

CHAPTER 3
PERSONNEL TRANSACTIONS
REVISED FEBRUARY 2026
TABLE OF CONTENTS

ASSIGNMENT/TRANSFER—AERIAL SUPERVISOR, PILOT, AND FLIGHT OFFICER..... 3-3

 General..... 3-3

SELECTION CRITERIA AND QUALIFICATIONS..... 3-3

 Aerial Supervisor 3-3

 Pilot 3-4

 Flight Officer 3-5

PILOT ASSESSMENT 3-6

 Responsibility 3-6

 Procedure 3-6

PILOT TRAINEE PROGRAM..... 3-7

 Program Description 3-7

 Qualifications 3-7

 Application Procedures 3-8

 Selection 3-8

 Assessment 3-8

 Training..... 3-8

REMOVAL FROM FLIGHT DUTY..... 3-9

 Voluntary Removal 3-9

 Removal for Cause 3-9

 Temporary Removal Without Loss of Alternate Range Pay 3-10

 Administrative Transfers and Removals 3-10

ALTERNATE RANGE PAY 3-10

 Initiation of Alternate Range Pay 3-11

 Termination of Alternate Range Pay 3-11

PARAMEDIC SPECIALITY PAY 3-11

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3

PERSONNEL TRANSACTIONS

1. ASSIGNMENT/TRANSFER—AERIAL SUPERVISOR, PILOT, AND FLIGHT OFFICER.

a. General. All aerial supervisor, pilot, and flight officer assignments and transfers shall be by administrative decision in accordance with General Order (GO) 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees. The assignment of crew members to an air unit shall be coordinated through the Office of Air Operations (OAO).

(1) Individuals must agree to remain in the Air Operations Program (AOP) for a minimum of one year upon completion of all required training. This requirement may be waived in unusual circumstances (e.g., the abolishment of the position occupied by the individual, failure to complete the certification process, or promotion).

2. SELECTION CRITERIA AND QUALIFICATIONS.

a. Aerial Supervisor.

(1) Shall be a California Highway Patrol (CHP) sergeant or on the sergeant promotional list.

(2) Shall not have any deficient ratings on their current CHP 118S, Performance Appraisal - Sergeant, or, if applicable, their CHP 118, Performance Appraisal - Officer.

(3) Possession of a pilot certificate or aviation background is desirable.

(4) Aerial supervisors requesting to be assigned as a pilot shall have prior approval from the Assistant Commissioner, Field (ACF), and meet either of the requirements listed below.

(a) A sergeant shall be a current departmental pilot. If not current, the sergeant shall have concurrence from the appropriate chief pilot.

(b) A sergeant meeting all the requirements listed in paragraph 2.b.(1) shall submit a CHP 93L, Pilot Assignment Application, and successfully perform a pilot interview consisting of a flight record review, written assessment, practical exercise, oral interview appraisal, and flight

evaluation. If selected, the sergeant shall successfully complete all phase training before being assigned as a departmental pilot.

(5) To be assigned as a flight officer, the sergeant must either be a departmental flight officer or successfully complete all phase training and required evaluations before being assigned as a flight officer.

b. Pilot.

(1) Basic Qualifications. Shall have at a minimum:

- (a) Two years of experience as a CHP officer.
- (b) No deficient ratings on their current CHP 118.
- (c) Currency requirements in the category of aircraft for which applying.
- (d) A commercial pilot certificate in the aircraft type.
 - 1 Airplane. 250 hours of flight time.
 - 2 Helicopter. 150 hours of flight time.
- (e) An instrument rating in the aircraft type.
- (f) A current flight review in compliance with Federal Aviation Regulation (FAR), Part 61.56, Flight Review.
- (g) Instrument currency in compliance with FAR, Part 61.57, Recent Flight Experience: Pilot in Command (PIC).
- (h) A valid Federal Aviation Administration (FAA) Class I or II medical certificate or military equivalent.
- (i) Satisfactory completion of Helicopter Emergency Egress Device (HEED) training within the first year of assignment.
- (j) A body weight of no more than 275 pounds.

(2) Additional Considerations.

- (a) Airplane.
 - 1 Current/previous work history.

- 2 Total experience in airplanes as PIC.
- 3 Experience in departmental airplanes.
- 4 Experience in the AOP.
- 5 Involvement in any aircraft incidents/accidents.
- 6 Total time logged in the airplane models utilized by the Department.

(b) Helicopter.

- 1 Current/previous work history.
- 2 Total experience in helicopters as PIC.
- 3 Experience in departmental helicopters.
- 4 Experience in the AOP.
- 5 No involvement in any aircraft incidents/accidents.
- 6 Total time logged in the helicopter model utilized by the Department.
- 7 Mountain flying experience.
- 8 Experience in maximum gross weight and high-density altitude operations.
- 9 Experience in desert and/or snow operations.
- 10 Experience in slope, confined area, and pinnacle operations.

c. Flight Officer.

(1) Basic Qualifications. Shall have at a minimum:

- (a) Two years of experience as a CHP officer.
- (b) No deficient ratings on their current CHP 118.

(c) For regional helicopter programs, an Emergency Medical Technician-Paramedic (EMT-P) license. (Refer to Chapter 10, Emergency Medical Service and Air Rescue Programs, of this manual.)

(d) Satisfactory completion of HEED training within the first year of assignment.

(e) No history of air sickness, ear difficulties, or other conditions that would adversely affect the ability to successfully perform assigned duties.

(f) The ability to complete a practical aircraft litter drill.

(g) The ability to write clear and accurate reports.

(h) A body weight of no more than 275 pounds.

3. PILOT ASSESSMENT.

a. Responsibility. The OAO shall conduct competitive interviews consisting of a demonstration of FAA-prescribed maneuvers consistent with commercial and instrument standards, as well as practical exercises and oral questions.

b. Procedure.

(1) When a vacant pilot position is advertised, officers may apply for the vacancy but will not proceed to the assessment unless they satisfy the basic pilot qualifications, as detailed in paragraph 2.b. Additionally, the applicant shall submit the following documents:

(a) A completed STD. 678, Examination/Employment Application.

(b) A completed CHP 93L.

(c) A copy of the CHP 442, Individual Accident, Injury and Safety Recognition Record.

(2) Once an application for a vacancy has been accepted by the OAO, the applicant may request an orientation flight in a departmental aircraft and may be given the opportunity to perform basic maneuvers. The request for the orientation flight shall be made through the appropriate chief pilot with the concurrence of the OAO commander. The flight will be coordinated at the air unit nearest where the applicant is assigned. The flight shall only be with the unit training pilot and shall not exceed one hour.

(a) Circumstances may arise where an aircraft is not available for an orientation flight. Rescheduling may be allowed under these circumstances; however, the original assessment date will not change due to the inability to participate in a pretest orientation flight.

(3) The pilot assessment will consist of a flight record review, written assessment, practical exercises to include a flight evaluation, and oral interview appraisal. Each applicant must successfully pass each component in the order listed to proceed to the next phase of the assessment process.

4. PILOT TRAINEE PROGRAM.

a. Program Description.

(1) The Pilot Trainee Program is designed to develop piloting skills and accumulate the ratings necessary to meet the requirements of a departmental pilot.

(2) The potential shortage of qualified pilots makes the concept of developing a flight officer's skills an alternative to ensuring an adequate future reserve of qualified pilots.

(3) A pilot trainee may only be considered for a pilot position after the OAO has advertised for the vacancy and no qualified candidate has been selected for the vacancy. Pilot trainees may then apply for the advertised vacancy.

b. Qualifications. Flight officers interested in participating in the Pilot Trainee Program shall have at a minimum the following qualifications:

(1) Be assigned as a crew member in the AOP and demonstrate satisfactory performance within the assigned air unit.

(2) Possess a valid FAA Class I or II medical certificate or military equivalent.

(3) Possess a current private pilot certificate and a current instrument rating in the appropriate category of aircraft. The requirement for a current instrument rating may be waived by the appropriate chief pilot with the concurrence of the OAO commander.

c. Application Procedures. Crew members meeting the minimum qualifications shall submit a request for consideration for the Pilot Trainee Program to the OAO commander. The request shall include:

- (1) A copy of the pilot certificate(s) and current medical certificate.
- (2) A copy of the CHP 93L.

d. Selection.

- (1) The OAO commander, with the concurrence of the OAO Assistant Chief and ACF, may select crew members for training.
- (2) Selection will be predicated on the following:
 - (a) A determination that the qualifications required by paragraph 4.b. are satisfactory.
 - (b) A demonstrated need for departmental pilots.
 - (c) A satisfactory assessment and flight evaluation by the chief pilot.
 - (d) Adequate departmental fiscal resources.

e. Assessment. The pilot assessment will consist of a flight record review, written assessment, practical exercises to include a flight evaluation, and oral interview appraisal. Each applicant must successfully pass each component in the order listed to proceed to the next phase of the assessment process.

f. Training.

- (1) The OAO has overall responsibility for training.
- (2) Training will be conducted as described in Chapter 4, Training, of this manual.
- (3) Training shall not adversely affect normal operations; however, unless otherwise approved, a minimum of ten training hours shall be provided quarterly.
- (4) Training shall be completed within 18 months of acceptance into the Pilot Trainee Program.
- (5) Pilot trainees shall only act as crew members in the type of aircraft in which they are being trained.

5. REMOVAL FROM FLIGHT DUTY.

a. Voluntary Removal. The OAO commander, with the concurrence of the OAO Assistant Chief, may remove a crew member from flight duty upon written request.

(1) The OAO shall immediately report to Human Resources Section (HRS), Personnel Transactions Unit (PTU), by CHP 51, Memorandum, any voluntary removal from flight duty.

b. Removal for Cause.

(1) Departmental policy regarding removal for cause is contained in Highway Patrol Manual (HPM) 9.1, Employee Relations Manual, Chapter 14, Removal for Cause from Specialty Pay Positions.

(2) Pilots should be removed from flight duty for cause when any of the following occur:

(a) Failure to pass an applicable FAA flight examination.

(b) Failure to maintain a valid FAA airman medical certificate, including loss for nonduty-related causes.

(c) Failure to satisfactorily complete an annual pilot or flight officer evaluation, as described in Chapter 2, Operations, of this manual.

(3) For pilots who have experienced a loss of their FAA medical certification, the Department may allow the pilot 90 calendar days from the date of the loss to regain a Class 2 medical certificate.

(a) If unresolved at the end of 90 calendar days, a 30-day extension may be granted with the approval of the ACF.

(b) At any time during this process, the employee may be reassigned within the AOP until the employee's medical can be reestablished.

(c) If the employee's medical certificate is not reestablished after the 90 calendar days from the date of the loss, or if the medical certificate is not reestablished after an approved 30-day extension period beyond the 90 calendar days, the OAO commander, with the concurrence of the OAO Assistant Chief, shall initiate the removal for cause process in accordance with HPM 9.1, Chapter 14.

(4) A crew member removed from flight duty for cause for non-medical reasons shall not serve as an aerial supervisor, pilot, or flight officer for a minimum of five years from the date of removal.

(5) A crew member may be permanently removed from assignment as an aerial supervisor, pilot, or flight officer based on the seriousness of the circumstance(s), gravity of the FAR or policy violation(s), and/or inability to demonstrate professional aeronautical decision making. Permanent removal is at the discretion of the ACF.

(6) In addition to the required reporting to the HRS, a copy of all correspondence regarding any removal for cause from flight duty shall be forwarded to the ACF.

c. Temporary Removal Without Loss of Alternate Range Pay. The appropriate chief pilot, aerial supervisor, and OAO commander, with the concurrence of the OAO Assistant Chief, may temporarily remove any crew member from flight duty when their condition or performance might jeopardize the safe operation of departmental aircraft.

(1) A proficiency checkride by the appropriate chief pilot, a flight physical, and/or psychological screening may be required prior to reinstatement to flight duty.

(2) The OAO commander, with the concurrence of the OAO Assistant Chief, must concur with the return of the crew member to flight duty.

d. Administrative Transfers and Removals. If a crew member is removed from flight duty due to personnel reductions or loss/relocation of departmental aircraft, the following procedures apply:

(1) Removal With Vacancy. When a vacancy exists in another location, affected crew members should be offered a transfer to the new location in accordance with departmental seniority or GO 10.7.

(2) Removal Without Vacancy. When no vacancies exist, affected crew members will be placed in an Area office in accordance with GO 10.7.

6. ALTERNATE RANGE PAY. Flight officers and pilots shall not be eligible for alternate range pay until satisfactorily completing phase training as outlined in Chapter 4 of this manual. Flight officers and pilots assigned to the OAO shall receive the appropriate alternate range pay.

a. Initiation of Alternate Range Pay. Upon successful completion of phase training, the OAO commander shall promptly notify the HRS, PTU, via e-mail at PTU@chp.ca.gov. The notification must indicate the effective date of commencement of range pay and should reach the HRS, PTU, prior to the 18th of the month to ensure proper payment.

b. Termination of Alternate Range Pay. Employees regularly assigned to flight duty shall receive the alternate range pay until the date they are removed from flight duty, consistent with paragraph 6. of this chapter. The OAO commander shall promptly notify the HRS, PTU, via e-mail, of the names of employees removed from flight duty and the effective date of the removal.

7. PARAMEDIC SPECIALTY PAY.

a. Employees in Bargaining Unit 5, who possess a current California paramedic license, shall be entitled to paramedic specialty pay.

b. Supervisors of employees possessing a current California paramedic license shall provide e-mail notification to the OAO at OAO@chp.ca.gov, with the names and ID numbers of the employees. A copy of the employees' current paramedic license shall be included with the notification as an attachment. The OAO will verify the license through the California Emergency Medical Services Authority, and will then notify the HRS, PTU, to initiate paramedic specialty pay. Notification should reach the OAO no later than the 25th day of the month to ensure proper payment.

c. Receipt of paramedic specialty pay does not authorize employees to function or perform any duties of a paramedic. Unless assigned to a designated full-time paramedic position, (e.g., OAO, Academy, Capitol Protection Section, Governor's Protection Detail), employees receiving paramedic specialty pay are only authorized by the Department to act within the scope of practice of Public Safety First Aid.

THIS PAGE INTENTIONALLY LEFT BLANK