INDIANA STATE POLICE	***STANDARD OPERATING PROCEDURE*** State Form 39870(R/ S- 06)	Reference Number SOC-006
	Subject Aviation Section – Use and Responsibilities	
	Special Instructions Replaces SOC-006 dated March 1, 2015	Effective Date **October 29, 2025**

I. PURPOSE

Establish guidelines for the proper utilization of Department aircraft and aviation personnel.

II. POLICY

Utilization of Department pilots and aircraft shall be in accordance with Federal Aviation Administration (FAA) regulations and the Aviation Section Operations Policy Manual.

III. PROCEDURE

A. The Aviation Section is under the direct authority of the Special Operations Commander (SOC). The SOC shall have operational and administrative responsibility for all Aviation Section pilots and aircraft.

B. Flight requests

1. During normal business hours (Monday through Friday), routine requests for aircraft shall be directed to the Aviation Section, who shall notify the appropriate pilot for assignment.

2. During non-business hours, flight requests shall be made through Operations, who shall notify the Aviation Section from an on-call list for appropriate assignment.

3. These procedures are not intended to prevent area commanders from assigning emergency flights directly with a pilot. In those cases, the pilot should accept the flight and have the SOC notified, as soon as possible.

C. ISP Helicopters.

1. Persons utilizing, and in the vicinity of ISP helicopters shall:

a. Approach and depart from the front of the helicopter in the pilot's view;
b. Avoid approaching the helicopter from elevated terrain;
c. Stay clear of the tail rotor;
d. Ensure all vehicles stay at least 100 feet (5 car lengths) from the helicopter;
e. Utilize seat belts and shoulder harnesses at all times while in the aircraft;
f. Not possess or consume any alcoholic beverage;
g. Not smoke within 50 feet of all aircraft;
h. Protect themselves from possible blowing debris when the helicopter is in operation; and
i. Advise the pilot(s), prior to flight, of any health problems that should be considered, e.g., head congestion, ear problems, history of motion sickness.

2. Persons utilizing, and in the vicinity of ISP fixed winged aircraft shall:

a. Persons utilizing and in the vicinity of ISP fixed-wing aircraft shall:
b. Remain clear of propellers and propeller blasts;
c. Remain clear of taxiways and takeoff/landing strips until directed by the pilot;
d. Keep all vehicles clear of taxiways and takeoff/landing strips;
e. Not possess or consume any alcoholic beverage;
f. Not smoke within 50 feet of all aircraft; and
g. Advise the pilot(s), prior to flight, of any health problems that should be considered, e.g., head congestion, ear problems, history of motion sickness.

D. Training

1. All Department employees involved in the operation of Department aircraft shall be properly trained and utilized in accordance with all Department standard operating procedures and the standards set forth in the Department's Aircraft Operational/Training Manual.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.