

**MARIN COUNTY SHERIFF'S OFFICE
VOLUNTEER POLICY AND PROCEDURE MANUAL**

CHAPTER – VOLUNTEERS – AIR PATROL
VOL – 01 – 01
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DATE
September 30, 2015

MARIN COUNTY SHERIFF'S AIR PATROL

MCSAP

The Sheriff's Office has established an Air Patrol Unit, a voluntary group of pilots that provide aerial resources and support. The group shall be recognized as the Marin County Sheriff's Air Patrol or by the acronym, MCSAP.

MISSION

The Mission of the Marin County Sheriff's Air Patrol shall be to support and promote the various missions of the Marin County Sheriff's Office. The Sheriff's Office Mission Statement shall be the MCSAP Mission Statement. The Sheriff's Office's Values Statement shall be the MCSAP's Values Statement.

HIERARCHY

The MCSAP shall establish and maintain an internal hierarchy, or Chain of Command. The Chain of Command shall consist of a Captain, Lieutenant, and Secretary/Treasurer. The Command Staff is elected by the MCSAP membership at the beginning of each year. Additionally, the MCSAP shall elect 2 Board Members and the Captain shall appoint a Chief Pilot and an Aircraft Coordinator. Each month the Captain shall appoint a MCSAP member to be the Mission Coordinator. The Captain may also establish various committees to conduct MCSAP activities and may appoint members thereto as necessary.

MCSAP Liaison lieutenant: MCSAP shall be overseen by a sworn, fulltime, Sheriff's Office Lieutenant who shall be the liaison between the Sheriff's Office and MCSAP. The Sheriff's Liaison shall represent the Sheriff and has authority to provide guidance and make decisions on the Sheriff's behalf that are in the best interest of the Sheriff's Office and MCSAP as a whole.

MCSAP Captain: The MCSAP Captain shall have administrative duties and responsibilities over the proper operation and function of the MCSAP unit. The Captain shall report directly to the Sheriff's Liaison Lieutenant. The MCSAP Captain shall not be considered of equal rank to that of a sworn, fulltime Sheriff's Captain, but shall have authoritative rank to address personnel and issues within the MCSAP unit, subject to review by the Liaison Lieutenant when appropriate.

MCSAP Lieutenant: The MCSAP Lieutenant shall be second in command of the MCSAP unit. The MCSAP Lieutenant shall be in charge of the MCSAP unit during the MCSAP Captain's absence, or as directed by the MCSAP Captain. The MCSAP Lieutenant shall assume the same authority as the MCSAP Captain when acting in the MCSAP Captain's stead. The MCSAP Lieutenant shall not be considered of equal rank

to that of a sworn, fulltime Sheriff's Lieutenant, but shall have authoritative rank to address personnel and issues within the MCSAP unit, subject to review by the Liaison Lieutenant when appropriate.

The MCSAP Captain and Lieutenant, as well as all other MCSAP members shall be subordinate to all sworn personnel of the Sheriff's Office. An exception to the above statement will be the Pilot in Command of the aircraft shall have authoritative status over sworn personnel in regards to flight and safety issues related to the Sheriff's Aircraft.

Chief Pilot: The MCSAP Chief Pilot shall administer the pilot training and certification program for the MCSAP and ensures each MCSAP pilot completes the annual flight proficiency check required to be a Pilot in Command of the Sheriff's Aircraft.

Aircraft Coordinator: The MCSAP Aircraft Coordinator shall be responsible for the proper use, maintenance, repairs, upgrades and changes of and to the Sheriff's Aircraft. The Aircraft Coordinator shall make proper notifications regarding status changes of the Sheriff's Aircraft.

Mission Coordinator: The Mission Coordinator shall be responsible for managing all planned flights, missions and callouts of the Sheriff's Aircraft. The Mission Coordinator shall be responsible for scheduling pilots for each MCSAP mission or planned flight. The Mission Coordinator shall also provide monthly training objectives for routine flights to maintain aircrew proficiency. These training objectives are established in conjunction with the training committee. The Mission Coordinator position will normally rotate on a monthly basis.

RELATED STANDARDS:

None

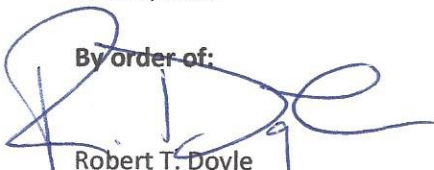
AFFECTED DIVISION:

Patrol

DATE OF REVISIONS:

Oct 26, 2001

By order of:



Robert T. Doyle
Sheriff-Coroner