

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

CHAPTER – VOLUNTEERS – AIR PATROL
VOL – 01 – 02
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DATE
September 30, 2015

MARIN SHERIFF'S AIR PATROL AIRCRAFT

POLICY

It is the policy of the Sheriff's Office that the Marin County Sheriff's Air Patrol Aircraft shall be operated in accordance with this General Order and provide the maximum support for the Sheriff's Office Mission.

AIRCRAFT

The Marin County Sheriff's Office currently owns a Cessna R172E, a former military training aircraft (T-41B). The airplane is operated solely by pilots who are qualified in accordance with VOL-01-04 of the Sheriff's Office Volunteer Policy and Procedure Manual.

When not in use and not out of county, the Sheriff's Aircraft shall be in the county-provided hangar.

PROCEDURES

Mission Priorities

Flights and activities requested by the Sheriff's Liaison or Watch Commander shall have first priority. All other flights and activities shall be subordinate to them. MCSAP missions individually authorized internally by the MCSAP Command, including operational training missions, shall have second priority. All other flights and activities will have subordinate priority to the above stated missions. Priority among subordinate requests will normally be given to the first requester; however, the MCSAP Command may reprioritize such requests.

Scheduling

The Mission Coordinator shall be notified of any first priority requests by the Sheriff's Office or MCSAP Command. All flights shall be scheduled on the MCSAP calendar prior to their departure. The Mission Coordinator will schedule first priority flights and missions authorized by the MCSAP command. The Pilot In Command (PIC) shall schedule all other flights and shall also notify the Mission coordinator. If any flight request is cancelled, the Mission Coordinator shall make the proper notifications, including cancelling the flight crew. The Mission Coordinator shall delete any cancelled flight requests from the aircraft schedule.

Pilot In Command

Only pilots qualified in accordance with MCSAP Policy and Procedures VOL-01-04 of the Sheriff's Office Volunteer Policy and Procedure Manual, may be pilot in command (PIC) of the Sheriff's Aircraft. When operating the Sheriff's Aircraft in a mode that requires a second pilot in the right-hand seat, it is

preferable for that pilot also to be a qualified as a PIC. However, any member of the MCSAP may perform that function.

Pilot In Command Duties

The PIC shall review any current Air One Flight Logs, as well as hangar white board notes regarding the status of the Sheriff's Aircraft prior to any use thereof. The PIC shall complete a preflight checklist prior to each flight, or prior to the first flight of the day by each crew. The preflight checklist shall be signed by the PIC acknowledging the Sheriff's Aircraft was inspected and no damage, defects, wear and tear, or concerns were found that render the aircraft not fit for flight. The preflight checklist shall be left in the hangar upon completion. At the conclusion of each last flight or mission of the day, the PIC shall complete the Air One Flight Log, as well as making any necessary advisory notes on the hangar white board. If the PIC determines the Sheriff's Aircraft is not fit for flight, the PIC shall ground the aircraft immediately. The PIC shall place an "Out of Service" card on the pilot's seat and shall immediately notify the Aircraft Coordinator. If the Aircraft Coordinator cannot be contacted, the PIC shall contact a member of the MCSAP Command Staff. If the Sheriff's Aircraft is grounded for any reason, it shall not be flown again until either the Aircraft coordinator or an FAA qualified mechanic or inspector releases it for flight.

PICs are encouraged to maintain their currency and proficiency in the Sheriff's aircraft. Participating as flight crew on actual Sheriff's Office missions provides the most effective way to maintain currency and proficiency. However, when additional flight time is need, Qualified Pilots should schedule and fly proficiency flights. The PIC shall carry his Sheriff's Office paging device and shall monitor the Sheriff's Office primary radio channel while on proficiency flights. Proficiency flights shall operate within a 30 nautical mile radius of Gness Field. Upon receipt of any request to return the aircraft to Gness Field, the PIC shall immediately do so, refuel it if necessary, and make it mission ready.

MCSAP members, and candidate members of the MCSAP, regularly employed members of the Sheriff's Office, employees or citizen volunteers of the County of Marin, and employees of Federal, State and local governments may be carried in the aircraft provided their skills or expertise are required to perform, or are performing the governmental function for which the aircraft is being operated (FAA: "qualified non-crewmember"). No other individuals may be carried in the aircraft without specific approval of the Sheriff's Office.

Aircraft Refueling

The Sheriff's Aircraft shall be refueled as necessary at the end of each flight or at the end of the last flight of the day when multiple flights are being flown by the same crew or during formal training. If a flight returns to Gness after the close of fueling, either the flight crew can refuel at another airport or a member of the crew shall return to Gness the following morning to refuel the aircraft.

Fuel consumed during flights requested by the Sheriff's Office, operational training flights, maintenance flights, and other primary MCSAP activities is either purchased with the Sheriff's Office CAL-Card, or purchased by a flight crew member and costs will be reimbursed by the Sheriff's Office.

The fuel consumed during personal proficiency flights, even though the resultant proficiency may benefit the MCSAP and the Sheriff's Office, shall be purchased by the PIC and its cost is not reimbursable.

The CAL-Card assigned to MCSAP may not be used to purchase fuel for any aircraft other than the Sheriff's aircraft or for any vehicle unless the prior permission of the Sheriff's Liaison or the Watch Commander has been obtained. If such permission is obtained, the name of the person granting permission shall be written on the receipt.

The receipts for all reimbursable costs shall be entered upon a county "Request For Payment" form with accompanying receipts. The form shall be submitted to the Sheriff's Liaison for approval. Upon approving and signing the form, the Sheriff's Liaison shall forward the form and accompanying receipts to the Business Office via established channels for reimbursement to the PIC.

RELATED STANDARDS:

None

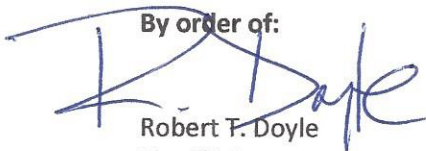
AFFECTED DIVISION:

None

DATE OF REVISIONS:

Nov 03, 1994

By order of:

A handwritten signature in blue ink, appearing to read "R. Doyle", is written over the printed name and title.

Robert T. Doyle
Sheriff-Coroner