

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

CHAPTER – VOLUNTEERS – AIR PATROL
VOL – 01 – 03
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DATE
September 30, 2015

MARIN COUNTY SHERIFF'S AIR PATROL AIRCRAFT MAINTENANCE PROCEDURES

POLICY

It is the policy of the Marin County Sheriff's Office that the Sheriff's Aircraft shall be maintained in accordance with this General Order and all applicable Federal Aviation Regulations.

PURPOSE

The purpose of this General Order is to establish procedures by which the Marin County Sheriff's Air Patrol (MCSAP) Cessna R172E aircraft, owned by the Marin County Sheriff's Office, shall be maintained.

PERSONNEL

The MCSAP Captain shall appoint a member of the MCSAP to be the Aircraft Coordinator as defined in VOL 01-01.

PROCEDURES

Documentation

The Aircraft Coordinator shall ensure all required aircraft documentation is kept current, that documentation required to be kept with the aircraft is present, and that the Engine and Airframe log books are kept in the MCSAP office.

Periodic Maintenance

The Aircraft Coordinator shall monitor utilization of the Sheriff's Aircraft and shall be responsible for scheduling the periodic maintenance required by the MCSAP and Federal Aviation Regulations. At a minimum, the 50-hour oil and oil filter changes and the 100-hour inspections shall be performed. A progressive inspection program may be implemented in lieu of the annual inspections. Maintenance shall be performed under the supervision of an appropriately rated person. However, the Aircraft Coordinator and other members of the MCSAP may provide labor to accomplish needed work.

Other Maintenance

The Aircraft Coordinator shall ensure that all pilot complaints and concerns (squawks) are attended to as soon as practical. Any complaints or concerns expressed by any member regarding the flight-worthiness of the Sheriff's Aircraft shall be investigated and addressed immediately. The Aircraft Coordinator shall make sure all necessary corrective actions are taken before the aircraft is flown again.

Cleanliness

All members of the MCSAP unit shall share the responsibility for maintaining the cleanliness of the Sheriff's Aircraft. The flight crews should take responsibility for cleaning the windscreen, wiping down the leading edges, and wiping oil from behind the breather after each flight. If the aircraft is dirty, members should wash the aircraft at the County provided wash rack. MCSAP members shall also share responsibility for keeping the Sheriff's hangar clean and orderly.

RELATED STANDARDS:

None

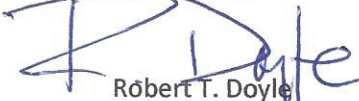
AFFECTED DIVISION:

Patrol

DATE OF REVISIONS:

Oct 26, 2001

By order of:


Robert T. Doyle
Sheriff-Coroner