




Clayton County Police Department PROCEDURES

Subject AVIATION UNIT		Procedure # D22	
Authorizing Signature 	Effective 11-13-2024	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 12

I. PURPOSE

The purpose of this policy is to establish the organizational structure and procedures for the operation of the Clayton County Police Department's Aviation Unit. The primary function and purpose of the Aviation Unit is to provide safe, effective and tactical aerial support and assistance to law enforcement operations. The duties and responsibilities include, but are not limited to, the reduction and prevention of crime, the detection of crimes in progress, the capture of criminals by assisting with foot pursuits and vehicle pursuits, searching for missing persons and responding to mutual aid requests as per agreements and commitments approved by the Department.

II. POLICY

It is the policy of the Clayton County Police Department (CCPD) to maintain, train and equip an Aviation Unit. The Aviation Unit's primary responsibility is to support ground personnel when observation and communication from the air provides a tactical mission advantage and/or an increased margin of officer safety, and to provide such support in accordance with all applicable Federal Aviation Regulations (FAR) and departmental standards and directives.

III. ORGANIZATION & SELECTION

A. Organization

1. The Aviation Unit is assigned to and under the command of a Division Commander.
See Appendix B of CCPD SOP: B1: Organization, Direction & Management for the Current Organizational Chart.
2. The Aviation Unit is under the direct command of the Aviation Unit Manager, who is appointed by the Chief of Police.
3. The Aviation Unit Manager, upon the approval of the Chief of Police, will appoint an Assistant Aviation Unit Manager.
4. Both the Aviation Unit Manager and the Assistant Aviation Unit Manager are required to serve as Aviation Unit Pilots in Command (PIC).

5. The Department's Aviation Unit is comprised of the following sworn and non-sworn positions.
 - a. Aviation Unit Manager
 - b. Aviation Unit Assistant Manager
 - c. Pilot or Pilot in Command (PIC)
 - d. Tactical Flight Officer (TFO)
 - e. Aircraft Mechanic

B. Authority

1. The only personnel authorized to operate departmental aircraft, equipment and vehicles assigned to the Aviation Unit are Aviation Unit members who have successfully completed the training for the operation of the aircraft, equipment and/or vehicles. The Aviation Unit Manager is responsible for all Aviation Unit personnel receiving the proper training for equipment, and maintaining records of that training.
2. A list of Aviation Unit personnel currently authorized to operate the departmental aircraft will be maintained by the Aviation Unit Manager.

C. Aviation Unit Dress Code

See also CCPD SOP: *D2: Dress Code & Grooming Standards*.

1. The uniform and equipment worn by the Aviation Unit members shall be at the discretion of the Aviation Unit Manager with the approval of the Chief of Police.
 - a. Due to the inherent risk of exposure of hazardous conditions and materials, it is imperative that all personnel of the Aviation Unit be attired in fire resistant or Nomex® aviation clothing while engaged in flight operations and daily flight support actions.
 - b. Outside of flight specific operations, to include training or special details, Aviation Unit Members are authorized to wear the CCPD Class A Utility Uniform or Class B Uniform with polo-style shirt and Cargo/BDU pocketed trousers and appropriate departmental equipment as required.
 - c. Carrying of a firearm or other Department approved weapons, handcuffs, and radio will be optional; however, sworn officers will carry their firearm, handcuffs, and walkie-talkie while on duty and outside the hangar or CCPD buildings.
2. The Aviation Unit emblem and special patch denoting assignment to the unit will be as follows:
 - a. Air Crew Member (Pilot or TFO) – The qualification badge or emblem awarded to designated/qualified Pilots and TFOs of the Aviation Unit will be a set of Aviator/Pilot Wings with the CCPD badge superimposed in the center of the wings. These wings will be gold in color and metal for wear on the CCPD Class A Uniforms and printed or embroidered on a leather or cloth flight suit nametag.
 - b. Aviation Unit "Rocker" – The addition of embroidered "rocker" denoting "Aviation Unit" is authorized to be worn under the CCPD shoulder patch by unit personnel.

D. Qualifications and Selection Criteria

1. Aviation Unit Assignment
 - a. All applicants for the Aviation Unit must pass an Oral Interview and an Aviation Suitability Orientation Flight. The Oral Interview will be conducted with the Aviation Unit

Manager or designee, and a minimum of two (2) other Aviation Unit personnel, preferably one (1) pilot and one (1) TFO. After the conclusion of the above events, the Aviation Unit Manager will recommend, in writing, specific applicant(s) to the Chief of Police for assignment to the Aviation Unit. Upon selection and assignment to the Aviation Unit, the member must agree to a five (5) year commitment at the conclusion of aviation unit specialty training.

- b. All current Aviation Unit personnel must continue to comply with the minimum qualifications for appointment to the Aviation Unit in terms of aviation training/proficiency, Clayton County Employee Requirements, and if sworn, all Georgia Peace Officer Standards & Training Council (GPOSTC) and Department requirements.
- c. All current Aviation Unit Aircrew must meet the following medical criteria:
 - 1) Aircrew Pilot and PIC: Must at a minimum, meet the requirements specified under FAA Part 67, Subpart C – Second-Class Airman Medical Certificate.
 - 2) Aircrew TFO: Must at a minimum, meet the requirements specified under FAA Part 67, Subpart D – Third-Class Airman Medical Certificates. However, while a TFO must meet the medical standards for the Third-Class Certificate, they do not have to possess the certification, due to the fact the TFO is not required to hold any FAA Pilot Certifications or Endorsements.
 - 3) Aircrew: All Aviation Unit aircrew members must be able to safely perform the tasks and actions required of an aircrew in terms of safety of flight and emergency procedures. This is to include ingress and egress of the aircraft and operation of all flight controls and safety equipment.

2. Pilot in Command (PIC)

To act as a PIC of any CCPD aircraft, the pilot must meet the following qualifications:

- a. Possess a Commercial Pilot Certificate and instrument rating with the appropriate Category, Class, and if required, Type Rating.
- b. Possess a valid FAA Second Class Medical Certificate and meet the requirements of FAR 61.53 (Medical Deficiency).
- c. Be approved by the Clayton County Insurance provider to act as a PIC.
- d. Meet the requirements of FAR 61.56 (Flight Review) and FAR 61.57 (Recent Flight Experience).
- e. Complete annual training including, but not limited to, Safety considerations, Risk Management, Normal Procedures, Emergency Procedures, FAR Part 91, etc. This training should be completed at a Manufacturer's School, or its equivalent, or on site with a Clayton County insurance provider approved check airman.

3. Tactical Flight Officer (TFO)

- a. To become a TFO on any departmental aircraft, a TFO applicant must meet the following qualifications and criteria:
 - 1) Function in a highly-stressful airborne environment;
 - 2) Multi-task and successfully operate airborne law enforcement equipment;
 - 3) Demonstrate geographic knowledge of the entire County; and
 - 4) Demonstrate aptitude for the job through interviewing and in-flight evaluation(s).

- 5) They must have successfully completed the probationary period for new hires and they must have a minimum of two (2) years of law enforcement experience and one (1) year of continuous uninterrupted service with the CCPD as a sworn officer.
 - 6) The officer must have no adverse disciplinary action resulting in a suspension of more than three (3) days in duration or in total, within the last twelve (12) months of service, prior to consideration for appointment, excluding motor vehicle collisions involving Department vehicles.
- b. TFO applicants who meet the above criteria may be assigned to the Aviation Unit by the Chief of Police, or authorized designee, based on their experience with the CCPD, aviation background, flight experience and Airman Certificates or ratings.
 - c. Upon assignment to the Aviation Unit, and to maintain status as a TFO on any departmental aircraft, the TFO must complete the CCPD Tactical Flight Officer's Course which includes demonstrating the ability to safely land the aircraft.
4. Aircraft Mechanic
- Only FAA certified Airframe and Powerplant (A&P) and Inspection Authorization (IA) mechanics meeting statutes set forth in Federal Aviation Regulations CFR 65.81, 65.85, 65.87, 65.95 and are authorized by the Department will perform maintenance on County-owned aircraft and aviation-related equipment. Mechanics not holding an A&P certificate may work on aircraft, if under the direct supervision of a qualified and certificated A&P or IA mechanic approved by the CCPD Aviation Unit Manager.

IV. GENERAL PROCEDURES

A. Shifts and Fatigue

1. General Duties

- a. Duty hours may vary from time to time and will be prescribed by the Aviation Unit Manager as circumstances dictate.
- b. If a flight cannot be made due to weather or maintenance, the on-duty flight crew will be assigned ground duties as a team by the Aviation Unit Manager, or designee, including, but not limited to assisting with aircraft maintenance, hangar housekeeping duties, ground training for pilots, TFO's and maintenance personnel.
- c. In the event the Aviation Unit is grounded for any reason for an extended period of time, Aviation Unit personnel may be utilized in other areas of the Department, as needed.

2. On-Call Schedule

All Aviation Unit personnel are subject to being called to service twenty-four (24) hours a day, seven (7) days a week, as needed. The Aviation Unit Manager will designate aircrews (PIC/TFO) for off duty call-outs through the E911/Communications Center.

3. Flight Time Limitations and Rest Requirements

- a. Aircrews will be scheduled and flight time monitored so as not to exceed the limitations set forth by FAR 135.267:

An aircrew member's total flight time shall not exceed 500 hours in any calendar quarter, 800 hours in any two calendar quarters or 1,400 hours in any calendar year. Furthermore, total flight time in any 24 consecutive hours may not exceed 8 hours unless the assigned flight time occurs during a regularly assigned duty period of no more than 14 hours and this duty period is immediately preceded by and followed by a required rest period of at least 10 consecutive hours of rest.

- b. Anytime any crew member believes that they are unfit for flight due to fatigue, illness, use of medications or any other reason, the affected crew member shall not fly and must notify the Aviation Unit Manager or Assistant Aviation Unit Manager, who will attempt to locate another crew member for that shift.

B. Start of Shift

1. A functioning walkie-talkie will be carried by all Aviation Unit personnel at all times while on duty.
2. Current local weather conditions, including forecasts, will be obtained at the beginning of each shift and monitored throughout the shift.
3. Whenever possible, the on-duty flight crew will brief the relieving crew on any relevant topics, including weather information, criminal activity, law enforcement lookouts, maintenance, etc. Aerial patrol assignments will be made at this time, if applicable.

C. Preflight & Preparation

1. The PIC shall check aircraft due list and time between overhaul (TBO) sheet for any upcoming inspections or maintenance events. The PIC will check for any existing discrepancies and the status of such discrepancies, if applicable. The PIC will confirm all existing aircraft-grounding maintenance discrepancies have been resolved by an authorized mechanic before flight. If any new maintenance discrepancies are found, an appropriate entry shall be made on an *Aircraft Inspection Discrepancy Sheet*, and maintenance personnel shall be notified. If a new discrepancy is found that results in the aircraft being grounded, the Aviation Unit Manager shall be notified.
2. The PIC, accompanied by the TFO and Aircraft Mechanic, if available, shall conduct a thorough pre-flight inspection of the aircraft. This pre-flight inspection will include all items specified in the aircraft Rotorcraft Flight Manual (RFM) and in compliance with Federal Aviation Regulation (FAR) 91.103 Preflight Action.
3. The PIC shall obtain current and forecasted weather to complete an *Aviation Risk Assessment Form* at the beginning of each shift and, if practical, before a specific mission. The PIC will utilize the *Aviation Risk Assessment Form* to identify and mitigate any risks or hazards to every extent possible.
4. Flight Visibility and Cloud Minimums
 - a. Day: Three (3) statute miles visibility and 1000 foot ceiling above ground level (AGL).
 - b. Night: Three (3) statute miles visibility and 1000 foot ceiling AGL.
 - c. These weather minimums may be determined by use of published METARs, checking local automated weather reporting sources or direct observation. Flight during conditions below these minimums is prohibited without prior approval of the Aviation Unit Manager.
5. Flight is prohibited during the following conditions:
 - a. Flight would be in violation of FAR 91.7 Airworthiness;
 - b. Sleet, hail, freezing rain and/or snow conditions exist;
 - c. Severe thunderstorms and/or tornado warnings exist;
 - d. Severe turbulence is forecasted or exists;
 - e. Sustained surface winds are reported in excess of 35 knots or a gust spread greater than 15 knots;

- f. Start or continuation of the flight would exceed any published aircraft limitations; and/or
 - g. PIC determines the flight cannot be completed safely.
6. If the nature of any mission requires radio security, the E911/Communications Center will be notified via phone. All communication with Air Traffic Control, airports and/or other aircraft will comply with appropriate FARs.

D. In-Flight

1. Departmental aircraft shall be operated according to the manufacturer's Rotorcraft Flight Manual (RFM) concerning normal and emergency procedures.
2. Operational altitudes and airspeeds shall be determined by the PIC. The PIC will consider weather, the RFM, personal minimums and mission requirements. All aircraft operations will comply with FAR part 91.119 regarding minimum safe altitudes.
3. When starting the helicopter engine, departing any location or landing at any location, all flight crew members will observe sterile cockpit procedures.
4. Upon receipt of a call, the pilot will fly a direct course to the area of the call. Upon arrival and with directions from the ground commander if available, the pilot will conduct an aerial search concerning the area involved and coordinated by the TFO. The TFO will coordinate and direct ground units responding to the call. If two (2) aircraft are used, the pilots will coordinate their assignments on VHF 123.025 (or another designated helicopter Air-to-Air frequency).
5. The flight crew will serve as an information gathering source and suggest tactical approaches and/or methods to officers and supervisors on the ground. Unit members will strive to communicate clearly and precisely with all personnel.
6. Emergency Medical Transport – Emergency Medical Transport by CCPD aircraft can be performed only in the most extreme circumstances. Criteria and circumstances required are as follows:
 - a. A life-saving mission.
 - b. Emergency Medical Transport by trained/equipped ground transportation or civilian, aeromedical transportation is not feasible.
 - c. CCPD aircraft is readily available or "on scene".
 - d. Approval or request from the Chief of Police or authorized designee.
 - e. Transport will be made to the nearest available Level 1 Trauma Center (Grady Hospital/1GE8).
 - f. Aviation Unit aircrews will execute familiarity training biannually to include flight operations at the Level 1 Trauma Center (Grady Hospital/1GE8).

7. Rendering Physical Assistance on the Ground

Physical assistance on the ground may be provided by the flight crew, if exigent circumstances exist. If the TFO determines that exigent circumstances exist, the PIC may land the aircraft. The PIC will remain with the aircraft and the TFO will react as the assisting officer. The PIC may leave the aircraft after it is properly shut down and secured.

8. Rendering Physical Assistance on the Ground

Physical assistance on the ground may be provided by the flight crew, if exigent circumstances exist. If the TFO determines that exigent circumstances exist, the PIC may

land the aircraft. The PIC will remain with the aircraft and the TFO will react as the assisting officer. The PIC may leave the aircraft after it is properly shut down and secured.

9. Non-emergency landings at off-airport locations shall only be conducted in performance of official departmental business, or as authorized by the Chief of Police, or authorized designee, or the Aviation Unit Manager, Assistant Aviation Unit Manager, Unit Trainer(s) or Aviation Safety Officer.
10. At any time during flight, if the PIC believes some maintenance action or inspection may be necessary due to exceeding an operating limitation, illumination of a caution or warning light, or any other cause, **and** a precautionary or emergency landing is **not** required, the PIC will return to the CCPD helipad. The PIC will immediately complete an *Aircraft Inspection Discrepancy Sheet* for a maintenance inspection.
11. The aircraft will never be intentionally operated outside of the limitations published by the aircraft manufacturer.
12. The PIC has the final authority for the start or continuation of any flight.

E. Post-Flight

1. Immediately upon landing, the PIC shall ensure the aircraft has adequate fuel for subsequent flight.
 - a. Except when exigent circumstances exist, the aircraft will be shut down to refuel; "hot refueling" is prohibited.
 - b. Except when exigent circumstances exist, the pilot is prohibited from leaving the aircraft unoccupied while the engine is running or the rotor blades are turning.
 - c. The on-duty TFO has the primary responsibility for refueling the aircraft. The PIC and/or maintenance personnel shall assist the TFO during the refueling process.
 - d. The TFO will ensure that all refueling is completed safely. Every attempt should be made to properly ground the aircraft and the fueling apparatus. The PIC will remain with the aircraft to act as fireguard and ensure that the proper fuel and amount is added.
 - e. The TFO will confirm with the PIC the amount of fuel added to the aircraft. The TFO will record the amount of fuel added on the *CCPD Fuel Truck Log*. The TFO shall notify the Aviation Unit Manager, or designee, when the fuel truck needs to be refilled.
2. Following refueling, the PIC will conduct a post-flight inspection to ensure that the aircraft will be readily available for another flight.
3. Flight crew members will remain with the aircraft after shutdown until the rotors have come to a complete stop. Any discrepancies found on the post flight inspection shall be recorded on the *Aircraft Inspection Discrepancy Sheet (aka: Squawk Form)* and reported to maintenance personnel.

F. End of Tour of Duty

The tour of duty is not complete until all required reports are completed and submitted as required, and all Aviation Unit equipment is properly stored and/or secured.

1. Before Aviation Unit personnel complete their tour of duty, all required reports and forms shall be completed and submitted. It will be the responsibility of the PIC to ensure all documentation is completed.
2. All aircraft will be secured at the end of the tour of duty, inside the CCPD Hangar, if possible.

3. If the aircraft is stored at a location other than an authorized departmental facility overnight, it will be secured by departmental personnel, unless the aircraft is being or has been turned over to an authorized entity for official business (i.e., repairs, maintenance, equipment installation, etc.). If applicable, the securing of the aircraft shall include attachment of blade tie-downs; aircraft tie-downs; pitot cover; and engine inlet covers, if outdoors.

All equipment assigned or belonging to personnel (e.g., helmets, walkie-talkies, etc.) that are not essential to the aircraft shall be removed.

V. EMERGENCIES - EMERGENCY & PRECAUTIONARY LANDINGS, ACCIDENTS & INCIDENTS

- A. Whenever a forced or precautionary landing is made, the flight crew will secure the aircraft until maintenance personnel arrive at the scene and determine if the aircraft is airworthy. If the aircraft is airworthy, the PIC will fly the aircraft back to the CCPD Hangar. If it is not airworthy, the PIC, or designee, will provide for security of the aircraft until appropriate transport of the aircraft is arranged and provided.
- B. In the event of any departmental aircraft accidents, forced or precautionary landings, the involved Flight Crew shall adhere to procedures in the *CCPD Aviation Unit Emergency Response Plan (ERP)*, refer to *Appendix B* of this policy.
- C. Reporting Emergencies

Procedures identified in the *CCPD Aviation Unit Emergency Response Plan (ERP)* will be followed in the event of an aviation related emergency. In addition to the procedures identified in the ERP, the below procedures will be followed for internal departmental reporting. In addition, any and all reporting requirements in accordance with Federal Aviation Administration (FAA) Federal Aviation Regulations (FARs) 49 CFR Part 830 and National Transportation Safety Board (NTSB) Regulations under Code of Federal Regulations (CFR) Title 49, Part 830.

1. A preliminary report, verbally or through email communication via the chain of command, will be made to the Chief of Police, or authorized designee, as soon as possible following a CCPD aircraft accident, or a forced or precautionary landing.
2. Within twenty-four (24) hours after the incident, a typed *Memorandum*, furnishing all known information and details, shall be completed by the Aviation Unit Manager, or designee. The *Memorandum* shall be forwarded to the Chief of Police, or authorized designee, via the chain of command within those twenty-four (24) hours.
3. For any CCPD aircraft incident that resulted in injury to departmental personnel or civilians, and/or damage to the aircraft or other property on the ground, a departmental *Incident Report* shall be completed by an on-duty supervisor who is not assigned to the Aviation Unit.

VI. DEMONSTRATIONS, DISPLAYS & NON-LAW ENFORCEMENT USE OF AIRCRAFT

- A. Demonstrations & Displays

CCPD aircraft may be utilized for demonstrations and static displays upon authorization from the Chief of Police, or authorized designee. During such events, the following precautions will be taken:

1. Adequate security shall be at the landing site to keep the area clear. If possible, a minimum area of 100 x 100 feet is desirable for the landing zone (LZ).
2. No spectators will be allowed under the aircraft while on final approach or under the departure path.
3. Aviation Unit personnel shall ensure the aircraft is secured at all times during demonstrations and/or static displays.

B. Non-Law Enforcement Use of Departmental Aircraft

CCPD aircraft may be utilized for non-law enforcement specific purposes, upon authorization from the Chief of Police, or authorized designee. Such non-law enforcement use includes civilian ride-a-longs, observers, etc. This may include, but is not limited to, requests related to the following:

1. Special transportation;
2. Aerial photography and surveying for the economic development and promotion of the County; and
3. Civilian and non-sworn personnel ride-a-longs and/or observers.

C. Sworn and Non-Sworn Personnel

Likewise, the Chief of Police, or authorized designee, must approve all flight requests for all civilian and non-sworn personnel (i.e. ride-a-longs/observers). If approval is given, all civilian and non-sworn personnel must read, sign, and date the departmental *Release & Hold Harmless for Helicopter Passenger*, refer to Appendix A of this policy. The PIC has the option to refuse to begin or continue any flight where any person on board creates a hazardous condition to the aircraft or anyone on board. The PIC will have total authority as to the actual operation of the aircraft.

Other than in exigent circumstances, law enforcement missions shall not be conducted while carrying non-law enforcement personnel.

VII. MUTUAL AID

- A. Due to the limited number of Law Enforcement Aviation Units in the metropolitan - Atlanta area, cooperation between departments is encouraged in order to provide air support.
- B. The request for assistance by this Department or from other law enforcement agencies will be addressed on a case-by-case basis.
- C. The authority for the Aviation Unit to respond to a request from another agency will initially reside with the Chief of Police, or authorized designee, and coincide with established Mutual Aid Agreements, in addition to the agreements established with Homeland Security, Georgia Emergency Management Agency (GEMA), and Urban Area Security Initiative (UASI).

VIII. AVIATION UNIT DOCUMENTATION

Documentation of inspections and maintenance are in addition to field reporting requirements mentioned in this procedure and/or in CCPD SOP: *D9: Field Reporting*.

- A. The Aviation Unit Manager, or designee, will report in writing, via the chain of command, any issues regarding Aviation Unit aircraft, equipment and vehicles that cannot be resolved by the Aviation Unit. This documentation shall include recommendations of what resource(s) is/are needed to resolve the issue(s).
- B. All inspections, maintenance, major repairs or alterations shall be logged in the Aircraft and/or Engine Maintenance log books and signed off by an FAA approved A&P mechanic with Inspection Authorization (IA), as required by FAA regulations.
- C. Aviation Unit personnel will ensure the following reports are completed and submitted:
 1. The Aviation Unit Manager is responsible for the completion and submission of Daily, Weekly, Monthly, and Annual reports to the concerned Division Commander; and other reports, as assigned.

2. Pilots are responsible for the completion and submission of *Aviation Risk Assessment Forms*, *Aircraft Inspection Discrepancy Sheets (aka: Squawk Form)* and other reports as assigned.
3. Tactical Flight Officers (TFO) are responsible for the completion and submission of TFO Daily Activity Reports, Aircraft Fuel Logs and other reports as assigned.
4. Aircraft Mechanics are responsible for the completion and submission of aircraft inspection discrepancy sheets, aircraft inspection & repair reports, Maintenance logbooks and other reports as assigned.

IX. MAINTENANCE PROCEDURES

A. General

1. Aircraft shall be maintained in accordance with FAA Regulation CFR 91.409 and aircraft manufacturer maintenance manuals. All aircraft will be maintained in a fully airworthy condition based on the equipment installed for departmental needs.
2. The Aviation Unit Manager will ensure that all equipment assigned to the Unit is maintained in a state of operational readiness and that all required maintenance is completed, as required, in a timely manner.
3. Pursuant to FAR 91.7, "the pilot in command of a civil aircraft is responsible for determining whether that aircraft is in condition for safe flight. The pilot in command shall discontinue the flight when un-airworthy mechanical, electrical, or structural conditions occur in accordance with FAR 91.7. 14 CFR 91.407 places additional responsibility on the operator by stating, "No person may operate an aircraft that has undergone maintenance, preventative maintenance, rebuilding, or alteration unless: (1) it has been approved for return to service by a person authorized under FAR 43.7 of this chapter; and (2) the maintenance record entry required by FAR 43.9 or 43.11, as applicable, of this chapter has been made."

B. Maintenance Documentation

1. An aircraft Inspection and Discrepancy Folder (AIDF) and clipboard for each aircraft shall be maintained in the hangar and shall contain a minimum of the following items: Aircraft Flight Log, recently updated Aircraft Due List, Preflight Inspection Log, Oil Usage Log and Inspection Discrepancy Sheets.
2. A file location containing the logbooks for each aircraft is maintained in the maintenance office. Each aircraft file contains Aircraft Logbooks, certificates of conformity, previous Aircraft Inspection Discrepancy Logs, registrations data, and all pertinent aircraft data and files.

C. Unairworthy Conditions and Squawks

1. Any pilot or mechanic may ground an aircraft, if they determine the aircraft is not airworthy. Aircraft will be grounded by securing a red tag to the pilot's cyclic stick and aircraft clipboard. The person discovering the discrepancy will document it in the Aircraft Inspection Discrepancy Log located in the discrepancy folder, and notify maintenance personnel.
2. The Aircraft Mechanic will not perform unscheduled maintenance on any aircraft unless an Aircraft Inspection Discrepancy Log entry has been prepared and has been inserted into the Aircraft Inspection and Discrepancy Folder (AIDF). The Aircraft Mechanic will review the discrepancy and troubleshoot the problem, as necessary. The Aircraft Mechanic will make a recommendation to the Aviation Unit Manager for necessary parts and timeline for the completion of the repairs.

3. After completion of aircraft maintenance, the Aircraft Mechanic will document the repairs in both the Aircraft Logbooks and in the AIDF. The Aircraft Mechanic will notify the on-duty Pilot in Command (PIC) when the aircraft is returned to service.

D. Inspections

1. All aircraft inspections shall be performed, at a minimum, in accordance with aircraft manufacturer inspection program, Instructions for Continued Airworthiness (ICA), recurring Airworthiness Directives (AD) and Service Bulletins.
2. The Aviation Unit Manager, Aviation Mechanic, and/or designee, will make certain all required inspections are completed, as required.

E. Parts Tagging

In accordance with FAA Regulation FAR 43.10, all parts must be properly tagged.

1. Care should be taken to ensure correct documentation and traceability of parts to include the part number, serial number, and current life status of the part. Each time the part is removed from a type certificated product, either a new tag or record must be created or the existing tag or record must be updated with the current life status, the aircraft it was removed from and a descriptive narrative of the discrepancy.
2. Parts deemed "beyond economical repair" shall be red-tagged and placed into the parts quarantine locker located in the maintenance hangar. These parts are to be destroyed and discarded as soon as practical.
3. Repairable parts shall be green-tagged and placed into the parts quarantine locker located in the maintenance hangar until they can be repaired.
4. Serviceable parts are to be yellow-tagged.

F. Shelf Life

Items having a shelf life shall be monitored by maintenance personnel on a monthly basis, utilizing the Shelf Life Expiry/Maintenance Due List. Any items, other than components or parts, exceeding their shelf life shall be removed from serviceable stock and disposed of properly. Components or parts that have exceeded allowable shelf life will be removed from stock, tagged as "unserviceable," and placed in a quarantine area until they can be properly disposed.

G. Tool Calibration

All precision tools that are used to hold a standard, and/or that are used for acceptance for return to service, shall be calibrated every 365 days, or in accordance with the manufacturer's recommendations (which may exceed 365 days). Tools will be calibrated to a standard traceable to the National Institute of Standards and Technology (NIST) or another organization. All tools shall have a label that will identify the unit by serial or identification number and next calibration due date. All certifications shall be secured in the maintenance office. Prior to using a calibrated tool, it must be confirmed to be within calibration due date. Tools that are used to hold a standard or are used for return to service but are out of calibration, inoperative or not calibrated for any reason, will be labeled appropriately. All calibrated tools will be traced on the calibrated tools due list located in the maintenance folder share drive.

H. Maintenance Inspection after Occurrence or Incident

At any time that safety of flight or airworthiness is in question, the Pilot in Command (PIC) will discontinue the flight. A logbook entry will be made and maintenance will be contacted. The aircraft will not be flown until maintenance has inspected and released the aircraft for flight to include a logbook entry. All mechanical irregularities discovered during the course of a flight will

be brought to the attention of the maintenance personnel after the flight. Pilots who make an unscheduled landing for reasons such as securing a door, a seatbelt, or to investigate a bird strike to non-rotating parts are authorized to resume flight, if no damage has occurred.

X. TRAINING

A. Emergency Procedure Training

Emergency procedure training will be allowed under the following circumstances:

1. The aircraft must have dual controls.
2. A certificated flight instructor (CFI), or Unit Trainer, must be present.
3. The power-off maneuver must be practiced at an airport or other location with a suitable landing area.

B. Aircrew Training

1. At a minimum, all departmental pilots shall annually submit to a proficiency flight check. The proficiency check will be given by the Aviation Unit Manager, or designee, and recorded on the Pilot Training Record. Proficiency checks may be conducted more frequently, as necessary, at the discretion of the Aviation Unit Manager.
2. All training flights for pilots or TFOs shall be logged on the appropriate Aircrew Flight Training Record. All flight training shall be conducted by a Certified Flight Instructor (CFI) and endorsed as required by FAA regulations.
3. Any training deficiencies shall be noted on the appropriate Training Record and remedial training shall be scheduled, as needed.

XI. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *D22: Aviation Unit*, dated February 11, 2020.