


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date May 21, 2019		APD.SOP.4041 Aviation Unit
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Signature: Signed by ES		Date Signed: 5/21/2019

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1. PURPOSE

The intent of this directive is to provide the Atlanta Police Department with the procedures and capabilities of the Atlanta Police Department Aviation Unit. Refer to APD.CM.19.01 "Aviation Unit Operations Manual" for a more comprehensive review of the Aviation Unit's procedures.

2. POLICY

(APAC Standard 01.02.03)

2.1 The Atlanta Police Department employs the Aviation Unit as a major asset to address the problems of crime, and provide air support during calls for service. The Aviation Unit shall provide aerial support to the Field Operations Division, Criminal Investigations Division, and other Departmental employees.

2.2 The duties of the Aviation Unit include, but are not limited to: (CALEA 6th ed. Standard 41.1.3a)

1. Crime prevention through directed patrols;
2. Assisting ground units on vehicle and foot pursuits;
3. Assisting on S.W.A.T calls;
4. Locating missing persons;
5. Providing aerial surveillance and assistance on warrant service;
6. Providing supervisors an aerial platform for command and control purposes; and



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7. Supporting aerial rescues or needs of other public safety agencies as needed.
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- 2.3 The Aviation Unit shall operate in accordance with all applicable Federal Aviation Regulations (FAR) and procedures.
 - 2.4 Only persons assigned to the Aviation Unit may operate Atlanta Police Department aircraft. Other persons (including sworn employees of the Atlanta Police Department) may ride in departmental aircraft only with prior approval of the Aviation Unit commander. Persons other than employees of the department must, in addition to receiving authorization from the SOS commander, sign a Form APD 181, Civilian Observer Application and Wavier. (CALEA 6th ed. Standard 41.1.3a)
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3. RESPONSIBILITIES
(APSA Standard 01.01.02)
 - 3.1 The Special Operations Section (SOS) commander, or their designee, shall monitor the safe and effective operation of the Aviation Unit. He/she shall determine whether to approve administrative decisions such as passengers in aircraft who are not members of the unit, formation flights, and flights assisting other agencies. Furthermore, the SOS commander is the approval authority for the Aviation Unit Operations Manual.
 - 3.2 The Aviation Unit Commander, or their designee, shall ensure that certificated aircraft are maintained in accordance with applicable Federal Aviation Regulations. All contracted maintenance repairs and/or inspections are currently provided by Rotor Resources. (APSA Standard 05.01.01)
 - 3.3 The Aviation Unit Commander, or their designee, shall ensure that non-certificated aircraft (military surplus) are maintained in accordance with the applicable military maintenance program they were inherited from. All contracted maintenance repairs and/or inspections are currently provided by Rotor Resources. UH1H, N370PD shall be maintained in accordance with US Army Technical Manuals TM 55-1520-210-23-1, -2, -3, TM 55-1520-210-23P-1,-2-3, TM 55-2840-229-23-1 & TM 55-2840-229-23-2 Engine, All Alert Service Bulletins (ASB) issued by the FAA, All Airworthiness Directives issued by the FAA (AD), All Bell Helicopter message logs (BHT), Previously issued US Army Safety Action Messages (ASAM) and Previously issued US Army Safety of Flight Bulletins (SOF). (APSA Standard 05.01.02)
 - 3.4 The Aviation Unit Commander, in addition to general supervisory duties, is responsible for the following:
 1. Drafting future Letters of Agreement (LOA) between the Aviation Unit and outside agencies, and forwarding them through the chain of command for review and final approval.
 2. Maintaining and updating all current inter-departmental LOA's.
 3. Safe and effective operation of the Aviation Unit through direct supervision and leadership with adherence to this directive and those referenced herein.
 4. Assigning employees to the following additional duties, which are essential for the safe, effective, and efficient operation of the unit:
 - a. Safety Officer (reports directly to the Unit Commander); (APSA Standard 03.02.03)



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- b. Maintenance Officer (reports directly to the Unit Commander);
 - c. Unit Certified Flight Instructor (UCFI)/Training Officer;
 - d. Inventory Control Officer; and
 - e. Unit Tactical Flight Officer (UTFO) trainer.
 5. Evaluating the performance of members assigned to the unit.
 6. Submitting required reports to the Special Operations Section (SOS) Commander.
 7. Reviewing all daily/monthly reports submitted by subordinates for accuracy, completeness and conformity to departmental policy, FAA regulations, City, State and Federal Laws.
 8. Ensuring proper maintenance of Departmental aircraft, police vehicles, and other ground equipment assigned to the Aviation Unit.
 9. Conducting aircrew training in accordance with FAA regulations and Departmental policies.
 10. Scheduling flight hours, aircrew assignments, and duty hours (hours may vary as circumstances dictate).
 11. Acting as liaison between the Aviation Unit, divisions of the Department and other agencies.
 12. Scheduling flights or missions other than requests for service from police communications.
 13. Establishing and maintaining an "on-call" aircrew roster in the event an aircraft is needed at a time other than during normal duty hours.
 14. Evaluating and making recommendations for waivers to aircrew member qualifications and currency requirements.
 15. Clearly define the safety unit and structure, and explain the responsibilities and reporting relationships for safety functions. The unit commander should work with unit personnel to develop safety objectives for each functional area and review and update the objective's, as needed, on a quarterly basis. (APSA Standard 03.02.02)
- 3.5 The Unit Commander and supervisors shall successfully complete a formal training program within one year after being assigned to the unit, to include: (APSA Standard 04.01.01; 04.01.02)
1. Fundamentals of Airborne Law Enforcement and Aviation Unit Management.
 2. Applicable Federal Aviation regulations (FARs).
 3. Public Aircraft Operations (Public laws affecting airborne law enforcement).
 4. Aviation Safety, specifically the role of the Safety Management System (SMS).
 5. Liability and legal issues.



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3.6 Continuing professional development in aviation subjects shall be provided and documented for the Unit Commander and Supervisors. Formal recurrent annual training shall be appropriate to the unit's mission statement and scope of service. (APSA Standard: 04.01.03)

3.7 The Unit commander or their representative will maintain liaison with other aviation units operating in the Atlanta Metro area. This liaison will be carried out primarily through quarterly meetings with the Atlanta Metro Law Enforcement Helicopter Association. In addition, the unit will liaison as needed with other organizations that regularly use helicopters, drones, and/or fixed-wing assets in the metro area (ex. news media, medical evacuation, regional helicopter operators, etc.). (APSA Standard 01.01.06)

3.8 Pilot in Command (PIC)

The Pilot in Command PIC is responsible for the following:

1. Acting as the final authority for safely operating, servicing, and securing the aircraft he or she commands.
2. The PIC will operate the Department's aircraft in accordance with FAA regulations, applicable aircraft flight manuals, and Departmental policies and procedures.
3. Utilizing the approved manufacturer's checklist during pre-flight, startup, in-flight, post-flight, and if practical, in the event of an emergency.
4. Completing, at the beginning of each watch, a Pre-Flight procedure as prescribed in section 4.5 of this SOP prior to pulling in service.
5. Responding in a timely manner and handling calls for service. The PIC shall immediately notify the unit commander if any safety, mechanical, employee, or environmental issue prevents a timely response to calls for service.
6. Conducting a post flight inspection and refueling of the aircraft. If the aircraft cannot be properly secured, the PIC shall immediately notify the unit commander.
7. Prior to flight, ensure that all non-aircrew passengers receive a safety briefing as stated in the applicable aircraft flight manual.

3.9 Tactical Flight Officer (TFO)

The TFO is responsible for the following:

1. Assisting the PIC during all phases of aircraft operation (pre-flight, flight, and post-flight).
2. Completing helicopter daily activity sheets, incident reports, and daily/monthly statistical sheets.
3. Ensuring that all ground equipment is fueled and ready for service.
4. Establishing and maintaining radio contact with radio dispatch and unit(s) requesting assistance.
5. Navigating and directing the PIC to the scene of the requesting unit.



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6. Employment of onboard aircraft systems, including but not limited to the Thermal Imager-Camera, spotlight, GPS moving map, police radios, and aircraft radios.

3.10 Maintenance Officer

The Maintenance Officer is responsible for the following: (CALEA 6th ed. Standard 41.1.3c)

1. Ensuring aircraft maintenance is completed in accordance with FAA regulations, manufacturer's specifications, and departmental policies and procedures.
2. Monitoring aircraft component times and ensuring components are replaced or overhauled as required.
3. Maintaining and updating aircraft and engine maintenance manuals to include alert service bulletins, technical bulletins, operational safety notices, service letters, and information letters.
4. Maintaining aircraft discrepancy logs, ensuring that problems are corrected or deferred when appropriate until the 100-hour or annual service.
5. Maintaining the Aviation Unit's Maintenance Flow Chart.
6. The Maintenance officer shall conduct periodic audits of the maintenance performed by the contractor and at least annually submit the findings of the audits to the unit commander. The maintenance officer will, as a minimum, check the following during periodic audits: (APSA Standard 05.01.06)
 - a. Repair parts and tools stored in an orderly fashion and clearly labeled; (APSA Standard 05.01.06)
 - b. Flammable material stored in a flame-proof cabinet; (APSA Standard 05.01.06)
 - c. The maintenance contractor follows a strict tool control policy; (APSA Standard 05.01.06)
 - d. Maintenance contractor tracks and maintains tool calibration; (APSA Standard 05.01.06)
 - e. Maintenance records are current and all logbook entries are complete; (APSA Standard 05.01.06)
 - f. The maintenance contractor has a procedure to track and complete all deferred maintenance; (APSA Standard 05.04.03)
 - g. Facility ventilated and free of hazardous fumes from solvents, oils, cleaners, etc.; (APSA Standard 05.03.01)
 - h. Hangar maintained in a clean and orderly manner; (APSA Standard 05.03.01)



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- i. Hand cleaners, disinfectants, latex or latex free gloves, eye wash bottles/stations and a well-equipped first aid kit in place and readily available, and unit members aware of their whereabouts; (APSA Standard 05.03.01)
- j. Fire suppression system in place and/or adequate and appropriate fire extinguishers readily available and their serviceability verified, and personnel trained in their use; (APSA Standard 05.03.01)
- k. Unit contract maintenance technicians properly trained to install, maintain, remove and replace specialized equipment in accordance with OEM standards; (APSA Standard 05.02.01) and
- l. Are contract maintenance technicians required to receive training annually on human factors, maintenance error reduction, and recurrent training of aircraft specific maintenance requirements? (APSA Standard 05.02.01)

3.11 Safety Officer

The Safety Officer is responsible for the following:

- 1. Notifying the unit commander of potential hazardous practices in the workplace.
- 2. Meeting with the Atlanta Federal Aviation Flight Standards District Office (FSDO) Safety Program manager on a semi-annual basis.
- 3. Coordinating with the unit Training Officer or Field Instructor for officer training and certification on the use of the unit's heavy equipment, refueling equipment, and fire extinguishing equipment.
- 4. Implementing and maintaining the Aviation Unit Safety Program, including:
 - a. Periodic inspections of the unit's safety equipment;
 - b. Establishing and updating a unit safety reading file;
 - c. Conducting quarterly safety meetings;
 - d. Establishing a unit mishap checklist; and
 - e. Establishing mishap/incident procedures for all ground equipment.
- f. Overseeing the Safety Management System as outlined in APD.CM.19.01 "Aviation Unit Operations Manual"
- 5. Investigate hazards, incidents, accidents, and instances of noncompliance with safety standards/practices, and identify causes and recommend risk control measures as needed. (APSA Standard 03.03.01)
- 6. Monitor the effectiveness of safety risk controls and assess system performance. At a minimum the Safety Officer shall: (APSA Standard 03.04.01)



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- a. Track and measure the accomplishment of Safety Objectives quarterly and ensure they are current.
 - b. Track and measure the accomplishment of each mitigation method.
 - c. Conduct a periodic external safety audit and an annual Internal Evaluation Process (IEP) consistent with SMS of the entire Aviation Unit.
 - d. Conduct quarterly safety inspections.
 - e. Assess and inspect the activities of contractors in the unit.
- 3.12 Unit Certified Flight Instructor (Training Officer)
(APSA Standard 04.03.03)
 - 3.12.1 The Unit Certified Flight Instructor (UCFI) shall, at a minimum, be a qualified and current CFI or designated examiner for the appropriate flight discipline, licensed by the FAA.
 - 3.12.2 The UCFI shall be designated by the Unit Commander as a training pilot and qualified in the appropriate category, class and type of aircraft in which instruction will be conducted.
 - 3.12.3 The UCFI shall establish and maintain an Aircrew Training Program.
 - 3.12.4 The UCFI shall make recommendations to the unit commander regarding aircrew member flight status, including, but not limited to:
 1. Aircrew member change of flight status from TFO to PIC; and
 2. Aircrew member's temporary change of flight status from PIC to TFO.
 - 3.12.5 The UCFI's recommendations shall be based on:
 1. Flight training performance;
 2. Check ride performance;
 3. Written test performance;
 4. Oral test performance; and
 5. Documented observations made while flying.
 - 3.12.6 The UCFI shall conduct flight and ground instruction in accordance with FAA regulations, Departmental policies and procedures.
 - 3.12.7 The UCFI shall conduct aircrew member check rides in accordance with FAA regulations, Departmental policies and procedures.
- 3.13 Inventory Control Officer



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1. The Inventory Control Officer is responsible for listing the location of and maintaining an accurate accounting of all supplies, equipment, and aircraft parts. (CALEA 6th ed. Standard 41.1.3d)
2. The Inventory Control Officer will ensure ground support equipment and vehicles are serviced, in proper working condition, and inspected in accordance with manufacturer's specifications and departmental policies and procedures.
3. The Inventory Control Officer will schedule routine and non-routine maintenance of aircraft and ground support vehicles and equipment.

3.14 Unit Tactical Flight Officer Trainer (UTFO)

The UTFO trainer has the following responsibilities:

1. Establishing and maintaining a TFO Program;
2. Responsible for training all phases of the TFO training program and making recommendations to the unit commander; and
3. Conducting Aircrew annual TFO check rides.

3.15 Responsibilities of All Pilots

All pilots are responsible for the following:

1. The FARs applicable to the certificate and rating that they currently hold;
2. The Departmental aircraft they operate;
3. The Federal Aviation Administration (FAA) Practical Test Standards applicable to the certificate and rating held; and
4. Maintaining an individual flight logbook in accordance with FAA regulations part 61.51.

3.16 Responsibilities of All Unit Employees

- 3.16.1 All employees shall understand and apply all applicable regulations (Federal and State) and Departmental procedures while performing his or her duties.
- 3.16.2 Employees shall strive to promote a cooperative and harmonious working relationship within the unit and with other departments.
- 3.16.3 Employees shall not commit or omit acts which constitute a violation of Federal Aviation Regulations (FARs), departmental policies and employee Work Rules (APD.SOP.2010, "Work Rules").
- 3.16.4 Employees shall perform the duties of an aircrew member, as required, and Perform typical unit tasks, including:
 1. Clean helicopters and unit areas;



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2. Make daily mail run and other administrative duties;
3. Move helicopters utilizing ground handling wheels;
4. Move/retrieve equipment stored throughout the Department; and
5. Operate, listen to, and when necessary respond to two or more radios.

3.17 Maintenance Contractor (05.02.01)

3.17.1 Maintenance technicians who work on Aviation Unit aircraft are required to be licensed by the FAA as Airframe and Powerplant (A&P) mechanics. (APSA Standard 05.02.01)

3.17.2 The maintenance facility will be appropriately maintained to meet the maintenance needs of the unit. The following shall be verified by the maintenance officer during periodic audits: (APSA Standard 05.03.01)

1. Facility must be ventilated and free of hazardous fumes.
2. Maintenance hangar must be clean and organized in an orderly manner.
3. The maintenance facility must have hand cleaners, disinfectants gloves, eye-wash station(s), and a well-equipped first aid kit in place and readily available. Unit members shall be made aware of where these items are located.
4. The maintenance facility must have an operational fire suppression system or adequate fire extinguishers readily available. The serviceability of these systems shall be verified by the unit safety officer.

3.17.3 The following restrictions will be in effect for contract maintenance personnel and Aviation Unit members while performing aircraft maintenance or pre-flight checks: (APSA Standard 05.03.02)

1. No personnel may use the phone while performing maintenance on aircraft unless the call is specifically to talk with a resource who is helping complete the task at hand. If the person needs to use the phone, they should physically step away from the aircraft during the call.
2. Aircrew should make every effort to handle deliveries and phone calls without disturbing maintenance personnel when they are working on aircraft. Maintenance should be notified when they indicate that they are waiting for a part or call to complete the task at hand.
3. Every effort should be made to avoid engaging maintenance in conversation or re-tasking them while they are performing maintenance. If a conversation or question can wait, it should be held until maintenance is not physically working on the aircraft or components.

4. ACTION

4.1 Aircrew member qualifications
(CALEA 6th ed. Standard 41.1.3b; APSA 01.02.05)



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- 4.1.1 Prior to being assigned by the unit commander to the position of Pilot in Command (PIC), the aircrew member must meet the following requirements: (APSA Standard 02.02.01)
1. Have in his or her possession a current Federal Aviation Commercial Airmen Certificate (appropriate for Departmental aircraft);
 2. Have logged a minimum of 500 flight hours as an aircrew member in an Atlanta Police Department aircraft. The requirement of 500 flight hours may be reduced by the unit commander, based upon the commander's discretion regarding the review of applicant's previous flight experience;
 3. Have successfully completed a PIC check ride with the unit's Certified Flight Instructor/Training Officer or the unit commander's designee; and
 4. Have successfully completed all Tactical Flight Officer (TFO) training requirements.
 5. Hold at minimum an FAA 2nd Class FAA medical certificate. (APSA Standard 01.02.05)
- 4.1.2 Prior to being assigned by the unit commander to the position of TFO, the aircrew member must meet the following requirements:
1. Have in his or her possession a current FAA 3rd Class Airmen Medical Certificate (APSA Standard 01.02.05); and
 2. Have successfully completed all TFO training requirements.
- 4.1.3 Prior to being assigned by the unit commander to the position of Unit Flight Instructor, the aircrew member must meet the following requirements:
1. Have in his or her possession a current FAA Certified Commercial and Flight Instructor Certificate for;
 2. Have logged a minimum of 1200 hours total flight time with a minimum of 1000 hours in rotary wing aircraft;
 3. Have logged a minimum of 300 hours in an Atlanta Police Department aircraft (Minimum of 50 hours in each make and model);
 4. Have successfully completed all PIC and TFO training requirements; and
 5. Be approved by the SOS commander or his or her designee, and designated as such in writing.
- 4.2 Aircrew Member Flight and Training Requirements
- 4.2.1 In order to act as a TFO in an Atlanta Police Department aircraft the aircrew member must meet the following currency requirements in addition to FA regulations part 61.23 (a)(3):
1. Have logged no less than twelve hours of flight time in the preceding quarter; and
 2. Completed any necessary ground instruction/refreshers training as determined by the unit commander.



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- 4.2.2 In order for a pilot to act as the Unit Certified Flight Instructor in a Department aircraft, a pilot must meet the following currency requirements in addition to those required under FA regulations part 61.56/57:
1. Have logged no less than twelve hours of flight time in the preceding quarter, of which six hours must have been PIC time; and
 2. Completed an FAA approved Flight Instructor Refresher Course every 24 months.
- 4.2.3 If an officer cannot fly for a period of 6 months or more (leave, military leave, injury, etc.) then they must receive a familiarization flight in each aircraft before assuming pilot in command status.
- 4.3 Unit Equipment and Vehicles
- 4.3.1 In addition to the equipment required under FAR regulations parts 91.203, 205, 209 and 215, all Atlanta Police Department aircraft shall have a working fire extinguisher, a minimum of one working police radio, and a first aid kit readily accessible to all aircrew members.
- 4.3.2 Aircraft N370PD and any future surplus military aircraft acquired by the Atlanta Police Department defined as Public Use Aircraft are exempt from the requirements of FAR part 91.203.
- 4.3.3 All Department aircraft shall have, in addition to the registration markings required under FA regulations part 91, the Atlanta Police Department patch logo and the words "Atlanta Police" prominently displayed.
- 4.3.4 The Aviation Unit operates several support vehicles: tugs and refueling trucks. Operation of the tugs is restricted to the airfield at which the Aviation Unit is located. Tugs are not required to be registered. Tugs shall be equipped and operated in accordance with the Manufacturer's Operating Manual. In addition to the equipment required in their Manufacturer's Operating Manual, each refueling truck shall have a fully charged fire extinguisher readily available to the operator and a current vehicle registration.
- 4.4 Preflight and General Operations
- 4.4.1 Prior approval from the unit commander, or his or her designee, is required before conducting a single pilot flight in an Atlanta Police Department aircraft.
- 4.4.2 A flight plan shall be filed with Flight Service Station (FSS) whenever a flight requires refueling outside of the Metro Atlanta area, with the exception of routine maintenance at a regular vendor. The Pilot-in-Command will insure the flight plan is opened and closed with the FSS.
- 4.4.3 Flight following should be accomplished with Communications or a unit member remaining on the ground for flights within the outer most Class B ring as depicted on the Atlanta Area Sectional Chart.
- 4.4.4 A safety briefing shall be conducted prior to a flight whenever passengers other than Aviation Unit employees are being flown in departmental aircraft.
- 4.4.5 The PIC shall complete and sign Atlanta Police Aviation Unit Preflight Checklist.



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4.4.6 The PIC shall ensure that the following preflight actions are completed prior to each flight:

1. Inspect aircraft in accordance with applicable flight manual;
2. Inspect the aircraft dolly;
3. Plan for a fuel reserve of 20 minutes before departing on any flight; and
4. Obtain a weather briefing from Flight Service or Digital Airware.

4.5 Off-Airport, Confined, and Emergency Landings

4.5.1 Except for emergency situations or training purposes, no off airport/heliport or confined area landings shall be made without prior approval from the unit commander. If the landing is for training purposes, the training must be with the unit Certified Flight Instructor or Unit Training Officer with approval of the unit commander.

4.5.2 All landings shall be made in accordance with the procedures prescribed in FAA-H-8083-21. A sworn police officer shall remain with the aircraft at all times when the aircraft is off airport property. For more information, refer to APD.CM.19.01 "Aviation Unit Operations Manual."

4.6 Static Displays

Periodically, the Aviation Unit is requested to conduct presentations, demonstrations, or school visitations. All requests shall be coordinated through the unit commander or designee. When these requests involve the static display of Department aircraft, the aircrew assigned shall employ the following procedures:

1. Conduct a thorough reconnaissance of the site where the landing is to be made and make a determination whether a landing shall be made. If not, the pilot shall advise the unit commander;
2. Ensure that there is at least one sworn police officer at the landing site in constant radio contact with the landing aircraft;
3. For more information refer to APD.CM.19.01 "Aviation Unit Operations Manual."

4.7 Formation Flights

4.7.1 Formation flights may be conducted for special events such as funerals or other events as determined by the unit's chain-of-command.

4.7.2 Formation flights shall be conducted only when authorized by the SOS commander.

4.7.3 The unit commander or designee shall assign the aircrew performing the formation flight.

4.7.4 For more information on Unit formation flights refer to APD.CM.19.01 "Aviation Unit Operations Manual."

4.8 Medical Emergency Flights



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- 4.8.1 The Aviation Unit shall not medically airlift, with the exception of Department employees, without prior approval from the Chief of Police.
- 4.8.2 When circumstances are such that death or permanent disability would likely result if Department employees are not medically airlifted, the on-scene supervisor can request support from the Aviation Unit. Transportation shall be conducted in accordance with applicable FAA regulations, procedures, approved aircraft flight manual, and FARs-H-8083-21.
- 4.9 SWAT Calls for Service
- 4.9.1 SWAT requests for service and emergency calls for service (natural disaster relief/evacuation, etc.) shall, when practical, be flown in accordance with FARs-H-8083-21. In the event the mission/mission profile is not specifically addressed in the above-mentioned manual, the PIC shall review any documents or field manuals that would offer specific guidance on how to safely conduct and complete the mission. The Department of Defense Field Manuals are another good source of information for guidance on how to safely conduct and complete a mission other than standard flight profiles.
- 4.9.2 For more information on SWAT Calls for Service refer to APD.CM.19.01 "Aviation Unit Operations Manual."
- 4.10 Aero medical requirements
- 4.10.1 Flight physicals shall be paid for by the City of Atlanta and administered by a department-approved FAA flight physician.
- 4.10.2 In accordance with FA regulations part 61.53(a)(b), a pilot aircrew member is prohibited from performing pilot/aircrew member duties while he or she has a known medical condition that would make them unable to meet the requirements for the medical certificate necessary for the pilot operation.
- 4.10.3 Any Aviation Unit employee experiencing any illness or injury that meets the FAA requirements for notification shall be required to contact the department's designated physician to determine if a physical examination is necessary before returning to flight status. He or she must also notify the unit commander.
- 4.10.4 Under FA regulations part 91.17, "No person may act or attempt to act as an aircrew member of a civil aircraft while using any drug that affects the person's faculties in any way contrary to safety." When taking any medication that may adversely affect their ability to perform their assigned duties, the department's designated FAA Certified physician and the unit commander must clear the employee to return to flight status.
- 4.11 Pilot Trainees
- Employees assigned to the Aviation Unit seeking pilot certification or additional ratings in aircraft shall, at the discretion of the Chief of Police, be given flight training by the UCFI, an approved FAA Flight School or a designated Flight Instructor. All training shall be conducted in accordance with applicable FA regulations and the Practical Test Standards (PTS) set forth by the FAA for the certification/rating being sought. Training and FAA check rides for pilot certification or additional ratings may, if approved by the Chief of Police, be completed utilizing the applicable City of Atlanta Police Department aircraft.



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4.12 Standardization

- 4.12.1 All pilots assigned to the Aviation Unit shall be given an annual check ride by a Certified Flight Instructor in all make and models of departmental aircraft that they operate.
- 4.12.2 The UCFI, or unit commander's designee, shall conduct a no-notice check ride at the unit commander's discretion. Areas subject to evaluation shall be the same as identified in section 4.24.1 of this SOP.
- 4.12.3 Simulated emergencies and autorotation training shall not be performed over populated areas. Under no circumstances shall autorotation training to ground be conducted in departmental aircraft.
- 4.12.4 For more information on aircrew standardization refer to APD.CM.19.01 "Aviation Unit Operations Manual."

5. DEFINITIONS

- 5.1 Airborne Public Safety Accreditation Commission (APSAC): APSAC is an entity within The Airborne Public Safety Association (APSA) that provides, develops, and maintains standards of accreditation for operations performed by public safety aviation units and offers auditing, consulting, and accreditation services to public safety aviation operations in accordance with those standards.
- 5.2 FAR: Federal Aviation Regulations, or FARs, are rules prescribed by the Federal Aviation Administration (FAA) governing all aviation activities in the United States. FAA: The Federal Aviation Administration (FAA) is an agency of the United States Department of Transportation with authority to regulate and oversee all aspects of civil aviation in the U.S. (National Airworthiness Authority)

6. CANCELLATIONS

APD.SOP.4041 "Helicopter Unit" effective November 20, 2018

7. REFERENCES

Airborne Public Safety Association (APSA) Standards

APD.CM.19.01 "Aviation Unit Operations Manual"

Commission of Accreditation for Law Enforcement Agencies (CALEA) 6th Edition, Standard 41.1.3, 46.2.5

8. SIGNIFICANT CHANGES

- 8.1 The name of the SOP has changed from "Helicopter Unit" to "Aviation Unit", and throughout the document all references to "Helicopter Unit" have been changed to "Aviation Unit." The name change was approved by the CSD commander.
- 8.2 Throughout the document, paragraphs supporting APSA standards have been identified and referenced.



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8.3 Portions or all of the following sections have been removed from this SOP and placed in APD.CM.19.01 "Aviation Unit Operations Manual":

- 4.3 Unit Equipment and Vehicles
- 4.4 Preflight and General Operations
- 4.6 Calls for Service
- 4.7 Vehicle Pursuits
- 4.8 Off-Airport, Confined, and Emergency Landings
- 4.9 Static Displays
- 4.10 Formation Flights
- 4.11 Requests for service from outside agencies
- 4.13 SWAT Calls for Service
- 4.14 Hoist Operations
- 4.15 Hoist Loads
- 4.16 Hoist Operations - Preflight Procedures
- 4.17 Fast Rope Operations
- 4.18 Instrument Meteorological Conditions (IMC)
- 4.19 Instrument Flight Rules (IFR)
- 4.20 Airspace Management
- 4.21 Aero medical requirements
- 4.22 Unit Training
- 4.24 Standardization
- 4.25 No-Notice and Annual Check Ride Failures
- 4.26 Night Vision Goggles