations in accordance with Chapter 12 of this manual, or at approved and lighted airports, helipads, or other areas specifically designated night-landing zones identified in the unit's SOP.

f. Visual Flight Rules Weather Minimums.

(1) Airplanes.

(a) Day: Ceiling 1,000 feet.

(b) Night (Non-Mountainous): Ceiling 1,500 feet, visibility 3 miles, and ability to maintain 1,000 feet AGL.

(c) Night (Mountainous): Ceiling 3,000 feet and visibility 3 miles, and ability to maintain 2,000 feet AGL.

(2) Helicopters.

(a) Day: Ceiling 500 feet and visibility 1/2 mile.

(b) Night (Non-Mountainous): Ceiling 1,000 feet and visibility 1 mile.

(c) Night (Mountainous): Ceiling 1,500 feet, visibility 3 miles, and ability to maintain 1,000 feet AGL.

g. Instrument Flight Rules—Airplanes.

(1) Instrument departure minimums are as follows:

(a) If departing from an airport runway with runway centerline markings, centerline lighting, and Runway Visual Range (RVR) reporting, instrument departures are permitted with a minimum RVR of 1,600 feet. If either centerline lighting or any RVR reporting points are inoperative, the reported visibility shall be a minimum of 1/2 statute mile for departure.

(b) If departing from an airport runway not meeting the criteria above, the visibility shall be a minimum of 1/2 statute mile.

(2) Instrument approach minimums are as follows:

(a) All instrument approaches shall be conducted at airports with FAA-approved and published instrument approach procedures. All landings occurring at the completion of an instrument approach shall be incompliance with FAR 91.175(d).

(b) For flights in instrument meteorological conditions to unfamiliar airports, or in locations outside of a pilot's normal geographic area of operation, the aerial supervisor and/or the flight crew should consider the use of a two-pilot crew.

41. INADVERTENT INSTRUMENT METEOROLOGICAL CONDITIONS PROCEDURES AND TRAINING. Inadvertent Instrument Meteorological Conditions (IIMC) is defined as the unexpected and unintentional flight into conditions where outside visual reference is lost, requiring the aircraft to be maneuvered solely by reference to flight instruments. Inadvertent instrument meteorological conditions can be **caused by clouds, smoke, dust, and dark skies with no visual horizon present**.

a. Procedures. The following procedures shall be followed when IIMC is encountered:

(1) The pilot shall take immediate action using the 4 "Cs" protocol (control, climb, course, and communicate) in the following sequence:

(a) Control. Fly the aircraft first and refocus the scan inside the aircraft to the primary flight instruments. Level the aircraft utilizing the attitude indicator to assume a level attitude.

(b) Climb. As soon as the aircraft is under control by reference to the instruments, a straight-ahead, controlled climb shall be established. Consider utilizing the autopilot if it is available.

(c) Course. Once established in a controlled climb, turn to a new heading if known obstacles are straight ahead. Utilize the Global Positioning System terrain feature to help identify hazards and, when possible, deviate toward known lower terrain.

(d) Communicate. Once the aircraft is in a controlled climb and on course, notify ATC of your IIMC encounter and intentions. Comply with ATC instructions and prepare for an instrument approach.

b. Pilots must be prepared to identify and accept IIMC when it occurs. Careful preflight planning and regular IIMC training will allow a pilot to focus their attention on maintaining aircraft control and reduce the distraction of formulating a plan in the midst of a dangerous situation. The best procedure for IIMC is to avoid it; refrain from flight in marginal weather and consider turning around or landing prior to encountering IIMC.

c. At least once quarterly, IIMC flight and ground training shall be conducted by all pilots. This training shall be documented on the CHP 93E or CHP 93D.

42. SUPPLEMENTAL OXYGEN USAGE.

a. All crew and non-crew members of non-pressurized departmental aircraft shall utilize supplemental oxygen according to FAA supplemental oxygen requirements outlined in Title 14, Section 91.211 CFR under the following conditions:

(1) At cabin pressure altitudes between 12,500 and 14,000 feet Mean Sea Level (MSL), unless the required minimum flight crew uses provided supplemental oxygen for any portion of the flight exceeding 30 minutes at these altitudes.

(2) At cabin pressure altitudes above 14,000 feet MSL, unless the required minimum flight crew uses provided supplemental oxygen during the entire flight time at these altitudes.

(3) At cabin pressure altitudes above 15,000 feel MSL, unless each occupant of the aircraft uses provided supplemental oxygen.

NOTE: Operations at 12,500 feet MSL and above shall be conducted only if all crew members have completed an OAO approved high-altitude training course.

b. Departmental unpressurized aircraft shall not exceed flight level 180.

c. Supplemental oxygen is recommended for operations above 8,000 feet MSL.

43. NIGHT ADAPTATION. Whenever possible during darkness, crew members should use subdued lighting to enhance night adaptation in flight.

44. FLIGHT PATH. When conducting highway patrols, pilots shall maintain a flight path to the right of the roadway whenever possible.

45. RADAR ALTIMETERS. Radar altimeters shall be set to a minimum of 300 feet during VFR operations.

46. FUEL RESERVES. As appropriate, fuel requirements provided in FAR 91.151 and 91.167 must be met. Additionally, helicopter flights shall be terminated at least 20 minutes prior to fuel exhaustion. Airplane flights shall be terminated 30 minutes prior to fuel exhaustion during day operation, and at least 45 minutes prior to fuel exhaustion during night operation. Fuel reserves shall be predicated on the aircraft's average fuel consumption rate.

47. OFF-SITE LANDINGS/DEPARTURES. The Department recognizes the need to land off-site.

a. Off-site landings/departures shall be performed in compliance with Section 21403(a) and 21403(b) of the California Public Utilities Code, and any applicable FARs.

b. Except during training/evaluation, off-site landings and departures shall be limited to situations where there are no other reasonable alternatives available (refer to Annexes E and F).

c. The crew shall conduct a thorough high and low reconnaissance of all potential hazards.

(1) Identify and verbalize/signal all observed obstacles, wires, or hazards in the approach or takeoff path that could interfere with the operation to all crew and non-crew members (refer to Annexes E and F).

d. As a minimum the following items (using the acronym “ASBATT” for helicopters and “SBATT” for airplanes) shall be considered:

(1) A—Amperage or Air Conditioning (H125).

(2) S—Size, Surface, Slope, Security: Of landing area.

(3) B—Barriers: In/around the landing area.

(4) A—Approach: Wind considerations, axis of landing area, forced landing area, missed-approach routes, and approach angle.

(5) T—Touchdown: Sufficient clearance for helicopter, approaches should be to the ground, if possible, and to a specific point.

(6) T—Takeoff: Wind considerations, barriers, direction, and type of departure.

e. Pre-landing and takeoff checks, tailored for each aircraft, shall also be completed by the crew. As a minimum, they shall include performance, exterior lights, instrument and caution lights, fuel, avionics/transponder, and area clear.

f. Whenever practical, the crew should eliminate all extraneous distractions, utilize sterile cockpit procedures, and remain focused on the safety of the landing and departure operation.

48. OFF-SITE PRACTICE AREAS.

a. Off-site practice areas are Landing Zones (LZ) designated by the unit training pilot and approved by the aerial supervisor established for aircrews to maintain currency and proficiency in off-site landing operations. Training pilots may find it useful to designate these LZs as either in-ground-effect or out-of-ground-effect.

b. Aircrews authorized for off-site landings may use off-site practice areas to maintain currency and proficiency without the requirement of a training pilot or training flight officer on board.

c. When an air unit elects to designate off-site practice areas, the areas shall be checked annually during daylight for hazards and suitability by a unit training pilot who shall document any observed hazards and the location by latitude/longitude.

d. Each air unit’s SOP annex shall address guidelines for off-site practice area use by aircrews not engaged in training with a departmental training pilot. Aircrews

shall note the flight, the name or location of the off-site practice area used, and the number of approaches performed on the CHP 93, Aircraft/Flight Duty Report.

49. AIRPLANE ACADEMY LANDINGS/DEPARTURES. Airplane landings at the Academy are prohibited, except in the event of an in-flight emergency. Transportation into and out of the Academy shall be conducted by helicopter.

50. AUTOROTATIONS.

a. Pilots shall not perform autorotations (other than in response to an actual aircraft emergency or as required for a maintenance test flight) unless accompanied by a unit training pilot, the chief pilot, or their designated alternate.

b. Autorotations during maintenance test flights shall be concluded with a full power recovery at no less than 500 feet AGL.

c. Unless in a designated training helicopter, all training autorotations (except hovering autorotations) shall be terminated with power above 3 feet AGL.

51. HELICOPTER EXTERNAL LOAD. External load operations shall be conducted in accordance with Chapter 11 of this manual.

52. FORMATION FLIGHTS.

a. All formation flights shall be approved by an OAO manager.

b. Departmental crew members shall not participate in formation flights unless they have satisfactorily completed initial departmental formation flight training in the type of aircraft to be flown (refer to Chapter 4, Annex H, of this manual). Aerial supervisors shall identify crew members who shall receive formation flight training. This training shall be conducted by the unit training pilot and shall be documented on the CHP 93D, CHP 93E, or CHP 93K, as appropriate.

c. All crew members that satisfactorily complete the initial formation flight training are qualified to participate in formation flights for a period of 12 calendar months. To remain qualified to participate in formation flights, crew members shall receive recurrent formation flight training from a training pilot or the chief pilot annually. Participation in an actual formation flight satisfies the annual training requirement. If a crew member's formation flight certification lapses, the crew member shall receive formation flight training from a training pilot or the chief pilot prior to participation in a formation flight.

(1) Air units may utilize an airplane and a helicopter flying together in formation in order to accomplish required initial training.

(2) If both an airplane(s) and a helicopter(s) are utilized in a formation flight, the airplane(s) shall fly ahead of any helicopter(s) within the formation. (A single CHP helicopter leading two CHP airplanes in a "V" formation is the only authorized exception.)

(3) Aircraft may participate in formation flights for or with allied agencies. Any combined agency formation shall comply with CHP briefing and aircraft separation requirements.

d. Prior to conducting a formation flight, all participants shall receive a thorough safety and operational briefing covering all aspects of the flight.

e. Formation flights are authorized during day VFR conditions only.

f. Pilots serving as formation flight lead must be endorsed by the appropriate chief pilot.

53. OVER-WATER FLIGHTS (OPERATIONS). No flights shall be conducted over water beyond airplane gliding distance or helicopter autorotation distance from land unless the aircraft is equipped with emergency flotation devices, or the crew is wearing departmentally issued flotation vests, including the Helicopter/Airplane Emergency Egress Device (HEED) bottle. Departmental HEED bottles may not be worn by anyone not having completed the departmental HEED training and certification course. Departmental HEED recertification is required every five years. In no event shall over-water flights be beyond sight of land, as determined by geography, not prevailing weather conditions.

54. UNATTENDED AIRCRAFT.

a. If the mission dictates, a pilot may leave a helicopter with the engine operating at ground idle if all controls are locked, or friction is applied to prohibit control movement, and the pilot remains in close proximity to the aircraft.

b. Precautions shall be taken to guard unattended aircraft against sabotage, theft, vandalism, or damage from the elements. An aircraft not attended by an on-duty flight crew shall be staged in a secure location, inaccessible to the general public and protected from environmental exposure.

55. DEPARTMENTAL AIRCRAFT VIDEO DOWNLINKS. Departmental aircraft, equipped with the capability to stream live video and imagery, can enhance situational awareness during critical incidents. The live video will be transmitted using a high-speed data connection and video management software maintained by the OAO.

a. Aircraft Video Downlink Access.

(1) Aircraft video downlinks shall be classified as "law enforcement sensitive" and shared on a need-and-right-to-know basis. Unauthorized sharing of aircraft video downlinks with nonessential personnel is strictly prohibited.

(2) During critical incidents where time is of the essence (e.g., pursuits, suspect searches, riots, evacuations), aircraft video downlinks may be shared to enhance officer safety and/or situational awareness for public safety personnel.

(3) Aircraft video downlinks may be shared via a hyperlink to internet-connected devices. To prevent unauthorized access, the aircrew shall ensure the hyperlink is deactivated immediately following the completion of the mission or detail.

(4) All requests for aircraft video downlinks related to pre-planned missions shall be approved by an OAO manager prior to being released.

(5) If unauthorized access is discovered, live video streaming shall be stopped immediately, and the appropriate sector lieutenant shall be notified. If the live stream is still needed for the event, a new hyperlink shall be created.

b. Aircraft Video Downlink Recording.

(1) All digital media generated by the aircraft video downlink system is the property of the Department.

(2) Aircraft video shall only be recorded in accordance with GO 110.8, Processing and Storage of Digital Media, and HPM 70.1, Evidence Manual.

(3) Aircraft video downlinks shall not be recorded using the video management platform.

(4) Employees are strictly prohibited from duplicating, recording, or permanently retaining any content from a live aircraft video downlink. This prohibition includes use of personal devices to record the video during playback. Additionally, live aircraft video shall not be posted to any social media site, application, or digital platform without the express permission of the OAO commander.

c. Decision to Broadcast Aircraft Video Downlinks.

(1) Aircraft video downlinks shall only be broadcast when they are reasonably expected to have evidentiary value, enhance public safety, or improve situational awareness for public safety personnel.

d. Supervisor Responsibilities.

(1) It is the responsibility of the unit aerial supervisors to ensure the following:

(a) All personnel shall adhere to established policies and procedures for the use and maintenance of live aircraft video equipment, the video management platform, and the dissemination and recording of live video.

(b) Lost, stolen, damaged, or inoperative aircraft video equipment shall be reported to the appropriate OAO sector lieutenant who shall follow the procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment.

(c) Repair and replacement of damaged or inoperative equipment shall be coordinated through the appropriate aircraft avionics maintenance contract.

(d) All crew members shall be properly trained in the correct use of the live aircraft video equipment and system.

(e) Unit live aircraft video coordinators shall be properly trained in operating the equipment and video management platform. Additionally, unit aerial supervisors shall ensure the unit coordinator(s) are afforded adequate time to perform their duties.

56. FIRST AMENDMENT-PROTECTED EVENTS.

a. Departmental pilots deployed to First Amendment-protected events shall comply with FARs.

(1) All departmental aircraft shall remain at an altitude of 1,000 feet above the highest obstacle within a horizontal radius of 2,000 feet of the aircraft, unless necessary to ensure public or officer safety, or to fulfill other operational needs. If departmental helicopters are operated at less than 1,000 feet, each person operating the helicopter must comply with any routes or altitudes specifically prescribed for helicopters by the FAA.

b. Aircraft shall not be used with the intent, or for the purpose of, intimidating crowds.

c. Aircraft shall not be used as a tool to force the movement of crowds, other than to safely and effectively use the aircraft's public address system to make public safety announcements or issue dispersal orders.

d. Decision to Record.

(1) Footage will be recorded only when it is reasonably anticipated to have evidentiary value.

(2) Recording may be initiated by CHP aircraft crew members or requested by a CHP incident commander.

(3) Recordings or other associated documentation (e.g., flight logs) have evidentiary value when it is likely to result in, or be relevant to, a criminal, civil, or administrative proceeding.

e. Departmental Aircraft Recording Device. Recording devices used in departmental aircraft record images in high definition which require a large volume of storage space. Therefore, only images with evidentiary value shall be retained and processed in accordance with GO 110.8 and HPM 70.1.

f. Processing and Storage of Recordings. The logging process, storage, usage, distribution, receiving, listening, viewing, and media and training use of recordings shall adhere to policy outlined in GO 110.8. The handling, retention, and purging of recorded evidence shall adhere to policy outlined in HPM 70.1.

(1) Video evidence recorded by departmental aircraft for use by the Department or allied agency shall be copied onto a disc from the original portable recording device used in the aircraft (e.g., thumb drive).

(2) The digital images copied from the portable recording onto the disc shall be considered a true copy of the original. This true copy shall be viewed to confirm the information was successfully transferred. A second copy of the original shall be made and maintained by the air unit for a period of one year, after which it may be purged. Purging of the second copy shall require the approval of the commander.

(3) The responsibility for the securement of the evidentiary copy, or true copy, rests with the investigating Area or allied agency.

(a) In cases of video evidence recorded for departmental use, the true copy shall be provided to the investigating officer who shall be responsible

for booking the disc into their Area's evidence room. Air operations units shall document this on the CHP 93A, Aerial Video Log (refer to Annex H).

1 In accordance with HPM 70.1 and to maintain the integrity of the evidence, a CHP 36, Property Receipt, shall be initiated and the chain of possession shall be completed for each handling, movement, and transfer of video evidence.

(4) In cases of video evidence recorded for other agencies' use, the true copy shall be given to the agency for booking into their evidence system.

(a) Requests for aerial video recording from other agencies shall be in writing on that agency's departmental letterhead, satisfying the need-and-right-to-know requirement. Upon receiving the request from the other agency, the true copy and a copy of the CHP 49, Letterhead, shall be booked into the Area office's evidence room.

1 To maintain the chain of custody, air operations units shall document the release of evidence on the CHP 93A. Additionally, in accordance with GO 110.8, a disclaimer shall be completed and signed by the agency taking possession. The disclaimer will advise them of their responsibilities for booking the evidence, and a copy of the signed disclaimer shall be provided to them. The Department's copy of the signed disclaimer shall be maintained for the length of time the disc is maintained, plus five years. For a copy of the disclaimer, contact Internal Affairs Section.

(5) Personnel responsible for making these recordings shall utilize the CHP 93A, which contains, at a minimum, the following information:

(a) Incident.

1 Log number.

2 Date.

3 Time.

4 Location of incident.

5 Recording officer.

6 Area office.

7 Investigating officer.

8 Evidence number.

(b) Request for Evidence.

1 Date.

2 Agency.

3 Requester.

4 Case number for the incident.

(c) Approval for Release.

1 Date evidence approved for release.

2 Date evidence released.

3 Name and badge number of supervisor approving the release.

4 Name and badge number of person taking custody of the recording.

(d) Air Unit Retention/Destruction.

1 Date the recording was purged.

2 Commander's initials.

(e) CHP 93A Retention. The CHP 93A shall be retained for five years, plus the current year's log.

(6) On the CHP 93A, departmental air units shall document all requests for recordings by departmental personnel or allied agencies, releases of recordings, and releases of key dates in the retention/destruction schedule.

(7) Allied Agency Requests. Shall be completed on the agency's departmental letterhead and must contain the following:

(a) The requester's name and case number.

(b) The case number from the allied agency.

(c) The CHP Area office where the evidence was booked.

(d) The associated CHP evidence number.

(8) Public Records Act requests shall follow procedures outlined in HPM 11.1, Chapter 13, Information Disclosures – Public Records and Rights of Privacy, that specify only authorized personnel with a legitimate need and right to know may access such information in the course of their official duties.

(9) Unauthorized distribution and/or the receiving, listening, or viewing of digital evidence obtained during the course of employment is prohibited.

(10) Supervisor approval shall be obtained before the release of any aerial video recordings. The name and ID number of the approving supervisor shall be documented on the CHP 93A.

g. Retention.

(1) Aerial video recordings determined to have evidentiary value shall follow policy outlined in HPM 70.1 and GO 110.8.

(2) Aerial video recordings determined to have no evidentiary value shall be destroyed within 60 days of capture, except as noted below.

(a) Aerial video recordings determined to have no evidentiary value may be retained for training purposes in accordance with GO 110.8.

h. Inspections.

(1) Aerial supervisors shall conduct quarterly inspections to ensure compliance with aerial video recording policies and procedures are followed by air units. This shall be documented on a CHP 51, Memorandum, addressed to the OAO, and e-mailed to OAO@chp.ca.gov within 15 days after the quarter ends. During the formal biennial air unit evaluations and self-evaluations, sector lieutenants shall verify that these quarterly inspections were performed and the policies and procedures were followed (refer to Annex C).

57. AIR UNIT STAFFING LEVELS. Air unit staffing levels are established by the ACF. Changes to staffing levels shall be reviewed by the OAO and approved by the ACF. Aerial supervisors should not be considered for crew staffing levels.

# ANNEX A

# INTERAGENCY MEMORANDUM OF UNDERSTANDING EXAMPLE

**MEMORANDUM OF UNDERSTANDING**

Between

**California Highway Patrol**

and

the Sacramento County Sheriff's Office

This Interagency MEMORANDUM OF UNDERSTANDING, made and entered into by and between the Department of the California Highway Patrol, herein referred to as the CHP and the Sacramento County Sheriff's Office, herein referred to as the SAC SO.

Witnesseth:

WHEREAS, the CHP owns and operates aircraft and employs pilots and flight officers in support of their public safety responsibilities; and,

WHEREAS, the SAC SO owns and operates aircraft and employs flight crews in support of their public safety responsibilities; and,

WHEREAS, the CHP and SAC SO may provide mutual assistance in pursuits, searches, rescues, medevacs, medical emergencies, road blocks, or emergency incident management observation; and,

WHEREAS, the effective and safe utilization of said aircraft and flight crews is in the best interest of the public; and,

WHEREAS, missions may require simultaneous flight operations with allied agencies or emergency medical service providers.

NOW, THEREFORE, in consideration of the aforementioned premises, the parties hereto agree to only participate in joint airborne aircraft operations when the following conditions exist:

1. Safety of flight is not compromised.

2. Two-way radio communication and coordination are established and maintained throughout the operation.

## ANNEX A

## INTERAGENCY MEMORANDUM OF UNDERSTANDING EXAMPLE *(continued)*

3. Visual contact is established and maintained throughout the operation, if practical. If visual contact is lost or is not practical, operations may be conducted only if specific operational boundaries are established for each aircraft, and aircraft position reports are routinely given and monitored.

4. No more than one other aircraft is directly involved in such proximity as to constitute a potential hazard.

5. One aircraft shall be designated the primary aircraft with full involvement in the ground activity. The other aircraft is a secondary or support aircraft and shall not be directly involved with the ground situation unless the primary aircraft lands or turns over its primary duties.

6. Aircraft shall be separated by a minimum of 500 feet altitude, and when practical, shall orbit in the same direction and be offset 180 degrees in that pattern.

It is Mutually Agreed That:

1. Both parties will confer annually to update or review this Memorandum.

2. Flight crews and/or others involved in these types of operations shall be informed of the contents of this Memorandum and shall review it annually.

3. Nothing in this Memorandum shall be construed as obligating either party hereto in the expenditure of funds, or for the future payment of money in excess of appropriations authorized by law.

4. This Memorandum shall become effective on the date of the last approval signature and may be terminated by either party upon 30 days of written notification to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum as of the last date written below.

Captain Fabio Serrato
Commander
Office of Air Operations
California Highway Patrol

April 10, 2024
Date

Sheriff Jim Cooper
Name Rank or Position
Division Name, if applicable
Organization Name

April 10, 2024
Date

# ANNEX B

# COURT DECISIONS



Appellate Department, Superior Court, Los Angeles County, California.

**The PEOPLE of the State of California, Plaintiff and Respondent,**
**v.**
**Elijah Larry ECHOLS, Defendant and Appellant.**

**Cr. A. 13062.**

Feb. 19, 1975.

Defendant was convicted in the Municipal Court, Jack B. Clark, J., of speeding, and he appealed. The Superior Court, Appellate Department, Marshall, J., held that procedure used by police in helicopter to determine that motorist was speeding was not a prohibited 'speed trap.'

Affirmed.

Holmes, P.J., dissented and filed statement.

West Headnotes

**Automobiles 349(3)**
48Ak349(3)
(Formerly 48Ak349)

Procedure used by police in helicopter to determine that motorist was speeding was not a prohibited "speed trap," where no particular section of highway was used by the helicopter pilot, inasmuch as any measured mile would serve his purpose, and officer did not calculate speed of motorist by computing time it took him to travel a known distance but, instead, after determining his ground speed, pilot noted that defendant's vehicle was traveling at same speed as helicopter. West's Ann.Vehicle Code, §§ 40801-40803.

****375 *2** Elijah Larry Echols, in pro per.

Joseph P. Busch, Dist. Atty., Harry B. Sondheim, and Philip J. McCarthy, Deputy Dist. Attys., for plaintiff and respondent.

MEMORANDUM OPINION AND JUDGMENT

MARSHALL, Judge.

In this case a helicopter was the instrument used by the police to establish the speed of the defendant. The defendant appealed from his conviction for speeding and raised the defense that the helicopter and the procedure used by it constituted a speed trap.

Affirmance is dictated by In re Beamer (1955) 133 Cal.App.2d 63, 68, 283 P.2d 356. In that decision, Mr. Justice Peters declared that the ***3** only type of 'speed trap' prohibited by section 751 of the Vehicle Code (now ss 40801, 40802 and 40803) is one possessed of four characteristics:

'(1) A particular section of a highway,
(2) measured as to distance,
(3) with boundaries marked, designated or otherwise determined, and
(4) the speed of the vehicle calculated by computing the time it takes the vehicle to travel the known distance. If any one of these elements is absent the device does not fall within the prohibition of this section.'

In this case no 'particular section' of the highway was used by the helicopter pilot. Any measured mile would serve his purpose, i.e., to correlate air speed to ground speed. Once he determines by reference to the time he traverses a specific distance, in this case the measured mile, he then employs a chart which informs him as to the ground speed of the helicopter. In the instant case that speed was 78 miles per hour. The officer did not then calculate ****376** the speed of the defendant by computing the time it took him to travel a known distance, the fourth characteristic described by Justice Peters. Instead, after determining his ground speed, he then noted that the defendant's vehicle was traveling at the same speed as the helicopter. As at least two of the characteristics cited in In re Beamer, Supra, are absent, the procedure employed in this case does not fall within the prohibition against the use of speed traps.

It should also be observed, as pointed out in In re Beamer, Supra, 133 Cal.App.2d at p. 68, 283 P.2d 356, that an evil at which the speed trap statute was aimed--a 'clocking' of a suspect car by an officer concealed or in hiding-- does not here exist. The helicopter, of course, was in plain sight.

The judgment is affirmed.

## ANNEX B

## COURT DECISIONS *(continued)*



ALARCON, J., concurs.

HOLMES, Presiding Judge (dissenting).

I dissent. I believe the procedure used in this case is indistinguishable in principle from that defined by statute and held in In re Beamer (1955) 133 Cal.App.2d 63, 283 P.2d 356 to be a speed trap.

END OF DOCUMENT

FILED

APR 9 1976

MAURINE I. DOBBAS
COUNTY CLERK OF PLACER COUNTY
By E AZEVEDO
DEPUTY

IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF PLACER

THE PEOPLE OF THE STATE OF CALIFORNIA,
Plaintiff,
vs.
EDWARD JOSEPH RODRIQUEZ,
Defendant.

No. 43898
OPINION

The Defendant was charged with a violation of California Vehicle Code Section 22406a, exceeding the maximum speed limit (63 miles per hour in a 55 mile per hour zone). A trial was had and the matter submitted.

The facts are setforth in the reporter's transcript on appeal and are incorporated herein by reference.

Following the submission, the trial Court granted "Defendant's" motion to dismiss on the ground that the evidence was obtained in violation of Section 40801, et seq. of the Vehicle Code.

This was error. The use of highway markings to determine the ground speed of the California Highway Patrol's airplane does not constitute a "speed trap". See People vs. Eckles, 46 Cal. App. 3d Supp. 1.

. . . . . .

The appeal is dismissed.

Dated at AUBURN, CALIFORNIA this 9 day of April, 1976.

RONALD G. CAMERON
JUDGE OF THE SUPERIOR COURT

He timed the plane's passing these highway markings and determined the plane's ground speed to be 65 miles per hour. Pacing the Corvette as he was, he determined the speed of that vehicle to be the same as that of the airplane, 65 miles per hour.

The declarations further disclose Brown advised Officer Harman who was in the patrol car in the vicinity of the speeding Corvette and he stopped the Corvette. Brown confirmed from the air the stopped vehicle was the same one he had paced by plane. Harman then issued the driver, Darby, the citation subject of this proceeding.

Upon reading the declarations of Brown and Harman, the trial judge found the evidence had been obtained by virtue of a "speed trap"; such evidence was excluded by Vehicle Code sections 40803 and 40804, subdivision (a); and the court was without jurisdiction by virtue of Vehicle Code section 40805 . The court dismissed the case. The People appeal, contending the evidence was not obtained by use of the forbidden "speed trap." The superior court affirmed the judgment of the municipal court.

This case is identical to People v. Echols, 46 Cal.App.3d Supp. 1, 120 Cal.Rptr. 375, and we support the result reached there.

[1] The use of measured markers on the highway to verify the air speed of the officer in the airplane is appropriate. It goes without saying the air speed indicator is not as accurate in measuring ground speed as the speedometer of a vehicle. Head or tail winds can have a distinct effect on the indicator's accuracy. A correlation between speed shown on the air speed indicator and actual ground speed must be made.

This correlation would require consideration of numerous facts affecting air speed but the most efficient method to determine the ground speed of an airplane is by use of measured miles the airplane traverses in a given time. This information allows the officer to correct the air speed (adjusted air speed) to reflect true ground speed. If the airplane is following the speeding vehicle at the same rate, the officer will then know the vehicle's ground speed. Using adjusted air speed, the airborne officer ***710** following the speeder is in no different position than an officer in a patrol car on the ground who performs the same function. That officer has calibrated his speedometer on a machine in the shop using measured distances ****332** or electronic equipment to be sure the tire sizes and other variables are compensated for and true ground speed is accurately reported. He then only follows the speeder.

[2] The use of measured miles to correlate air speed to ground speed is not a speed trap as defined in Vehicle Code sections 40801, 40802 and 40803. A "speed trap" is defined in relevant part by Vehicle Code section 40802 as follows:

"A 'speed trap' is either of the following:

"(a) A particular section of a highway measured as to distance and with boundaries marked, designated, or otherwise determined in order that the speed of a vehicle may be calculated by securing the time it takes the vehicle to travel the known distance."

In the case of In re Beamer, 133 Cal.App.2d 63, 283 P.2d 356, the court in discussing former Vehicle Code section 751, subdivision (b) (now s 40802, subd. (a)), said in examining radar as a "speed trap":

"(t)he only type of 'speed trap' prohibited by section 751 has four characteristics: (1) A particular section of a highway, (2) measured as to distance, (3) with boundaries marked, designated or otherwise determined, and (4) the speed of the vehicle calculated by computing the time it takes the vehicle to travel the known distance. If any one of these elements is absent the device does not fall within the prohibition of the section."

In the case before us, no "particular section" of the highway was used by the airborne officer to determine Darby's speed. Any section could be used to adjust the air speed and it is not necessarily the same measured distance which is used for determining the vehicle's speed. As a matter of fact, the greatest accuracy would be obtained by noting adjusted air speed before as well as immediately after determining the vehicle's ground speed. Nothing in the record here suggests the vehicle traversed a full measured mile while speeding for the issuance of the citation. A speed trap would necessarily include the entire measured distance while the method used here might determine Darby was speeding for a period more or less than the measured distance.

In applying the test of the use of a speed trap as Beamer points out, the fact is the speed of the vehicle is simply Not calculated by computing the time it takes Darby's vehicle to travel the known distance. The officer ***711** calculated the speed of the vehicle because he noted the vehicle was traveling at the same speed his airplane was traveling, which was 65 miles per hour.

Judgment reversed and remanded for further proceedings consistent with this opinion.

STANIFORTH and WIENER, JJ., concur.

END OF DOCUMENT

## ANNEX B

## COURT DECISIONS *(continued)*

### NATIONAL TRANSPORTATION SAFETY BOARD
### FINAL OPINION AND ORDER
RE: JOHN H. WALKUP CASE

SUBJECT: STATUS OF CERTIFIED FLIGHT INSTRUCTORS GIVING DUAL FLIGHT INSTRUCTION

This is in response to concerns expressed by Mr. John H. Walkup about the definition of pilot-in-command (PIC) flight time and the logging of such time.

The concerns raised by Mr. Walkup involve two different concepts. First, who may serve as PIC versus who may log PIC time. As defined by Part I of the Federal Aviation Regulations (FAR), the term “pilot-in-command” means the pilot responsible for the operation and safety of an aircraft during flight time. Under Section 61.51(c)(2)(i) of the FAR, a private or commercial pilot may log as PIC time only that flight time during which they are the sole manipulator of the controls of an aircraft for which they are rated, or when they are the sole occupant of the aircraft, or when they act as PIC of an aircraft on which more than one pilot is required under the type certification of the aircraft, or the regulation under which the flight is conducted. Furthermore, under Section 61.51(c)(2)(iii), a certified flight instructor (CFI) may log as PIC time all flight time during which they act as a flight instructor. Thus, it is possible for both a properly certificated and rated pilot, and flight instructor giving dual instruction to that pilot, to simultaneously log PIC time for that period during which dual instruction is given/received. In addition, it is also possible for the pilot receiving instruction to log both PIC time and dual instruction received for this flight time.

The issue of who serves as the actual PIC, i.e., who is responsible for the safety of the flight, is another matter. Any flight instruction that is given during flight time creates at least a prima facie case that the person giving the instruction is PIC. This means that the CFI is presumed to be the PIC unless they can rebut that presumption of fact by evidence or argument. Thus, the CFI must demonstrate that the duty of PIC was being performed by the person receiving instruction, as a result of prior agreement before the flight between the two parties or as a result of some other circumstance, as discussed below.

The current policy is that any appropriately rated and current pilot holding a proper medical certificate may serve as a PIC of an aircraft. If two such pilots, one of whom is a flight instructor giving flight instruction, occupy pilot stations during a flight then the actual PIC could be designated by the mutual consent of the parties involved. There may be valid reasons for the pilot receiving the instruction to serve as PIC for that flight. For example, they may be substantially more experienced in the make and model aircraft involved. Other circumstances may also dictate that the CFI not serve as PIC. For example, the CFI may not possess a current medical certificate, but past interpretations have held that they may still give instruction, providing the pilot receiving instruction is rated and current in the aircraft, possesses a current medical certificate and agrees to serve as PIC. It is certainly incumbent upon the instructor in this case to fully disclose the circumstances and ensure that the pilot receiving instruction will assume PIC duties.

The decision in the Walkup case highlights the responsibility placed on the CFI for assuming PIC duties while giving flight instruction.

# ANNEX C

# AIR UNIT OPERATIONAL EVALUATION

OFFICE OF AIR OPERATIONS

**AIR UNIT OPERATIONAL EVALUATION**

Rev. 11/25 OPI 018

AIR UNIT EVALUATION:

DATE OF EVALUATION:

| | APPROPRIATE | RECOMMENDED ACTION | ACTION REQUIRED | NOT EVALUATED | SEE REMARKS |
|---|---|---|---|---|---|
| **I. ADMINISTRATION** | | | | | |
| **A. STAFFING** | | | | | |
| 1. PILOTS – HELICOPTER | | | | | |
| 2. PILOTS – AIRPLANE | | | | | |
| 3. FLIGHT OFFICERS – HELICOPTER | | | | | |
| 4. FLIGHT OFFICERS – AIRPLANE | | | | | |
| 5. WHAT CRITERIA IS USED FOR FLIGHT OFFICER SELECTION? | | | | | |
| 6. SUPERVISORS | | | | | |
| 7. FREQUENCY OF FORMAL AIR UNIT MEETINGS | | | | | |
| **B. HOURS OF OPERATION** | | | | | |
| 1. AIRPLANE | | | | | |
| 2. HELICOPTER | | | | | |
| 3. WHAT IS THE TIME DELAY FOR CALL-OUT OUTSIDE OF NORMAL OPERATING HOURS? | | | | | |
| 4. SUPERVISOR STAFFING ON WEEKENDS OR EVENINGS | | | | | |
| A. NORMAL HOURS OF SUPERVISOR STAFFING | | | | | |
| B. LIST DESIGNATED OFFICERS-IN-CHARGE (OIC) | | | | | |
| 5. DAILY PROCEDURE FOR REPORTING AIRCRAFT STATUS TO DISPATCH/ALLIED AGENCIES | | | | | |
| **C. SUPERVISION** | | | | | |
| 1. HOW OFTEN ARE SUPERVISOR RIDE-ALONGS CONDUCTED? | | | | | |
| 2. IS EMPLOYEE'S PERFORMANCE DOCUMENTED DURING A RIDE-ALONG ON CHP 93K, FLIGHT CREW PERFORMANCE EVALUATION? | | | | | |
| 3. HOW OFTEN WAS THE SUPERVISOR ASSIGNED AS AN ON-DUTY CREW MEMBER DURING THE REPORTING PERIOD? | | | | | |
| 4. LIST SUPERVISOR(S) WHO ARE DEPARTMENTAL PILOTS | | | | | |
| 5. LIST SUPERVISOR(S) WHO ARE DEPARTMENTAL FLIGHT OFFICERS | | | | | |
| 6. IS APPROPRIATE PHASE TRAINING FOR SUPERVISOR(S) FLIGHT OFFICERS DOCUMENTED? | | | | | |
| 7. DOES THE SUPERVISOR PROMOTE FLIGHT SAFETY? | | | | | |
| 8. DOES THE SUPERVISOR ENSURE THE FOLLOWING: | | | | | |

1

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS

**AIR UNIT OPERATIONAL EVALUATION**

Rev. 11/25 OPI 018

AIR UNIT EVALUATION:

DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| A. COMPLIANCE WITH FEDERAL AVIATION ADMINISTRATION (FAA) REGULATIONS? | | | | | |
| B. AIRCRAFT MAINTENANCE? | | | | | |
| C. PILOT/FLIGHT OFFICER FLIGHT TRAINING CURRENCY? | | | | | |
| D. REVIEW OF CHP 92, PILOT'S MONTHLY FLIGHT TIME REPORT; CHP 93, AIRCRAFT/FLIGHT DUTY REPORT; CHP 93D, HELICOPTER TRAINING CHECKRIDE EVALUATION; CHP 93E, AIRPLANE TRAINING CHECKRIDE EVALUATION; CHP 93F, AIRPLANE FLIGHT HOUR LOG; CHP 93N, HELICOPTER LOAD CALCULATION; AND CHP 93K, FLIGHT CREW PERFORMANCE EVALUATION? | | | | | |
| E. VENDOR COMPLIANCE WITH CONTRACTS? | | | | | |
| 9. DO HIGH RISK MISSIONS REQUIRE SUPERVISORY APPROVAL? | | | | | |
| A. DOES THIS APPLY TO THE OIC IF THE SUPERVISOR IS UNABLE TO BE REACHED? | | | | | |
| B. HOW IS THE SUPERVISOR CONTACTED DURING OFF-DUTY HOURS? | | | | | |
| 10. HOW DOES THE AERIAL SUPERVISOR MONITOR FIELD OPERATIONS? | | | | | |
| 11. IS THE AIR UNIT INCLUDED IN THE OFFICE OF AIR OPERATIONS' (OAO) STRATEGIC PLAN PROCESS? | | | | | |
| 12. HOW OFTEN DOES A SUPERVISOR OR CREW MEMBER ATTEND LOCAL COMMUNICATION CENTER TRAINING DAYS? | | | | | |
| 13. DOES THE UNIT MEET WITH AND DO COMBINED TRAINING WITH LOCAL ALLIED AGENCIES? | | | | | |
| **D. AERIAL VIDEO LOG** | | | | | |
| 1. IS THE CHP 93A, AERIAL VIDEO LOG, BEING UTILIZED AND MAINTAINED BY THE AIR UNIT? | | | | | |
| 2. IS ALL OF THE REQUIRED INFORMATION DOCUMENTED ON THE CHP 93A? | | | | | |
| 3. IS THERE WRITTEN DOCUMENTATION FROM THE ALLIED AGENCY REQUESTING AERIAL VIDEO THAT CORRELATES WITH THE AERIAL VIDEO LOG? | | | | | |
| 4. IS SUPERVISOR APPROVAL OBTAINED BEFORE THE RELEASE OF ANY AERIAL VIDEO RECORDINGS? | | | | | |
| 5. IS NON EVIDENTIARY AERIAL VIDEO PURGED WITHIN 60 DAYS OF THE DATE THE RECORDING IS CAPTURED, EXCEPT AS RETAINED FOR TRAINING PURPOSES? | | | | | |
| 6. ARE QUARTERLY INSPECTIONS CONDUCTED AND DOCUMENTED IN A MEMORANDUM TO ENSURE COMPLIANCE WITH POLICIES AND PROCEDURES REGARDING AERIAL VIDEO RECORDINGS? | | | | | |

2

# ANNEX C

## AIR UNIT OPERATIONAL EVALUATION (continued)

OFFICE OF AIR OPERATIONS

**AIR UNIT OPERATIONAL EVALUATION**

Rev. 11/25 OPI 018

AIR UNIT EVALUATION:

DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| 7. IS AN ANNUAL MEMORANDUM INDICATING COMPLIANCE OR DEFICIENCY WITH POLICIES AND PROCEDURES REGARDING AERIAL VIDEO RECORDINGS SENT TO OAO BY THE AERIAL SUPERVISOR? | | | | | |
| **II. UNIT PROCEDURES AND ORDERS** | | | | | |
| **A. STANDARD OPERATING PROCEDURES UNIT ANNEX** | | | | | |
| 1. IS THE UNIT STANDARD OPERATING PROCEDURES (SOP) ANNEX WELL ORGANIZED AND CURRENT? | | | | | |
| 2. ARE ESSENTIAL PROCEDURES, DIRECTIONS, AND CONTENT UPDATED ANNUALLY? | | | | | |
| 3. IS THERE A SYSTEM ENSURING EACH MEMBER HAS REVIEWED THE SOP? | | | | | |
| A. IS THE REVIEW DOCUMENTED? | | | | | |
| 4. ARE PROCEDURES OUTLINED IN THE SOP UNIT ANNEX WHICH ADDRESS OPERATIONS IN UNIQUE HAZARDOUS AREAS? | | | | | |
| 5. IS THE WRITTEN EMERGENCY RESPONSE PLAN (ERP) CONTAINED IN THE SOP UNIT ANNEX CURRENT? | | | | | |
| 6. DOES THE SOP UNIT ANNEX IDENTIFY HIGH RISK MISSIONS, AS REQUIRED BY HIGHWAY PATROL MANUAL (HPM) 100.7, AIR OPERATIONS MANUAL? | | | | | |
| 7. ARE CALL-OUT PROCEDURES OUTLINED IN THE SOP UNIT ANNEX? | | | | | |
| 8. ARE NIGHT VISION GOGGLE (NVG) OFF-SITE PRACTICE AREAS DEFINED AND DESIGNATED IN THE SOP UNIT ANNEX? | | | | | |
| **III. AIRPLANE** | | | | | |
| **A. TRAINING PILOTS-TRAINING AND CERTIFICATION** | | | | | |
| 1. DO THE TRAINING PILOTS POSSESS CURRENT CERTIFIED FLIGHT INSTRUCTOR (CFI) AND CFI INSTRUMENT (CFII) RATINGS? | | | | | |
| 2. ARE THE TRAINING PILOTS COMPLETING REQUIRED TRANSPORTATION SECURITY ADMINISTRATION (TSA) AWARENESS TRAINING? | | | | | |
| 3. ARE TRAINING FLIGHTS SCHEDULED THROUGHOUT THE REPORTING PERIOD? | | | | | |
| 4. HAS EACH INSTRUCTOR PROVIDED AT LEAST THREE HOURS OF TRAINING EACH QUARTER? | | | | | |
| 5. HAS EACH INSTRUCTOR COMPLETED A SEMIANNUAL TRAINING FLIGHT WITH THE CHIEF PILOT? | | | | | |
| 6. DOES THE CHP 93E REFLECT MEANINGFUL, DEDICATED TRAINING-ONLY TIME (I.E., NOT SIMPLY CALLING A FLIGHT MISSION TRAINING BECAUSE AN INSTRUCTOR WAS ON BOARD)? | | | | | |
| 7. ARE TRAINING FILES MAINTAINED FOR EACH PILOT? | | | | | |
| 8. IS THE TRAINING CHART CURRENT? | | | | | |

3

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS

**AIR UNIT OPERATIONAL EVALUATION**

Rev. 11/25 OPI 018

AIR UNIT EVALUATION:

DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| 9. ARE THE CHP 93Es BEING FORWARDED TO THE CHIEF PILOT ON A MONTHLY BASIS? | | | | | |
| 10. HAS EACH INSTRUCTOR MET WITH THE CHIEF PILOT TO DISCUSS TRAINING TECHNIQUES OR PARTICIPATED IN A BIENNIAL MEETING OF TRAINING PILOTS AND CHIEF PILOT? | | | | | |
| 11. IS THERE A PROCEDURE TO ENSURE COPIES OF NEW FAA LICENSES AND RATINGS ARE PLACED IN THE PILOTS FIELD FLIGHT FOLDER AND FORWARDED TO THE CHIEF PILOT? | | | | | |
| **B. PILOT TRAINING, CERTIFICATION AND CURRENCY** | | | | | |
| 1. ARE PILOT RESTRICTIONS (FAA AND DEPARTMENTAL) POSTED? | | | | | |
| A. ARE THE RESTRICTIONS REVIEWED QUARTERLY? | | | | | |
| B. IS THE REVIEW DOCUMENTED? | | | | | |
| 2. ARE PILOTS RECEIVING FLIGHT TRAINING TOWARD THE REMOVAL OF FLIGHT RESTRICTIONS? | | | | | |
| 3. DOES EACH PILOT POSSESS A VALID SECOND CLASS OR HIGHER MEDICAL CERTIFICATE? | | | | | |
| 4. HAVE ALL PILOTS COMPLETED ANNUAL OR SEMIANNUAL FLIGHT EVALUATIONS WITHIN ALLOCATED TIME FRAMES AND ARE THEY DOCUMENTED IN THE PILOT'S TRAINING FILE? | | | | | |
| 5. HAVE FAA FLIGHT REVIEWS BEEN ACCOMPLISHED AND DOCUMENTED FOR ALL PILOTS? | | | | | |
| 6. IS THE UNIT'S TRAINING CONSISTENT WITH THE TYPE OF MISSIONS CONDUCTED THROUGHOUT THE EVALUATION PERIOD? | | | | | |
| 7. ARE EMERGENCY PROCEDURES AND OPERATIONAL MANEUVERS DOCUMENTED IN TRAINING? | | | | | |
| 8. IS A CHP 93E COMPLETED FOR EACH TRAINING FLIGHT? | | | | | |
| A. IS GROUND INSTRUCTION INCLUDED AND DOCUMENTED? | | | | | |
| B. ARE DEFICIENCIES NOTED AND APPROPRIATE COMMENTS MADE? | | | | | |
| C. ARE THE CHP 93Es BEING FORWARDED TO THE CHIEF PILOT ON A MONTHLY BASIS? | | | | | |
| D. DOES THE CHP 93E ACCURATELY REFLECT THE TRAINING GIVEN/RECEIVED? | | | | | |
| 9. ARE PILOTS RECEIVING CONTACT AND INSTRUMENT TRAINING IN COMPLIANCE WITH CURRENT POLICY AND/OR PILOT RESTRICTIONS? | | | | | |
| 10. HAS EACH PILOT RECEIVED A MINIMUM OF ONE-HOUR OF FLIGHT TRAINING WITHIN 90 DAYS OF LAST TRAINING GIVEN? | | | | | |
| 11. ARE PILOTS RECEIVING A MINIMUM OF ONE-HOUR OF INSTRUMENT TRAINING FROM A TRAINING PILOT PER QUARTER? | | | | | |
| 12. ARE PILOTS RECEIVING INADVERTENT INSTRUMENT METEOROLOGICAL CONDITIONS (IIMC) FLIGHT AND GROUND TRAINING AT LEAST QUARTERLY? | | | | | |
| 13. ARE PILOTS MAINTAINING INSTRUMENT AND NIGHT CURRENCY PER FEDERAL AVIATION REGULATIONS (FAR) 61.57? | | | | | |

4

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS
**AIR UNIT OPERATIONAL EVALUATION**
Rev. 11/25 OPI 018

AIR UNIT EVALUATION:
DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| 14. ARE PILOTS RECEIVING ANNUAL MOUNTAIN TRAINING? | | | | | |
| A. IS THIS BEING DOCUMENTED ON A CHP 93E? | | | | | |
| 15. HAVE PILOTS COMPLETED ANNUAL FLIGHT UPSET/SPIN RECOVERY TRAINING? | | | | | |
| 16. DOES THE ANNUAL NIGHT TRAINING FLIGHT INCLUDE NORMAL AND EMERGENCY PROCEDURES? | | | | | |
| **C. FLIGHT OPERATIONS** | | | | | |
| 1. DO FLIGHT CREWS USE FLIGHT SAFETY AS THE PRIMARY CONSIDERATION IN ACCEPTING OR TERMINATING A FLIGHT OR MISSION? | | | | | |
| A. HOW IS THIS DETERMINED? | | | | | |
| 2. ARE WEATHER BRIEFINGS OBTAINED? | | | | | |
| 3. ARE APPROVED CHECKLISTS USED FOR PREFLIGHT, START-UPS, TAKE OFFS, LANDINGS, AND SHUTDOWNS? | | | | | |
| 4. ARE ELECTRONIC FLIGHT BAGS (EFB) BEING UPDATED? | | | | | |
| 5. IS THERE A DESIGNATED PERSON RESPONSIBLE FOR ENSURING EFBS ARE UPDATED? | | | | | |
| 6. ARE NIGHT "NO FLY" AREAS DEFINED AND DESCRIBED IN THE UNIT SOP? | | | | | |
| 7. ARE THE PROCEDURES FOR OFF AIRPORT LANDINGS CONSISTENT WITH HPM 100.7, AND THE UNIT SOP? | | | | | |
| 8. ARE THE AIRCRAFT BEING UTILIZED FOR TRAFFIC MANAGEMENT ISSUES? | | | | | |
| 9. ARE THE AIRCRAFT SCHEDULED FOR SPEED ENFORCEMENT MISSIONS OR ENFORCEMENT OF OTHER VEHICLE CODE VIOLATIONS? | | | | | |
| 10. IS THERE AN OPERABLE CARBON MONOXIDE DETECTOR IN EACH AIRCRAFT? | | | | | |
| **IV. AIRCRAFT INSPECTIONS AND MAINTENANCE - AIRPLANE** | | | | | |
| **A. RESPONSIBILITY** | | | | | |
| 1. IS AIRCRAFT MAINTENANCE DOWNTIME APPROPRIATE? | | | | | |
| **B. MAINTENANCE OFFICER** | | | | | |
| 1. DOES THE MAINTENANCE OFFICER HAVE A MAINTENANCE BACKGROUND? | | | | | |
| 2. HAS THE MAINTENANCE OFFICER RECEIVED SPECIALIZED TRAINING? | | | | | |
| 3. IS ROUTINE MAINTENANCE SCHEDULED WITH THE VENDOR IN ADVANCE? | | | | | |
| 4. DOES A PILOT OBSERVE THE VENDOR PERFORM THE MAINTENANCE? | | | | | |

5

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS
**AIR UNIT OPERATIONAL EVALUATION**
Rev. 11/25 OPI 018

AIR UNIT EVALUATION:
DATE OF EVALUATION:

| | APPROPRIATE | RECOMMENDED ACTION | ACTION REQUIRED | NOT EVALUATED | SEE REMARKS |
|---|---|---|---|---|---|
| **C. RECORDS** | | | | | |
| 1. ARE ALL AIRCRAFT LOGBOOKS, JOB TAGS, AND RECORDS COMPLETE AND AVAILABLE? | | | | | |
| 2. HAVE SCHEDULED INSPECTIONS BEEN PERFORMED AS REQUIRED? | | | | | |
| 3. HAS COMPLIANCE WITH THE FAA, ALL MANUFACTURERS, AND DEPARTMENTAL DIRECTIVES BEEN MET? | | | | | |
| 4. ARE MAINTENANCE MANUALS AND PUBLICATIONS REVISIONS CURRENT? | | | | | |
| 5. IS THE MAINTENANCE CHART COMPLETE, UP-TO-DATE, AND CONSPICUOUSLY POSTED? | | | | | |
| 6. IS ALL MAINTENANCE, FLIGHT TIME, AND INVENTORY CONTROL UPDATED IN THE OAO APPROVED ONLINE MAINTENANCE TRACKING SYSTEM? | | | | | |
| 7. WHAT IS THE PRIMARY SOURCE FOR PILOTS TO DETERMINE AIRCRAFT STATUS? | | | | | |
| 8. DO THE SUPERVISOR AND MAINTENANCE OFFICER REGULARLY REVIEW JOB TAGS, COST SUMMARIES, AND INVOICES? | | | | | |
| 9. ARE MAINTENANCE INVOICES APPROVED BY A SUPERVISOR IN A TIMELY MANNER? | | | | | |
| A. IS THE REVIEW DOCUMENTED? | | | | | |
| B. ARE DISCREPANCIES BEING CAUGHT AND FIXED? | | | | | |
| **D. INSPECTIONS** | | | | | |
| 1. ARE DAILY PREFLIGHT AND POSTFLIGHT INSPECTION CHECKLISTS AVAILABLE? | | | | | |
| 2. IS THERE A "SQUAWK" LIST WITH A PROCEDURE TO ENSURE DEFICIENCIES ARE CORRECTED? | | | | | |
| 3. IS THE AIRCRAFT WELL MAINTAINED AND COMPLETED? | | | | | |
| 4. ARE THE AIRCRAFT CLEANED BY CREW MEMBERS? | | | | | |
| 5. IS ALL EQUIPMENT SECURED? | | | | | |
| 6. IS THERE A "POST MAINTENANCE" INSPECTION PERFORMED OF THE AIRCRAFT BY THE MAINTENANCE VENDOR AND THE RECEIVING PILOT PRIOR TO RETURN TO SERVICE? | | | | | |
| **E. MAINTENANCE** | | | | | |
| 1. IS VENDOR PERFORMANCE SATISFACTORY? | | | | | |
| 2. DO THE MAINTENANCE OFFICERS HAVE ACCESS TO THE MAINTENANCE CONTRACT? | | | | | |
| 3. ARE ALL CONTRACT REQUIREMENTS MET BY THE VENDOR? | | | | | |
| 4. DOES THE VENDOR HAVE ACCESS TO EQUIPMENT FOR AIRCRAFT REMOVAL IF NECESSARY? | | | | | |
| 5. IS MAINTENANCE PERFORMED FREE FROM DISTRACTIONS? | | | | | |

6

OFFICE OF AIR OPERATIONS

**AIR UNIT OPERATIONAL EVALUATION**

Rev. 11/25 OPI 018

AIR UNIT EVALUATION:

DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| 6. IS MISSION EQUIPMENT MAINTAINED AND IS THERE DOCUMENTATION (E.G., CAMERA PURGE, IF APPLICABLE DOWNLINK)? | | | | | |
| **V. HELICOPTER** | | | | | |
| **A. TRAINING PILOTS-TRAINING AND CERTIFICATION** | | | | | |
| 1. DO THE TRAINING PILOTS POSSESS CURRENT CFI AND CFII RATINGS? | | | | | |
| 2. ARE THE TRAINING PILOTS COMPLETING REQUIRED TSA AWARENESS TRAINING? | | | | | |
| 3. ARE TRAINING FLIGHTS SCHEDULED THROUGHOUT THE REPORTING PERIOD? | | | | | |
| 4. HAS EACH INSTRUCTOR PROVIDED AT LEAST THREE HOURS OF TRAINING EACH QUARTER? | | | | | |
| 5. HAS EACH INSTRUCTOR COMPLETED A SEMIANNUAL TRAINING FLIGHT WITH THE CHIEF PILOT? | | | | | |
| 6. DOES THE CHP 93D REFLECT MEANINGFUL, DEDICATED TRAINING-ONLY TIME (I.E., NOT SIMPLY CALLING A FLIGHT MISSION TRAINING BECAUSE AN INSTRUCTOR WAS ON BOARD)? | | | | | |
| 7. ARE TRAINING FILES MAINTAINED FOR EACH PILOT? | | | | | |
| 8. IS THE TRAINING CHART CURRENT? | | | | | |
| 9. ARE THE CHP 93DS BEING FORWARDED TO THE CHIEF PILOT ON A MONTHLY BASIS? | | | | | |
| 10. HAS EACH INSTRUCTOR MET WITH THE CHIEF PILOT TO DISCUSS TRAINING TECHNIQUES OR PARTICIPATED IN A BIENNIAL MEETING OF TRAINING PILOTS AND CHIEF PILOT? | | | | | |
| 11. IS THERE A PROCEDURE TO ENSURE COPIES OF NEW FAA LICENSES AND RATINGS ARE PLACED IN THE PILOTS FIELD FLIGHT FOLDER AND FORWARDED TO THE CHIEF PILOT? | | | | | |
| 12. DOES EACH INSTRUCTOR PERFORM A MINIMUM OF ONE "HANDS ON" ITERATION OF EACH EXTERNAL LOAD TASK ANNUALLY? | | | | | |
| 13. NIGHT VISION GOGGLE ENHANCED TRAINING PILOTS (APPLICABLE FOR RE-CURRENCY TRAINING ONLY): | | | | | |
| A. IS THE UNIT TRAINING PILOT AN NVG ENHANCED TRAINING PILOT? | | | | | |
| B. IS THE NVG ENHANCED TRAINING PILOT PROVIDING APPLICABLE RECURRENT NVG TRAINING? | | | | | |
| 15. NIGHT VISION GOGGLE TRAINING PILOTS (APPLICABLE FOR INITIAL NVG AND RE-CURRENCY TRAINING) | | | | | |
| A. DOES THE NVG TRAINING PILOT MEET THE REQUIREMENTS OF FAR 61.195(K) WITH APPROPRIATE FAA ENDORSEMENT? | | | | | |
| B. IS THE NVG TRAINING PILOT PROVIDING APPLICABLE INITIAL AND RECURRENT NVG TRAINING? | | | | | |
| 16. HAVE NVG OFF-SITE PRACTICE AREAS BEEN DESIGNATED? | | | | | |

7

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS
**AIR UNIT OPERATIONAL EVALUATION**
Rev. 11/25 OPI 018

AIR UNIT EVALUATION:
DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| **B. PILOT TRAINING, CERTIFICATION, AND CURRENCY** | | | | | |
| 1. ARE PILOT RESTRICTIONS (FAA AND DEPARTMENTAL) POSTED? | | | | | |
| A. ARE THE RESTRICTIONS REVIEWED QUARTERLY? | | | | | |
| B. IS THE REVIEW DOCUMENTED? | | | | | |
| 2. ARE PILOT'S RECEIVING FLIGHT TRAINING TOWARD THE REMOVAL OF FLIGHT RESTRICTIONS? | | | | | |
| 3. DOES EACH PILOT POSSESS A VALID SECOND CLASS OR HIGHER MEDICAL CERTIFICATE? | | | | | |
| 4. HAVE ALL PILOTS COMPLETED ANNUAL OR SEMIANNUAL FLIGHT EVALUATIONS WITHIN ALLOCATED TIME FRAMES AND ARE THEY DOCUMENTED IN THE PILOT' S TRAINING FILE? | | | | | |
| 5. HAVE FAA FLIGHT REVIEWS BEEN ACCOMPLISHED AND DOCUMENTED FOR ALL PILOTS? | | | | | |
| 6. IS THE UNIT'S TRAINING CONSISTENT WITH THE TYPE OF MISSIONS CONDUCTED THROUGHOUT THE EVALUATION PERIOD? | | | | | |
| 7. ARE EMERGENCY PROCEDURES AND OPERATIONAL MANEUVERS DOCUMENTED IN TRAINING? | | | | | |
| 8. IS A CHP 93D COMPLETED FOR EACH TRAINING FLIGHT? | | | | | |
| A. IS GROUND INSTRUCTION INCLUDED AND DOCUMENTED? | | | | | |
| B. ARE DEFICIENCIES NOTED AND APPROPRIATE COMMENTS MADE? | | | | | |
| C. ARE THE CHP 93DS BEING FORWARDED TO THE CHIEF PILOT ON A MONTHLY BASIS? | | | | | |
| D. DOES THE CHP 93D ACCURATELY REFLECT THE TRAINING GIVEN/RECEIVED? | | | | | |
| 9. ARE PILOTS RECEIVING CONTACT AND INSTRUMENT TRAINING IN COMPLIANCE WITH CURRENT POLICY AND/OR PILOT RESTRICTIONS? | | | | | |
| 10. HAS EACH PILOT RECEIVED A MINIMUM OF ONE-HOUR OF FLIGHT TRAINING WITHIN 90 DAYS OF LAST TRAINING GIVEN? | | | | | |
| 11. ARE PILOTS RECEIVING A MINIMUM OF ONE-HOUR OF INSTRUMENT TRAINING FROM A TRAINING PILOT PER QUARTER? | | | | | |
| 12. ARE PILOTS RECEIVING IIMC FLIGHT AND GROUND TRAINING AT LEAST QUARTERLY? | | | | | |
| 13. ARE PILOTS MAINTAINING INSTRUMENT AND NIGHT CURRENCY PER FAR 61.57? | | | | | |
| 14. ARE PILOTS RECEIVING ANNUAL MOUNTAIN TRAINING? | | | | | |
| A. IS THIS BEING DOCUMENTED ON A CHP 93D? | | | | | |
| B. IS THE MOUNTAIN TRAINING CONSISTENT WITH THE TYPE OF MOUNTAIN MISSIONS THE UNIT IS COMPLETING? | | | | | |
| 15. HAVE PILOTS COMPLETED ANNUAL FULL TOUCHDOWN AUTOROTATION TRAINING? | | | | | |
| 16. DOES THE ANNUAL NIGHT TRAINING FLIGHT INCLUDE NORMAL AND EMERGENCY PROCEDURES? | | | | | |

8

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS
**AIR UNIT OPERATIONAL EVALUATION**
Rev. 11/25 OPI 018

AIR UNIT EVALUATION:
DATE OF EVALUATION:

| | APPROPRIATE | RECOMMENDED ACTION | ACTION REQUIRED | NOT EVALUATED | SEE REMARKS |
|---|---|---|---|---|---|
| 17. IF INITIAL NVG TRAINED, ARE PILOTS MEETING NVG CURRENCY REQUIREMENTS PER FAR 61.57(F)? | | | | | |
| 18. ARE PILOTS RECEIVING ANNUAL NVG/NIGHT PROFICIENCY TRAINING AND IS IT DOCUMENTED ON A CHP 93D? | | | | | |
| 19. IF APPLICABLE, ARE PILOTS RECEIVING SEMIANNUAL EXTERNAL LOAD TRAINING? | | | | | |
| A. IS THE TRAINING BEING DOCUMENTED ON A CHP 93D, CHP 93K, OR CHP 93Q, FLIGHT OFFICER EVALUATION? | | | | | |
| **C. FLIGHT OPERATIONS** | | | | | |
| 1. DO FLIGHT CREWS USE FLIGHT SAFETY AS THE PRIMARY CONSIDERATION IN ACCEPTING OR TERMINATING A FLIGHT OR MISSION? | | | | | |
| A. HOW IS THIS DETERMINED? | | | | | |
| 2. ARE WEATHER BRIEFINGS OBTAINED? | | | | | |
| 3. IS A LIBRARY ESTABLISHED TO PROVIDE REFERENCE FOR PILOT TRAINING? | | | | | |
| 4. ARE APPROVED CHECKLISTS USED FOR PREFLIGHT, START-UPS, TAKE OFFS, LANDINGS, AND SHUTDOWNS? | | | | | |
| 5. ARE ELECTRONIC FLIGHT BAGS (EFB) BEING UPDATED? | | | | | |
| 6. IS THERE A DESIGNATED PERSON RESPONSIBLE FOR ENSURING EFB'S ARE UPDATED? | | | | | |
| 7. ARE NIGHT "NO FLY" AND/OR NVG ENABLED AREAS DEFINED AND DESCRIBED IN THE UNIT SOP? | | | | | |
| 8. ARE THE PROCEDURES FOR OFF AIRPORT LANDINGS CONSISTENT WITH HPM 100.7 AND THE OAO SOP? | | | | | |
| 9. ARE VEHICLE ENGINE MANAGEMENT DISPLAYS OR CHP 93NS BEING USED AS REQUIRED ON ALL APPLICABLE FLIGHTS? | | | | | |
| 10. ARE PILOTS AND FLIGHT OFFICERS AWARE OF THE DIFFERENCE BETWEEN NVG ENHANCED OPERATIONS AND NVG ENABLED OPERATIONS? | | | | | |
| 11. DO PILOTS KNOW HOW TO CONFIGURE THE AIRCRAFT FOR ALL TYPES OF EXTERNAL LOADS? | | | | | |
| **VI. AIRCRAFT INSPECTIONS AND MAINTENANCE-HELICOPTER** | | | | | |
| **A. RESPONSIBILITY** | | | | | |
| 1. IS AIRCRAFT MAINTENANCE DOWNTIME APPROPRIATE? | | | | | |
| **B. MAINTENANCE OFFICER** | | | | | |
| 1. DOES THE MAINTENANCE OFFICER HAVE A MAINTENANCE BACKGROUND? | | | | | |
| 2. HAS THE MAINTENANCE OFFICER RECEIVED SPECIALIZED TRAINING? | | | | | |

9

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS

**AIR UNIT OPERATIONAL EVALUATION**

Rev. 11/25 OPI 018

AIR UNIT EVALUATION:

DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| 3. IS ROUTINE MAINTENANCE SCHEDULED WITH THE VENDOR IN ADVANCE? | | | | | |
| 4. DOES A PILOT OBSERVE THE VENDOR PERFORM THE MAINTENANCE? | | | | | |
| 5. ON-SITE MAINTENANCE: | | | | | |
| A. WHO IS DIRECTLY RESPONSIBLE FOR SUPERVISION OF THE CONTRACTED MECHANIC? | | | | | |
| B. WHAT HOURS DOES THE ON-SITE VENDOR WORK? | | | | | |
| 6. HAVE ALL PILOTS RECEIVED TRAINING IN REMOVAL AND REINSTALLATION OF OPTIONAL EQUIPMENT SUCH AS FORWARD LOOKING INFRARED, TRAKKA BEAM, FLIGHT CONTROLS, ETC.? | | | | | |
| A. IS THIS TRAINING DOCUMENTED? | | | | | |
| 7. ARE POST MAINTENANCE GROUND RUNS AND FLIGHT CHECKS PERFORMED BY APPROPRIATE TRAINED PILOTS? | | | | | |
| **C. RECORDS** | | | | | |
| 1. ARE ALL AIRCRAFT LOGBOOKS, JOB TAGS, AND RECORDS COMPLETE AND AVAILABLE? | | | | | |
| 2. HAVE SCHEDULED INSPECTIONS BEEN PERFORMED AS REQUIRED? | | | | | |
| 3. HAS COMPLIANCE WITH THE FAA, ALL MANUFACTURERS AND DEPARTMENTAL DIRECTIVES BEEN MET? | | | | | |
| 4. ARE MAINTENANCE MANUALS AND PUBLICATION REVISIONS CURRENT? | | | | | |
| 5. IS THE MAINTENANCE CHART COMPLETE, UP-TO-DATE, AND CONSPICUOUSLY POSTED? | | | | | |
| 6. IS ALL MAINTENANCE, FLIGHT TIME, AND INVENTORY CONTROL UPDATED IN THE OAO APPROVED ONLINE MAINTENANCE TRACKING SYSTEM? | | | | | |
| 7. WHAT IS THE PRIMARY SOURCE FOR PILOTS TO DETERMINE AIRCRAFT STATUS? | | | | | |
| 8. DO THE SUPERVISOR AND MAINTENANCE OFFICER REGULARLY REVIEW JOB TAGS, COST SUMMARIES, AND INVOICES? | | | | | |
| 9. ARE MAINTENANCE INVOICES APPROVED BY A SUPERVISOR IN A TIMELY MANNER? | | | | | |
| A. IS THIS REVIEW DOCUMENTED? | | | | | |
| B. ARE DISCREPANCIES BEING CAUGHT AND FIXED? | | | | | |
| 10. ARE POWER ASSURANCE CHECKS PERFORMED AND DOCUMENTED? | | | | | |
| **D. INSPECTIONS** | | | | | |
| 1. ARE DAILY PREFLIGHT AND POSTFLIGHT INSPECTION CHECKLISTS AVAILABLE? | | | | | |
| 2. IS THERE A "SQUAWK" LIST WITH A PROCEDURE TO ENSURE DEFICIENCIES ARE CORRECTED? | | | | | |

10

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS
**AIR UNIT OPERATIONAL EVALUATION**
Rev. 11/25 OPI 018

AIR UNIT EVALUATION:
DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| 3. IS THE AIRCRAFT WELL MAINTAINED? | | | | | |
| 4. ARE THE AIRCRAFT CLEANED BY CREW MEMBERS? | | | | | |
| 5. IS ALL EQUIPMENT SECURED? | | | | | |
| **E. MAINTENANCE** | | | | | |
| 1. IS VENDOR PERFORMANCE SATISFACTORY? | | | | | |
| 2. DO THE MAINTENANCE OFFICERS HAVE ACCESS TO THE MAINTENANCE CONTRACT? | | | | | |
| 3. DOES THE BASE MECHANIC MEET THE QUALIFICATIONS IN THE CONTRACT? | | | | | |
| 4. ARE ALL CONTRACT REQUIREMENTS MET BY THE VENDOR? | | | | | |
| 5. DOES THE VENDOR HAVE ACCESS TO EQUIPMENT FOR AIRCRAFT REMOVAL IF NECESSARY? | | | | | |
| 6. IS MAINTENANCE PERFORMED FREE FROM DISTRACTIONS? | | | | | |
| 7. DOES THE BASE MECHANIC MEET THE QUALIFICATIONS IN THE CONTRACT? | | | | | |
| 8. DOES THE MISSION EQUIPMENT GET MAINTAINED AND IS THERE DOCUMENTATION (E.G., FLIR PURGE, TRAKKA CLEANED, HOIST OIL LEVEL, HOIST CABLE)? | | | | | |
| **VII. FLIGHT OFFICER** | | | | | |
| **A. FLIGHT OFFICER/TRAINING** | | | | | |
| 1. IS THE PROCEDURE FOR INITIAL TRAINING THOROUGH AND ADEQUATE? | | | | | |
| A. HAVE FLIGHT OFFICERS COMPLETED ALL PHASES OF INITIAL TRAINING? | | | | | |
| B. IS INITIAL TRAINING DOCUMENTED? | | | | | |
| 2. DO FLIGHT OFFICERS RECEIVE AIRCRAFT SYSTEMS AND EMERGENCY OPERATIONS TRAINING? | | | | | |
| A. WHERE IS THIS DOCUMENTED? | | | | | |
| 3. DO FLIGHT OFFICERS HAVE THE TRAINING/SKILLS NECESSARY TO ASSIST IN CHART READING, NAVIGATION, INSTRUMENT PROCEDURES, AND IIMC? | | | | | |
| A. IS THE ANNUAL SUPERVISOR RIDE-ALONG CURRENT? | | | | | |
| B. IS THE ANNUAL CHECKRIDE WITH THE CHIEF FLIGHT OFFICER CURRENT? | | | | | |
| 4. IS RECURRENT FLIGHT OFFICER TRAINING PROVIDED AND DOCUMENTED WHEN NEEDED? | | | | | |
| 5. ARE FLIGHT OFFICERS INVOLVED IN THE PINCH-HIT TRAINING PROGRAM? | | | | | |
| 6. DO FLIGHT OFFICERS KNOW HOW TO CONFIGURE THE AIRCRAFT FOR EXTERNAL LOADS? | | | | | |
| 7. DO FLIGHT OFFICERS KNOW HOW TO CONFIGURE THE AIRCRAFT FOR MEDICAL EVACUATIONS? | | | | | |

11

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS
**AIR UNIT OPERATIONAL EVALUATION**
Rev. 11/25 OPI 018

AIR UNIT EVALUATION:
DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| **B. ACTIVITY REPORTING** | | | | | |
| 1. ARE AUTOMATED CHP 93 FILES COMPLETE AND THOROUGH? | | | | | |
| **C. PASSENGER TRANSPORTATION** | | | | | |
| 1. ARE PASSENGERS PROVIDED A SAFETY BRIEFING? | | | | | |
| 2. IS A CHP 428, RELEASE WAIVER OF LIABILITY, COMPLETED AND FILED FOR NONDEPARTMENTAL PERSONNEL? | | | | | |
| **VIII. AVIATION LIFE SUPPORT EQUIPMENT** | | | | | |
| **A. UNIFORM** | | | | | |
| 1. DOES THE UNIFORM AND ADVANCED LIFE SUPPORT EQUIPMENT (ALSE) ADHERE TO DEPARTMENTAL STANDARDS? | | | | | |
| A. IS THE UNIFORM WORN CORRECTLY AND WELL MAINTAINED? | | | | | |
| B. IS THE SMALL LEG POUCH WORN AND DOES IT HOLD A MIRROR, MATCHES, AND SURVIVAL BLANKET? | | | | | |
| C. DO THE TYPE OF BOOTS WORN BY CREW MEMBERS ADHERE TO POLICY? | | | | | |
| D. ARE THE FLIGHT HELMETS IN GOOD CONDITION? | | | | | |
| 2. ARE ALSE INSPECTIONS CURRENT? | | | | | |
| A. HELMETS, CHP 390, FLIGHT HELMET INSPECTION, CHECKLIST (SEMIANNUAL) | | | | | |
| B. HELICOPTER EMERGENCY EGRESS DEVICE (HEED) VESTS, CHP 399, FLOTATION VEST INSPECTION CHECKLIST (SEMIANNUAL) | | | | | |
| C. HELICOPTER EMERGENCY EGRESS DEVICE BOTTLES, CHP 419, HEED BOTTLE INSPECTION CHECKLIST (ANNUAL) | | | | | |
| 3. IS THE UNIT ALSE INVENTORY CURRENT? | | | | | |
| A. CREW MEMBERS INVENTORY? | | | | | |
| B. STOCK INVENTORY? | | | | | |
| **B. EQUIPMENT** | | | | | |
| 1. IS SURVIVAL EQUIPMENT WELL MAINTAINED AND BEING PROPERLY USED? | | | | | |
| 2. IS THE RESCUE EQUIPMENT PROPERLY MAINTAINED AND STORED? | | | | | |
| 3. ARE RESCUE EQUIPMENT INSPECTIONS (CHP 334, RESCUE EQUIPMENT INSPECTION LOG,[EXCLUDING RESCUE HOIST & CARGO HOOK]/CHP 335, ROPE USE LOG) CONDUCTED AND CURRENT? | | | | | |
| A. HARNESSES | | | | | |
| B. ROPES | | | | | |
| C. CARABINERS/SWIVELS | | | | | |
| D. RETENTION STRAPS | | | | | |
| E. RESCUE EXTRACTION EQUIPMENT | | | | | |

12

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS
**AIR UNIT OPERATIONAL EVALUATION**
Rev. 11/25 OPI 018

AIR UNIT EVALUATION:
DATE OF EVALUATION:

| | APPROPRIATE | RECOMMENDED ACTION | ACTION REQUIRED | NOT EVALUATED | SEE REMARKS |
|---|---|---|---|---|---|
| **IX. EMERGENCY MEDICAL SERVICES PROGRAM** | | | | | |
| **A. LICENSING AND CERTIFICATION** | | | | | |
| 1. IS LICENSURE STATUS CURRENT FOR EACH PARAMEDIC? | | | | | |
| 2. IS ACCREDITATION STATUS CURRENT FOR EACH PARAMEDIC? | | | | | |
| 3. IS ADVANCED CARDIAC LIFE SUPPORT CURRENT FOR EACH PARAMEDIC? | | | | | |
| 4. IS PEDIATRIC ADVANCED LIFE SUPPORT CURRENT FOR EACH PARAMEDIC? | | | | | |
| 5. IS PRE-HOSPITAL TRAUMA LIFE SUPPORT/INTERNATIONAL TRAUMA LIFE SUPPORT CURRENT FOR EACH PARAMEDIC? | | | | | |
| 6. DO UNIT EMERGENCY MEDICAL TECHNICIANS MAINTAIN CURRENT CERTIFICATION? | | | | | |
| **B. MEDICATION MANAGEMENT** | | | | | |
| 1. IS THE CONTROLLED SUBSTANCE LOG MAINTAINED PROPERLY? | | | | | |
| A. ARE DAILY SHIFT SIGN OUTS COMPLETED? | | | | | |
| B. ARE MEDICATION TRANSACTIONS DOCUMENTED? | | | | | |
| C. ARE DRUG LOGS MAINTAINED FOR A PERIOD OF FOUR YEARS (THREE YEARS PLUS CURRENT)? | | | | | |
| 2. DOES THE UNIT SUPERVISOR MAINTAIN A KEY LOG FOR THOSE AUTHORIZED TO HAVE ACCESS TO ADVANCED LIFE SUPPORT (ALS) MEDICATIONS? | | | | | |
| 3. IS THE CONTROLLED SUBSTANCE SAFE SECURED TO THE STORAGE CABINET? | | | | | |
| 4. ARE THE CONTROLLED SUBSTANCES SECURED AS REQUIRED? | | | | | |
| **C. EMERGENCY MEDICAL SERVICES OFFICER RESPONSIBILITIES** | | | | | |
| 1. ENSURED THAT ORDERING AND RESTOCKING OF EMERGENCY MEDICAL SERVICES (EMS) EQUIPMENT IS COMPLETED | | | | | |
| 2. COORDINATED CONTINUING EDUCATION (CE) TRAINING WITHIN THE UNIT | | | | | |
| 3. CONDUCTED QUARTERLY CONTINUOUS QUALITY IMPROVEMENT (CQI) MEETINGS? | | | | | |
| A. ARE THE CQI MEETING MINUTES SENT TO OAO? | | | | | |
| 4. MAINTAINED AN ALS CONTACT LOG | | | | | |
| 5. RECEIVED EMS OFFICER TRAINING | | | | | |
| 6. MAINTAINED RECORDS OF UNIT EMS PROVIDER'S LICENSES AND CERTIFICATIONS | | | | | |
| 7. ENSURED THAT UNIT MEMBERS MAINTAIN CE CERTIFICATES FOR A PERIOD OF FOUR YEARS | | | | | |
| **D. EQUIPMENT** | | | | | |
| 1. IS THE DAILY EQUIPMENT INVENTORY SIGN OFF COMPLETED? | | | | | |

13

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS

**AIR UNIT OPERATIONAL EVALUATION**

Rev. 11/25 OPI 018

AIR UNIT EVALUATION:

DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| 2. HAVE THE BIOMEDICAL INSPECTIONS BEEN COMPLETED ON THE FOLLOWING ITEMS: | | | | | |
| A. CARDIAC MONITOR | | | | | |
| B. PULSE OXIMETER | | | | | |
| C. AUTO BLOOD PRESSURE MONITOR | | | | | |
| 3. HAS MEDICAL EQUIPMENT VALUED IN EXCESS OF $100 BEEN MARKED WITH DEPARTMENTAL IDENTIFICATION? | | | | | |
| A. ELECTRIC SUCTION DEVICE | | | | | |
| B. CARDIAC MONITOR | | | | | |
| C. OXYGEN TANKS | | | | | |
| D. EZ-IO DRIVER | | | | | |
| **X. SAFETY** | | | | | |
| **A. SAFETY MEETINGS, INSPECTIONS, AND AUDITS** | | | | | |
| 1. ARE QUARTERLY UNIT SAFETY MEETINGS CONDUCTED AND SAFETY MEETING MINUTES PREPARED FOR EACH SAFETY MEETING? | | | | | |
| A. ARE THE MINUTES FORWARDED TO OAO? | | | | | |
| 2. ARE AVIATION SAFETY, GROUND OPERATIONS, AND OTHER SAFETY-RELATED MATTERS COVERED IN THE SAFETY MEETINGS? | | | | | |
| 3. DID ANY OF THE FOLLOWING PERSONNEL ATTEND ANY OF THE UNIT SAFETY MEETINGS DURING THIS REPORTING PERIOD? | | | | | |
| A. THE DIVISION CHIEF/ASSISTANT CHIEF? | | | | | |
| B. THE OAO COMMANDER? | | | | | |
| C. THE OAO SAFETY COORDINATOR? | | | | | |
| 4. DO ALLIED AGENCIES, WHICH ARE INVOLVED IN FLIGHT OPERATIONS, ATTEND SAFETY MEETINGS? | | | | | |
| 5. IS THE FACILITY, HANGAR, FUELING, AND SUPPORT EQUIPMENT INSPECTED QUARTERLY UTILIZING THE CHP 93P, DIVISION AIR UNIT SAFETY INSPECTION AND A COPY FORWARDED TO OAO? | | | | | |
| 6. ARE QUARTERLY UNIT SAFETY COMMITTEE MEETINGS HELD? | | | | | |
| 7. DURING THE RATING PERIOD DID THE SAFETY COMMITTEE PERFORM THE FOLLOWING: | | | | | |
| A. DEVELOP SAFETY GOALS AND OBJECTIVES FOR THE AIR UNIT ON AN ANNUAL BASIS? | | | | | |
| B. WERE THE SAFETY GOALS AND OBJECTIVES REVIEWED AND UPDATED QUARTERLY OR AS THEY WERE ACCOMPLISHED? | | | | | |

14

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS
**AIR UNIT OPERATIONAL EVALUATION**
Rev. 11/25 OPI 018

AIR UNIT EVALUATION:
DATE OF EVALUATION:

| | APPROPRIATE | RECOMMENDED ACTION | ACTION REQUIRED | NOT EVALUATED | SEE REMARKS |
|---|---|---|---|---|---|
| C. UTILIZE THE AIR OPERATIONS PROGRAM (AOP) SMS (SAFETY INCIDENT AND SAFETY OBSERVATION REPORTS, FLIGHT RISK ANALYSIS TOOL [FRAT], RISK ASSESSMENTS, ETC.) TO IDENTIFY HAZARDS AND MITIGATE RISKS. | | | | | |
| **B. AERIAL SUPERVISOR AND UNIT SAFETY OFFICER** | | | | | |
| 1. DOES THE AERIAL SUPERVISOR ENSURE THE SMS PRINCIPLES, POLICIES, AND PROCEDURES AS OUTLINED IN HPM 100.7 ARE ACCOMPLISHED? | | | | | |
| 2. DO PILOTS'/FLIGHT OFFICERS' ANNUAL AND MONTHLY EVALUATIONS CONTAIN SAFETY-RELATED COMMENTS? | | | | | |
| 3. IS THE SAFETY OFFICER A MEMBER OF THE DIVISION OCCUPATIONAL SAFETY COMMITTEE? | | | | | |
| 4. HAS THE SAFETY OFFICER ATTENDED ANY SAFETY SEMINARS, TRAINING, OR OTHER AIR UNIT SAFETY MEETINGS DURING THE RATING PERIOD? | | | | | |
| 5. DOES THE SAFETY OFFICER PERFORM THE FOLLOWING: | | | | | |
| A. FACILITATE THE SAFETY COMMITTEE MEETINGS AND SAFETY TRAINING FOR MEMBERS OF THE AIR UNIT? | | | | | |
| B. MANAGE THE AIR UNIT'S HAZARD REPORTING PROGRAM? | | | | | |
| C. IDENTIFY AND/OR EVALUATE SAFETY PROBLEM AREAS WITHIN THE AIR UNIT? | | | | | |
| D. REVIEW OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION NOTICES AND DISSEMINATE THE INFORMATION, AS APPROPRIATE? | | | | | |
| E. PROVIDE TECHNICAL GUIDANCE WHEN SAFETY IS A FACTOR IN OPERATIONS AND TRAINING? | | | | | |
| F. REVIEW HAZARDS SUBMITTED VIA THE SMS AND ASSIST AERIAL SUPERVISORS IN DETERMINING APPROPRIATE CORRECTIVE ACTIONS? | | | | | |
| G. REVIEW INCIDENT AND ACCIDENT REPORTS AND SHARE THAT INFORMATION WITH UNIT MEMBERS FOR THE PURPOSE OF EDUCATION, AWARENESS, AND PREVENTING MISHAPS? | | | | | |
| H. ASSIST AERIAL SUPERVISORS IN FORMULATING SAFE OPERATING PRACTICES, POLICIES, OR PROCEDURES? | | | | | |
| I. DEVELOP RISK CONTROL MEASURES BASED ON THE SMS PROCESS? | | | | | |
| J. WORK WITH UNIT INSTRUCTOR PILOTS TO ENSURE TRAINING IS CONSISTENT WITH RISK CONTROL MEASURES? | | | | | |
| 6. DOES THE SAFETY OFFICER DEVELOP AND DISTRIBUTE INFORMATION TO THE OAO SAFETY COORDINATOR? | | | | | |
| **C. SAFETY RISK MANAGEMENT** | | | | | |
| 1. HAZARD REPORTING–UTILIZATION OF SMS SOFTWARE TOOL: | | | | | |

15

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS
**AIR UNIT OPERATIONAL EVALUATION**
Rev. 11/25 OPI 018

AIR UNIT EVALUATION:
DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| A. WERE ANY HAZARD REPORTS/INCIDENTS SUBMITTED DURING THIS REPORTING PERIOD? | | | | | |
| B. DO ANY REPORTS NEED FOLLOW-UP/CORRECTIVE ACTIONS ADDED PRIOR TO CLOSING? | | | | | |
| C. DOES THE SAFETY OFFICER MANAGE THE UNIT'S SUBMISSION AND RESOLUTION OF REPORTS? | | | | | |
| D. WERE ANY INVESTIGATIONS CONDUCTED FOR SERIOUS HAZARDS IN THE UNIT DURING THIS RATING PERIOD? | | | | | |
| 2. WERE PREVIOUS DEPARTMENTAL AIRCRAFT ACCIDENTS, INCIDENTS, AND HAZARD REPORTS REVIEWED DURING SAFETY MEETINGS? | | | | | |
| 3. RISK ASSESSMENT: | | | | | |
| A. DOES THE UNIT (AERIAL SUPERVISORS, SAFETY OFFICERS, SAFETY COMMITTEE, OR UNIT MEMBERS) UTILIZE A RISK ASSESSMENT TOOL TO IDENTIFY OR ASSESS, AND CALCULATE OVERALL LEVEL OF RISK ASSOCIATED WITH A REPORTED OR POTENTIAL HAZARD? | | | | | |
| B. ARE MITIGATION MEASURES AND/OR CORRECTIVE ACTIONS IMPLEMENTED AND DISCUSSED DURING SAFETY COMMITTEE MEETINGS OR SAFETY TRAINING? | | | | | |
| 4. FLIGHT RISK ANALYSIS TOOL: | | | | | |
| A. DO CREW MEMBERS COMPLETE A FRAT AT THE BEGINNING OF THEIR SHIFT AS PART OF THE PREFLIGHT BRIEFING IN THE CONTEXT OF THE FIRST FLIGHT TO BE CONDUCTED? | | | | | |
| B. DO CREW MEMBERS COMPLETE ADDITIONAL FRAT(S) DURING THEIR SHIFT WHEN CONDITIONS AND/OR MISSIONS SIGNIFICANTLY CHANGE AND TIME AND CIRCUMSTANCES ALLOW THE COMPLETION OF THE FRAT? | | | | | |
| **D. SAFETY ASSURANCE** | | | | | |
| 1. WAS A SAFETY EVALUATION OF THE AIR UNIT CONDUCTED BY THE AERIAL SUPERVISOR/SAFETY OFFICER IN THE YEAR PRIOR TO OR FOLLOWING THE OAO AUDIT YEAR AND FORWARDED TO OAO? | | | | | |
| 2. WERE MANAGEMENT OF CHANGE CONCEPTS UTILIZED DURING THIS RATING PERIOD? | | | | | |
| 3. DID THE AIR UNIT SAFETY OFFICER, IN CONJUNCTION WITH THE OAO SAFETY COORDINATOR, PROVIDE THE OAO COMMANDER WITH AN ANNUAL UPDATE ON THE ACCOMPLISHMENTS OF THE SMS? DID THE UPDATE INCLUDE THE FOLLOWING: | | | | | |
| A. ACCOMPLISHMENT OF ANNUAL GOALS/OBJECTIVES? | | | | | |
| B. ACCOMPLISHMENT OF ACTIONS TAKEN FOLLOWING THE ANNUAL SAFETY EVALUATION? | | | | | |
| C. ACCOMPLISHMENT OF ACTIONS TAKEN FOLLOWING ROUTINE SAFETY INSPECTIONS (CHP 93P)? | | | | | |

16

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS
**AIR UNIT OPERATIONAL EVALUATION**
Rev. 11/25 OPI 018

AIR UNIT EVALUATION:
DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| **E. SAFETY PROMOTION AND TRAINING** | | | | | |
| 1. ARE SAFETY BULLETINS POSTED AND MAINTAINED? | | | | | |
| 2. DOES THE UNIT MAINTAIN A SAFETY LIBRARY EITHER IN THE SMS SOFTWARE TOOL AND/OR IN A SEPARATE LOCATION FOR USE BY UNIT MEMBERS? | | | | | |
| 3. IS THERE A SAFETY BULLETIN BOARD WHERE SAFETY COMMITTEE MEETING MINUTES AND SAFETY TRAINING DAY MINUTES AND OTHER SAFETY-RELATED MATERIAL ARE DISPLAYED? | | | | | |
| 4. IS A HAZARDOUS MATERIALS LIST OUTLINING THOSE USED BY THE OPERATION OF THE UNIT POSTED IN A CONSPICUOUS LOCATION? | | | | | |
| 5. HAVE ALL UNIT MEMBERS RECEIVED SMS INDOCTRINATION AND/OR NEW PERSON SAFETY ORIENTATION TRAINING, AS APPROPRIATE? | | | | | |
| A. IS THIS DOCUMENTED AND KEPT ON FILE AT THE UNIT FOR EACH UNIT MEMBER? | | | | | |
| **F. EMERGENCY PREPAREDNESS AND RESPONSE** | | | | | |
| 1. IS THE UNIT'S ERP CURRENT/UP TO DATE? | | | | | |
| 2. HAVE ALL MEMBERS REVIEWED THE ERP DURING THIS RATING PERIOD? | | | | | |
| 3. HAS THE UNIT CONDUCTED TRAINING IN THE ERP DURING THIS RATING PERIOD? | | | | | |
| 4. ARE ERP NOTIFICATIONS LISTED AND CURRENT? | | | | | |
| 5. IF AN AIRCRAFT IS INVOLVED IN AN ACCIDENT/INCIDENT, IS THE REPORTING AND DOCUMENTATION CONSISTENT WITH HPM 100.7? | | | | | |
| 6. ARE UNIT MEMBERS FAMILIAR WITH REPORTING/INVESTIGATION REQUIREMENTS OF AN ACCIDENT AS REQUIRED BY HPM 100.7? | | | | | |
| 7. HAVE AIRCRAFT OCCURRENCES BEEN REPORTED DURING THE REPORTING PERIOD? | | | | | |
| 8. WAS OAO INFORMED OF THE OCCURRENCES(S) AND DOCUMENTATION FORWARDED? | | | | | |
| **XI. OFFICE, HANGAR, AND FUEL** | | | | | |
| **A. OFFICE** | | | | | |
| 1. IS THERE A SEPARATE AREA FOR FLIGHT PLANNING THAT REDUCES DISTRACTIONS AND CONGESTION? | | | | | |
| 2. ARE SECTIONAL AND INSTRUMENT FLIGHT RULES CHARTS AND HPM 100.7 AVAILABLE? | | | | | |
| 3. DOES THE AERIAL SUPERVISOR HAVE AN OFFICE WHICH ALLOWS FOR CONFIDENTIAL CONVERSATIONS AND INTERVIEWS? | | | | | |
| **B. HANGAR** | | | | | |
| 1. IS THE HANGAR LARGE ENOUGH TO SAFELY ACCOMMODATE ASSIGNED AIRCRAFT? | | | | | |
| 2. DO THE HANGAR DOORS WORK PROPERLY? | | | | | |
| 3. IS THE RAMP AREA FREE OF GLASS AND DEBRIS? | | | | | |

17

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS
**AIR UNIT OPERATIONAL EVALUATION**
Rev. 11/25 OPI 018

AIR UNIT EVALUATION:
DATE OF EVALUATION:

| | See Remarks | Not evaluated | Action Required | Recommended Action | Appropriate |
|---|---|---|---|---|---|
| 4. What condition are the maintenance areas in? | | | | | |
| 5. Are maintenance areas well lit, ventilated or temperature controlled? | | | | | |
| 6. Are there painted taxi lines with known clearances to assure separation in the hangars and on the ramps? | | | | | |
| 7. Are first aid kits provided and supplied? | | | | | |
| 8. Are emergency shower and eye wash facilities available? | | | | | |
| 9. Are aircraft hangared when the crew is out-of-service? | | | | | |
| 10. Is the ingress/egress clean and clear of obstacles? | | | | | |
| 11. Is aircraft handling equipment available and in good condition? | | | | | |
| 12. Is unauthorized/nondepartmental equipment stored on premises? | | | | | |
| **C. FUEL** | | | | | |
| 1. Fuel safety Training: | | | | | |
| A. Have the fuel safety training instructors for the unit received their initial and/or annual recurrent FAA endorsed fuel safety training facilitated through the Office of Air Operations? | | | | | |
| B. Have all unit members completed the AOP annual fuel safety training based on FAA AC 150/5230-4B? | | | | | |
| C. Has documentation verifying completion of the training for all unit members (per HPM 100.7, Chapter 2, Operations) been prepared and forwarded by the aerial supervisor to OAO and has a copy of the completion of the training been placed in each employee's training file? | | | | | |
| 2. Above-ground storage tanks: | | | | | |
| A. Do the storage tanks undergo a mechanical inspection by a contracted vendor? | | | | | |
| B. Date of last inspection? | | | | | |
| C. Is there documentation of the inspection? | | | | | |
| D. Where is the documentation of the inspection located? | | | | | |
| 3. Fuel Trucks: | | | | | |
| A. Do the fuel trucks undergo a mechanical inspection by a contracted vendor? | | | | | |
| B. Date of last inspection? | | | | | |

18

## ANNEX C

## AIR UNIT OPERATIONAL EVALUATION *(continued)*

OFFICE OF AIR OPERATIONS

**AIR UNIT OPERATIONAL EVALUATION**

Rev. 11/25 OPI 018

AIR UNIT EVALUATION:

DATE OF EVALUATION:

| | SEE REMARKS | NOT EVALUATED | ACTION REQUIRED | RECOMMENDED ACTION | APPROPRIATE |
|---|---|---|---|---|---|
| C. IS THERE DOCUMENTATION OF THE INSPECTION? | | | | | |
| D. WHERE IS THE DOCUMENTATION OF THE INSPECTION LOCATED? | | | | | |
| E. DO FUEL TRUCK DRIVERS POSSESS THE APPROPRIATE DEPARTMENT OF MOTOR VEHICLE LICENSES, CERTIFICATES, AND ENDORSEMENTS? | | | | | |
| F. ARE DRIVER LOGS COMPLETED AND KEPT ON FILE? | | | | | |
| G. ARE RECORDS KEPT ON FILE FOR BIENNIAL INSPECTION OF TERMINALS, MAINTENANCE, AND REPAIR? | | | | | |
| H. IS A HAZARDOUS MATERIAL LOG AND PERMIT KEPT IN THE FUEL TRUCK DRIVER'S COMPARTMENT? | | | | | |
| 4. AUXILIARY TANKS ("SKID TANKS") AND FUEL TRAILERS: | | | | | |
| A. DO THE AUXILIARY TANKS AND/OR FUEL TRAILERS UNDERGO A MECHANICAL INSPECTION BY A CONTRACTED VENDOR? | | | | | |
| B. DATE OF LAST INSPECTION? | | | | | |
| C. IS THERE DOCUMENTATION OF THE INSPECTION? | | | | | |
| D. WHERE IS THE DOCUMENTATION OF THE INSPECTION LOCATED? | | | | | |
| 5. FUEL MANAGEMENT: | | | | | |
| A. IS THERE A "FUEL MANAGEMENT SYSTEM" IN PLACE THAT IS USED TO TRACK THE USE AND REPLENISHMENT FROM ALL FUELING OPTIONS AVAILABLE TO THE AIR UNIT MEMBERS (ABOVE -GROUND TANKS, FUEL TRUCKS, SKID TANKS, AND TRAILERS)? | | | | | |
| 6. FIRE EXTINGUISHERS: | | | | | |
| A. DO ALL FUELING OPTIONS AT THE AIR UNIT HAVE THE APPROPRIATE AMOUNT AND TYPE OF FIRE EXTINGUISHERS? | | | | | |
| B. ARE FIRE EXTINGUISHERS INSPECTED ON AN ANNUAL BASIS? | | | | | |
| C. DATE OF LAST INSPECTION? | | | | | |
| 7. PLACARDS: | | | | | |
| A. DO THE TANKS DISPLAY THE APPROPRIATE PLACARDS? | | | | | |
| B. ARE "NO SMOKING" SIGNS APPROPRIATELY POSTED? | | | | | |

19

THIS PAGE INTENTIONALLY LEFT BLANK

## ANNEX D

## DEPARTMENTAL AIRCRAFT FLIGHT PRIORITIES

1. OVERVIEW. On March 1, 2025, the Department initiated a reorganization of the statewide AOP, with the goal of enhancing the program's efficiency and effectiveness in support of the Department's overall mission. To support this effort, the OAO has implemented the following flight priority policies and procedures for the dispatching of departmental air assets:

2. AIRCRAFT PRIORITIES. Airplanes shall be prioritized over helicopters for deployment when available and appropriate for the mission, due to their lower operating costs.

3. AIR SUPPORT REQUESTS. All requests for CHP air support shall be logged and dispatched through a CHP CC. The CC shall contact the appropriate OAO air unit to coordinate the request for air support. Air units receiving direct requests for assistance from external sources shall redirect those requests to the appropriate CHP CC. Responses to air support requests that do not meet the criteria specified in this policy require prior approval from an OAO manager.

4. EMERGENCY RESPONSE. An emergency response is defined as any situation requiring immediate law enforcement action to protect life or mitigate danger.

a. Advanced Life Support/Basic Life Support Patient Care. Requests for helicopter emergency medical evacuations involving life-threatening conditions should be deferred to commercial air ambulance services, which are staffed with onboard medical personnel and equipped with advanced life support capabilities.

(1) Air support may be deployed immediately without prior OAO manager approval under the following circumstances:

(a) Mass casualty incidents where commercial air ambulance capabilities are exceeded.

(b) Incidents within CHP jurisdiction where commercial air ambulance response exceeds 20 minutes or is unavailable, creating a threat to patient care.

(c) A CHP aircraft is already in the vicinity and able to render appropriate care.

(d) A commercial air ambulance or allied agency medical aircraft with primary jurisdiction is confirmed to be unavailable or not responding.

(e) The aerial supervisor determines that deployment of a CHP helicopter is the most appropriate response after evaluating the request. The aerial supervisor shall notify an OAO manager as soon as practicable.

(2) Medical evacuation requests should be declined if ground transport to an appropriate facility is 20 minutes or less, unless specific, justifiable circumstances exist.

b. Officer Assistance and Emergency Incidents. Air support may be deployed immediately without prior OAO manager approval under the following circumstances:

(1) 11-99 officer assistance calls.

(2) A CHP supervisor or manager requests air support at an active scene.

(3) Life-threatening or serious threats to officer safety (e.g., armed suspect, officers outnumbered, suspect with a history of violence). The decision to deploy must be based on specific, observable, and articulable facts indicating an imminent or ongoing threat.

(4) Incidents involving a violent and atrocious felony (e.g., search for a murder or armed robbery suspect, or kidnapping victim). The decision to deploy must be based on specific, observable, and articulable facts indicating an imminent or ongoing threat.

(5) Aerial searches required by policy (e.g., vehicles over the side).

(6) Searches involving articulable exigency.

(7) Any other officer assistance or emergency incident that reasonably warrants an immediate response based on specific, observable, and articulable facts and circumstances. An OAO manager shall be notified as soon as practicable.

c. Pursuits. Air support may be deployed immediately without prior OAO manager approval under the following circumstances:

(1) Aircraft response time is reasonable.

(2) Ground units are in active pursuit.

(3) No allied agency aircraft is committed to the pursuit.

5. PRE-PLANNED EVENTS. All requests for air support for pre-planned events require prior approval from an OAO manager. Requests shall e-mailed to CHP-OAOPrePlannedEvents@chp.ca.gov.

a. Pre-planned events include, but are not limited to, the following:

(1) Natural or man-made disasters, unless emergency circumstances exist.

(2) Civil disturbances, unless emergency circumstances exist.

(3) Public Information Officer, recruitment, and community outreach events.

(4) Pre-planned enforcement operations.

(5) Executive transport.

(6) Blood or organ transport.

(7) Search and Rescue (SAR).

(a) Immediate SAR responses, such as those addressing imminent threats to life, may be authorized when the incident exceeds the capabilities of the sheriff or local police department, or when the urgent nature of the incident requires immediate action.

(b) Prior to SAR mission acceptance, the following should be evaluated:

1 Is there a potential or known medical emergency?

2 Is the location of the victim known, or is it within a reasonable geographic search area?

3 Is the search within an incorporated city?

4 Are county or city resources sufficient to complete the mission?

## ANNEX D

## DEPARTMENTAL AIRCRAFT FLIGHT PRIORITIES *(continued)*

5 What exigent circumstances necessitate the use of an aircraft (e.g., time of day, weather, terrain, injuries)?

6 What aircraft is most appropriate for the deployment (e.g., can an airplane direct ground personnel to the victim)?

7 A helicopter should only be considered when it is the sole resource capable of executing the mission, taking into account factors such as location, injuries, terrain, and other mission-critical elements. The SAR teams are equipped with appropriate rescue gear, therefore, helicopters should not be deployed routinely or solely for the convenience of rescue operations. Deployment must be justified by specific operational requirements and clearly established facts related to the mission.

b. Departmental aircraft should generally not respond to the following:

(1) Requests from CHP that lack sufficient information (e.g., a single report of a “jumper,” suspect searches with no established perimeter or suspect description, pursuits where visual contact is lost, motorcycle pursuits where the aircraft is responding from the air unit and is unlikely to overtake the motorcycle considering the current direction of travel).

(2) Requests from allied agencies that lack sufficient information (e.g., suspect searches with no established perimeter or suspect description, unverified medical emergencies).

## ANNEX E

## HELICOPTER OFF-SITE LANDING/DEPARTURE OPERATIONS

1. GENERAL. The following information shall be integrated into phase and recurrent helicopter crew training. This information expands on procedures to be utilized by the flight crew for off-site landings and departures contained in the abbreviated cockpit checklist contained in this chapter, paragraph 47.

2. HIGH/LOW RECONNAISSANCE. A thorough high and low reconnaissance shall be conducted by the flight crew prior to and during all off-site approaches, landings, and departures. All flight crew members shall participate in this reconnaissance. A sterile cockpit with no nonessential communications shall prevail during these operations, and crew duties should be specified. At a minimum, it shall include the following:

a. Pre-Landing. Evaluate the area's suitability. Ascertain and verify aircraft performance and complete a CHP 93N in accordance with this chapter, paragraph 37. Perform a wind, terrain, and power required analysis taking into account the surrounding and distant topography and its effect on the approaching winds. Determine the size, obstacles (e.g., wires, livestock), slope, composition (e.g., sand, dust, snow), dust potential, scene control, wind, and turbulence. Approach, departure, and missed approach (aborted) routes shall be determined and should take into account availability of forced landing areas. Unless otherwise indicated, a vertical landing shall be utilized whenever any condition of blowing sand, dust, or snow is anticipated. The landing should be to a specific point on the ground. Conduct a final systems check and notify dispatch, if appropriate.

b. Landing. Crew communication limited to only essential flight information is essential during the operation. Ensure that interior and exterior lighting for the operation is selected. The wind direction and velocity should be verified throughout the operation. All other observations noted during the high reconnaissance should be verified, and the predetermined touchdown point confirmed. The crew should visually check for obstructions and cloud buildup and, if necessary, open the aircraft door to check. Verify termination to ground or hover. Ensure the helicopter skids are firm as collective is lowered and engine shutdown, if desired, is performed.

c. Pre-Takeoff and Departure. Recalculate aircraft performance if necessary. Verify wind direction and velocity, and perform a final wind and terrain analysis to determine if any potential wind shift exists within the departure route. Use a vertical departure if barriers prevent a normal type of takeoff over the selected route. Aircraft systems shall be checked prior to takeoff. During hover and climb out, aircraft performance shall be monitored. Unless otherwise determined, the crew shall visually check for cloud buildup and obstruction clearance throughout the

departure. Once the climb is finished and the cruise flight is established, a check of systems shall be completed by the pilot.

d. Lessons Learned. If at any time during the off-site landing or departure the crew experiences significant unexpected variations, they should be noted and brought to the attention of the unit training pilot. Any lessons learned should be distributed to the unit and the state, through the most appropriate route.

e. Flight Below Patrol Altitude. When it is necessary to conduct flight below applicable patrol altitudes during searches or other phase of flight not previously defined, a reconnaissance for hazards, obstacles, and wires shall be completed of the flight or search area by the flight crew. The following wire/obstacle procedure shall be used for the reconnaissance of the intended flight or search area:

(1) Search Area.

(a) Establish boundaries/barriers of the search area.

(b) Identify topographic or man-made features to assist in identifying search boundaries.

(2) High Reconnaissance.

(a) Identify obstacles to all crew and non-crew members.

(b) Call out obstacles to all crew and non-crew members.

(c) Conduct 500 feet AGL or higher as needed to meet safe obstacle clearance requirements.

(3) Obstacles.

(a) Identify wires and obstacles.

(b) Identify topographic features or other markers that can assist with locating identified obstacles.

(4) Watch Airspeed. Identify and fly at safe airspeed for conditions presented (visibility, obstacles, and terrain).

(5) Visual Horizon. The pilot must continually scan for hazards, including wires and obstacles, through constant vigilance and external monitoring.

## ANNEX E

## HELICOPTER OFF-SITE LANDING/DEPARTURE OPERATIONS

3. SYSTEMS PRE-LANDING/PRE-TAKEOFF CHECK. The following checks shall be completed prior to each landing and takeoff:

a. Performance—check.

b. Avionics/transponder—as required.

c. Caution/warning lights—note.

d. Systems instruments—normal.

e. Fuel—sufficient.

f. Engine anti-ice and filter—as desired.

g. Exterior/interior lights—as desired.

4. CRUISE CHECK. The following checks shall be completed after departure:

a. Systems—check normal.

b. Lights/avionics/transponder—as desired.

c. Engine anti-ice and filter—as desired.

d. Fuel—check.

THIS PAGE INTENTIONALLY LEFT BLANK

## ANNEX F

## AIRPLANE OFF-SITE LANDING/DEPARTURE OPERATIONS

1. GENERAL. The following information shall be integrated into phase and recurrent airplane crew training. This information expands on procedures to be utilized by the flight crew for off-site landings and departures contained in the abbreviated cockpit checklist contained in this chapter, paragraph 47.

2. HIGH/LOW RECONNAISSANCE. A thorough high and low reconnaissance shall be conducted by the flight crew prior to and during all off-site approaches, landings, and departures. All flight crew members shall participate in this reconnaissance. A sterile cockpit with no nonessential communications shall prevail during these operations, and crew duties should be specified. At a minimum, it shall include the following:

a. Pre-Landing. Evaluate the area's suitability. Ascertain and verify aircraft performance. Determine the size, obstacles (e.g., wires, livestock), slope, composition (e.g., sand, dust, snow), scene control, wind, and turbulence. Approach, departure, and missed approach (aborted) routes shall be determined and should take into account availability of forced landing areas. The landing should be to a specific point on the ground. Conduct a final systems check and notify dispatch, if appropriate.

b. Landing. Limit crew communication to essential flight information. Ensure that interior and exterior lighting for the operation is selected. The wind direction and velocity should be verified throughout the operation. All other observations noted during the high reconnaissance should be verified, and the predetermined touchdown point confirmed. The crew should visually check for obstructions.

c. Pre-Takeoff and Departure. Recalculate aircraft performance if necessary. Verify wind direction and velocity. Aircraft systems shall be checked prior to takeoff. During climb out, aircraft performance shall be monitored. The crew shall visually check for obstruction clearance throughout the departure. Once the climb is completed and the cruise flight is established, a check of systems shall be completed by the pilot.

3. SYSTEMS PRE-LANDING/PRE-TAKEOFF CHECK. The following checks shall be completed prior to each landing and takeoff:

a. Performance—check.

b. Avionics/transponder—as required.

c. Caution/warning lights—note.

d. Systems instruments—normal.

e. Fuel—sufficient.

f. Air conditioner—off.

g. Exterior/interior lights—as desired.

4. CRUISE CHECK. The following checks shall be completed after departure:

a. Systems—check normal.

b. Lights/avionics/transponder—as desired.

c. Fuel—check.

## ANNEX G

## AERIAL IDENTIFICATION SYSTEM FOR PATROL VEHICLES

1. MARKING SYSTEM. Division commanders may authorize the placement of identification decals on the roofs of patrol vehicles assigned to their Division. Identifying decals consist of three numerals. They correspond to the last three numbers on the license plate of the patrol vehicle and constitute the initial aerial radio call sign.

2. REQUISITIONING AND INSTALLATION. Decals for both the roof and dashboard can be requisitioned through Business Services Section. A dashboard decal helps the driver remember the number. The decals may be installed either by the Area's automotive technician, or with prior coordination by Fleet Operations Section, in accordance with Figure 2-1.

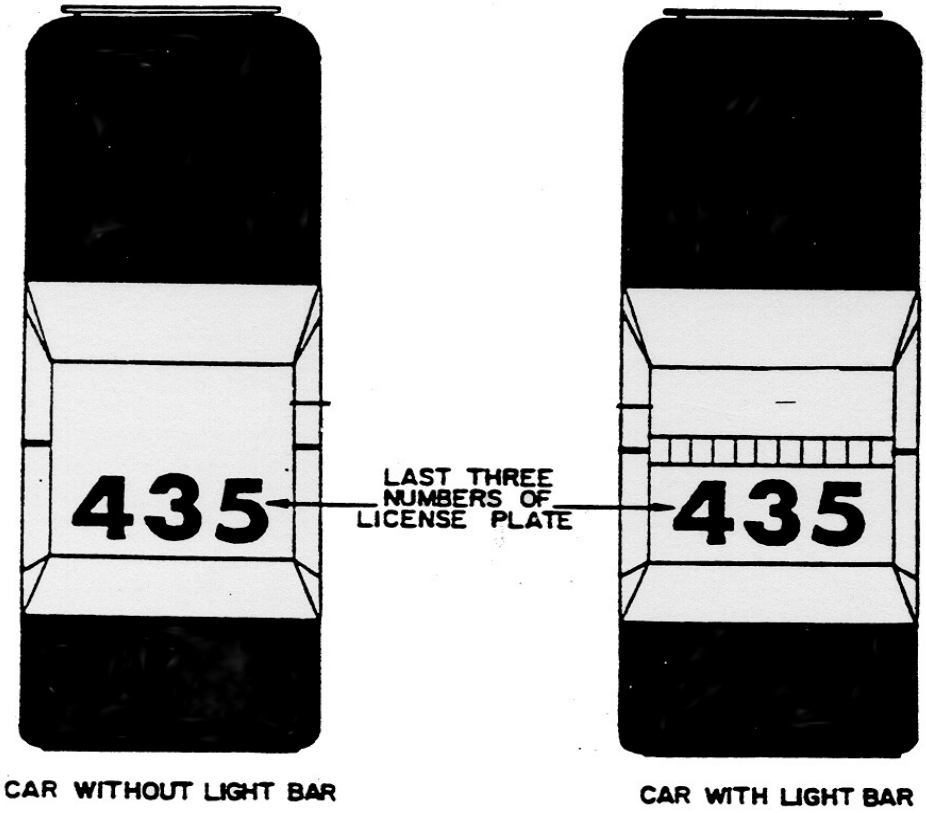


Figure 2-1. Identification Decals.

THIS PAGE INTENTIONALLY LEFT BLANK

# ANNEX H

# AERIAL VIDEO LOG

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**AERIAL VIDEO LOG**
CHP 93A (New 11-23) OPI 018

DIVISION LOCATION CODE 002

LOG NO. 1

**INCIDENT**

| A | DATE | TIME | LOCATION | RECORDING OFFICER |
|---|---|---|---|---|
| | 07/01/2025 | 1300 | Watt Avenue/Arden Way | Mark Mitchell, 16888 |

| CHP AREA OFFICE | INVESTIGATING OFFICER | EVIDENCE # |
|---|---|---|
| 250 - North Sacramento | Robert Leffler | E20230001 |

**B — REQUEST FOR EVIDENCE**

| DATE | REQUESTING AREA/AGENCY | REQUESTER (NAME AND ID) | CASE NUMBER |
|---|---|---|---|
| 07/03/2025 | 250- North Sacramento | Robert Leffler, 19851 | F-250-23-001 |

**C — APPROVAL FOR RELEASE**

| DATE APPROVED | DATE RELEASED | APPROVED BY (SUPEREVISOR NAME AND ID) | EVIDENCE RELEASED TO (NAME AND ID) |
|---|---|---|---|
| 07/05/2025 | 07/05/2025 | Gary Wareham, 18132 | Robert Leffler, 19851 |

**D — AIR UNIT RETENTION/DESTRUCTION**

☒ **First Amendment Protected Event** ***(Requires 60-day Purge by Air Unit for Non-Evidentiary Discs)***

| 60 -DAY DATE | DATE DESTROYED | DESTROYED BY (NAME AND ID) | APPROVED BY (COMMANDER NAME AND ID) |
|---|---|---|---|
| 08/30/2025 | 08/29/2025 | Gary Wareham, 18132 | Ed Reyes, 15364 |

**E — REMARKS/ADDITIONAL INFORMATION**

LOG NO. ____

**INCIDENT**

| A | DATE | TIME | LOCATION | RECORDING OFFICER |
|---|---|---|---|---|
| | | | | |

| CHP AREA OFFICE | INVESTIGATING OFFICER | EVIDENCE # |
|---|---|---|
| | | |

**B — REQUEST FOR EVIDENCE**

| DATE | REQUESTING AREA/AGENCY | REQUESTER (NAME AND ID) | CASE NUMBER |
|---|---|---|---|
| | | | |

**C — APPROVAL FOR RELEASE**

| DATE APPROVED | DATE RELEASED | APPROVED BY (SUPEREVISOR NAME AND ID) | EVIDENCE RELEASED TO (NAME AND ID) |
|---|---|---|---|
| | | | |

**D — AIR UNIT RETENTION/DESTRUCTION**

☐ **First Amendment Protected Event** ***(Requires 60-day Purge by Air Unit for Non-Evidentiary Discs)***

| 60 -DAY DATE | DATE DESTROYED | DESTROYED BY (NAME AND ID) | APPROVED BY (COMMANDER NAME AND ID) |
|---|---|---|---|
| | | | |

**E — REMARKS/ADDITIONAL INFORMATION**

Page 1 of 1 — Destroy Previous Editions — Chp93A_1024.pdf

THIS PAGE INTENTIONALLY LEFT BLANK