

Ventura County Sheriff's Department
AVIATION
SEARCH AND RESCUE
UNIT



"These things we do, that others may live"

Standard Operating Procedure

REVIEWED AND/OR REVISED: APRIL 4, 2017

Approved by Captain Romano Bassi



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

USERS' GUIDE

Color-Coding Scheme

The titles and code numbers of all Administrative policies appear in **BLACK**, the Operational in **BLUE**, the Safety Program in **RED** and the Search and Rescue in **GREEN**.

Code Numbering

Each SOP has been given a code number, which sequentially from left to right, establishes the year of issuance or revision, the month, the day and the number of revisions to the SOP. The code number is also the effective date of the SOP. Two or more SOPs issued or revised on the same date will have the same code numbers; therefore, any references to Aviation/SAR Unit SOP shall be by alphabetized "Headings" as listed in the Table of Contents.

Headings

Policy "headings" have been established, which will be followed by the actual subject matter of the SOP. For example: "*Fight Crew, Uniform.*" The established headings are not all-inclusive, in that new headings may be developed if the current ones do not effectively relate to the subject matter of a new SOP. The intent of using headings is to group SOPs with related subject matter into similar areas within the manual easily located by the alphabetical listing of the heading. The following headings have been established:

ADMINISTRATIVE HEADINGS

- *Flight Crew*
- *Maintenance*
- *Requests*
- *Training*

Note: Aviation/SAR Unit positions and their related responsibilities, i.e.: Captain, Sergeant, etc., have not been given headings.

OPERATIONAL HEADINGS

- *Cargo*
- *Equipment*
- *Fuel*
- *Inspections*
- *Operations*
- *Requests*

SAFETY PROGRAM HEADINGS

- *Accident*
- *Records*
- *Safety*

SEARCH AND RESCUE HEADINGS

- *Administrative*
- *Documentation*
- *Operational*

Common Language Observance

- The present tense includes the past and future tenses, and the future the present
- The masculine gender includes the feminine and the neuter
- “*Shall*” and “*Will*” are mandatory and “*Should*” and “*May*” are permissive

VENTURA COUNTY AVIATION SEARCH & RESCUE UNIT

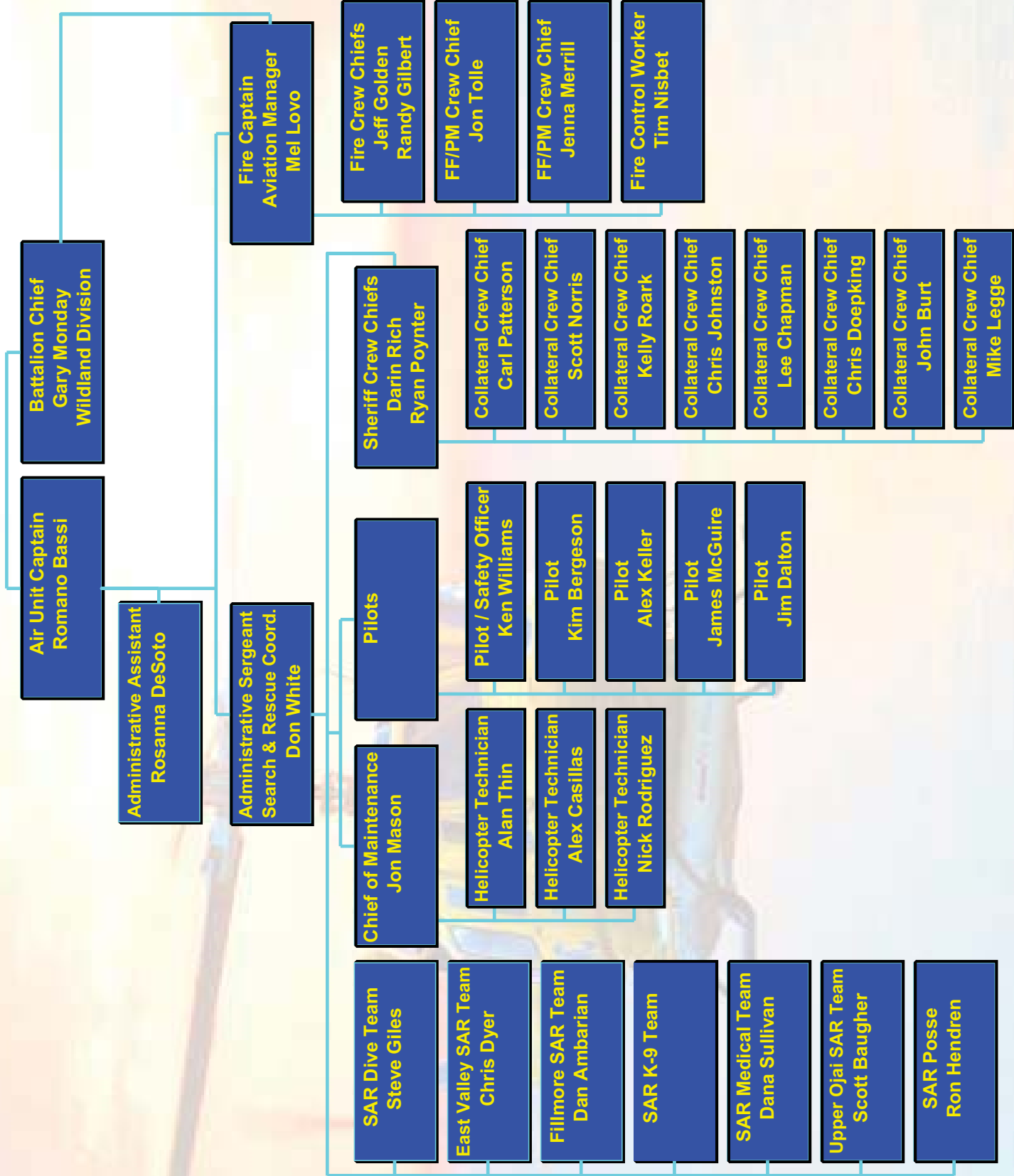


TABLE OF CONTENTS

Foreword / Users Guide	i
Organizational Chart	ii
Table of Contents.....	iii
• Aviation-SAR Unit Administrative SOP	
• Aviation-SAR Unit Operational SOP	
• Aviation-SAR Unit Safety Program	
• Search and Rescue SOP	

AVIATION ADMINISTRATIVE

<i>Captain</i>	95-08-24-0
<i>Sergeant, SAR Coordinator</i>	06-08-01-0
<i>Senior Deputy, Assistant SAR Coordinator</i>	06-08-01-0
<i>Chief of Maintenance</i>	95-08-24-0
<i>Pilot, Rotorcraft</i>	06-08-01-1
<i>Crew Chief</i>	06-08-01-1
<i>Mechanic</i>	06-08-01-1
<i>Sheriff's Service Technician (SST)</i>	06-08-01-1
Flight Crew, Alcoholic Beverages / Drugs	06-08-01-1
Flight Crew, Availability and Limitations	09-11-14-2
Flight Crew, Minimum Crew and Crew Seating.....	04-12-09-0
Flight Crew, Crew Resource Management.....	08-06-23-0
Flight Crew, Uniform.....	09-11-14-1
Maintenance, Aircraft Squawk Record Books	95-08-24-0
Maintenance, Airworthiness Certificate	09-11-14-1
Maintenance, No Airworthiness Certificate.....	09-11-14-1
Requests, Aircraft Activation	06-08-01-1
Requests, Out-of-County Agency.....	09-11-14-1
Requests, Out-of-County Crew Assignments.....	09-11-14-2
Training, Flight Crew Training and Currency	11-06-13-2
Training, Maintenance.....	09-11-14-1
Training, Pilot	09-11-14-2

TABLE OF CONTENTS

AVIATION OPERATIONAL

Cargo, Carriage of Weapons.....	09-11-14-2
Cargo, Hazardous Materials and Devices	96-01-25-0
Cargo, Passenger Briefing	09-11-14-2
Cargo, Weight and Balance and Procedures	95-08-24-0
Equipment, Water Drop Tanks	09-11-14-2
Fuel, Storage and Quality Control	96-03-18-0
Fuel, Hot Fueling Operations	06-08-01-1
Fuel, Jet Fuel Tender Operations.....	95-08-24-0
Inspections, Aircraft Preflight and Maintenance	06-08-01-1
Operations, Airborne Surveillance.....	04-05-20-0
Operations, Flight Following Procedures.....	09-11-14-1
Operations, Hoist	06-08-01-1
Operations, Hoist - NVG.....	09-11-14-2
Operations, NVG - General	09-11-14-2
Operations, Overdue Helicopter Procedures.....	06-08-01-1
Operations, Over-Water Flights.....	09-11-14-3
Operations, Patrol Altitudes.....	95-08-24-0
Operations, Weather Requirements	07-04-24-1
Operations, Wildfire Support	07-09-25-0
Requests, Conflicting Agency	06-08-01-1
Requests, Patrol Calls for Service.....	04-12-08-0

AVIATION SAFETY PROGRAM

Foreword	I
Accident, Incident Notification Plan	09-11-14-2
Accident, Incident Plan Checklist	96-05-15-0
Accident, Investigation Board.....	06-08-01-1

TABLE OF CONTENTS

Accident, Investigation Procedures	97-11-24-0
Accident, Mishap Checklist/Family & Relative Notification	96-05-15-0
Accident, Mishap Checklist/News Media Notification	96-05-15-0
Accident, Mishap Scene Security	96-05-15-0
Records, Aircraft Maintenance and Equipment Logs	96-05-15-0
Records, Flight Crew Training and Personnel	96-05-15-0
Records, NTSB Forms	09-11-14-1
Records, Witness Statements and Interview	96-05-15-0
Records, Wreckage, Cargo, and Evidence Storage and Disposition	96-05-15-0
Safety, Unit Safety Meetings	06-08-01-1

SEARCH AND RESCUE

Mission Statement.....	
Administrative, Conduct and Ethics.....	06-09-01-1
Administrative, Dual Team Status	06-09-01-0
Administrative, Equipment.....	06-09-01-0
Administrative, Hazing.....	07-01-10-0
Administrative, Insurance Coverage.....	06-09-01-1
Administrative, Liaison.....	08-01-25-0
Administrative, Membership Eligibility	06-09-01-0
Administrative, Reimbursements.....	06-09-01-0
Administrative, SAR Identification	06-09-01-0
Administrative, Team Designations	06-09-01-1
Administrative, Uniform Search and Rescue Star	06-09-01-1
Administrative, Vehicle Maintenance and Repair	06-09-01-1
Documentation, Injuries.....	06-09-01-1
Documentation, Operations.....	06-09-01-0
Documentation, Reporting Statistics & Finances	06-09-01-1
Documentation, Vehicle Accidents	06-09-01-0

TABLE OF CONTENTS

Operational, Code 3 Driving	08-02-29-2
Operational, Dead Body Calls / Recovery	06-09-01-1
Operational, Disabled Motorist Assistance	06-09-01-0
Operational, Firearms.....	07-09-25-2
Operational, Out of County Requests.....	06-09-01-0
Operational, Press Relations.....	06-09-01-1
Operational, Radio Procedures	06-09-01-0
Operational, Safety & Personal Responsibility	06-09-01-1
Operational, Watercraft.....	06-11-01-1

~ADMINISTRATIVE POLICIES~

Captain

Sergeant

Senior Deputy/Assistant SAR Coordinator

Chief of Maintenance

Pilot, Rotorcraft

Crew Chief

Mechanic

Sheriff's Service Technician (SST)

Flight Crew, Alcoholic Beverages/Drugs

Flight Crew, Availability and Limitations

Flight Crew, Minimum Crew and Seating

Flight Crew, Uniform

Maintenance, Aircraft Squawk Record Books

Maintenance, Airworthiness Certificate

Maintenance, No Airworthiness Certificate

Requests, Aircraft Activation

Requests, Out-of-County Agency

Requests, Out-of-County Crew Assignments

Training, Flight Crew Training and Currency

Training, Maintenance

Training, Pilot



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
05/16/17

SUPERSEDES
95-08-24-0

APPROVED BY
Capt. Romano Bassi

SUBJECT:

CAPTAIN

PAGE(S)

1 of 1

PURPOSE: To establish administrative policy for the Aviation/Search and Rescue Unit (SAR) Captain's position.

The Sheriff shall be the final authority in all matters, which affect the operation of the Sheriff's Aviation/SAR Unit.

1. A Captain shall be assigned to the Aviation Unit by executive discretion of the Sheriff and shall be responsible directly to the Aviation Unit Administrative Commander.
2. The Captain shall direct all operational activities including, but not limited to, the following:
 - a. Direct and control the activities of subordinate personnel.
 - b. Aircraft and facility maintenance.
 - c. Coordination of scheduled flights.
 - d. Development of training protocol.
 - e. Preparation and administration of the program budget.
 - f. Compilation of statistical information.
 - g. Preparation of staff research projects necessary to the achievement of operation objectives.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
05/16/17

SUPERSEDES
06-08-01-0

APPROVED BY
Capt. Romano Bassi

SUBJECT:

SERGEANT

(Administrative Sergeant/Search and Rescue Coordinator)

PAGE(S)

1 of 2

PURPOSE: To establish the role and responsibilities of the Aviation/SAR Unit Sergeant's position

INTRODUCTION:

The Aviation/SAR Unit Sergeant answers directly to the Aviation/SAR Unit Captain. The responsibilities of this position include, but are not limited to the following:

1. Prepare and administer the Aviation/SAR Unit budget
2. Search and Rescue Coordinator for the County of Ventura, which includes the supervision of seven search and rescue teams (160 volunteers)
3. Supervise Unit staff, which include Sheriff's Pilots, Senior Deputies, Crew Chiefs, Assistant SAR Coordinator, Maintenance Personnel and a Sheriff's Service Technician
4. Respond to Search and Rescue calls via ground, water and air
5. Approve all employee requests and forms, including time-off authorization
6. Approve and supervise Unit staff work schedules
7. Supervise and authorize overtime under the Captain's general direction
8. Liaison with other County Public Safety Agencies
9. Supervise helicopter operations, which include flight authorization and search procedures
10. Coordinate media releases, static displays and tours
11. Supervise and coordinate the Department's search function acting as *Incident Commander*

12. Attend local and state SAR meetings and trainings
13. Ensure proper departmental reports are completed on all incidents
14. Act as helicopter Crew Chief when needed
15. Direct and control the activities of all subordinate personnel
16. Oversee aircraft and facility maintenance
17. Development of training protocol
18. Compilation of statistical information
19. Preparation of staff research projects necessary to the achievement of operation objectives
20. Development and maintenance of Aviation/SAR Unit Standard Operating Procedure



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
05/16/17

SUPERSEDES
06-08-01-0

APPROVED BY
Capt. Romano Bassi

SUBJECT:

SENIOR DEPUTY
(Assistant Search and Rescue Coordinator)

PAGE(S)

1 of 2

PURPOSE: To establish the role and responsibilities of the Aviation/SAR Unit Assistant Search and Rescue Coordinator's position.

INTRODUCTION:

The SAR Senior Deputy answers directly to the Aviation/SAR Unit Sergeant. The responsibilities of this position include, but are not limited to the following:

1. Coordinate the Search and Rescue function, which includes acting as the Assistant SAR Coordinator for seven search and rescue teams (160 volunteers)
2. Act in cooperation with the entire Aviation/SAR Unit to ensure a smooth running workplace
3. Bring unsafe or questionable conditions and/or behavior immediately to the attention of a supervisor
4. Ensure that Unit Supervisors are promptly notified of significant or noteworthy events or after hours call-out missions
5. Become familiar with and stay abreast of Aviation/SAR Unit Standard Operating Procedure, as well as Departmental General Orders
6. Coordinate the Concealed Weapons Permit (CCW) program for volunteer SAR personnel
7. Supervise Sheriff's Collateral Crew Chiefs and the Unit's Sheriff's Service Technician
8. Respond to Search and Rescue calls at all hours via ground, water and air
9. In the Sergeant's absence, supervise and coordinate Department's search function acting as Incident Commander
10. Attend local and State SAR meetings and trainings

11. Act as Department representative on various local and State SAR-related committees and working groups
12. Ensure proper departmental reports are completed on all incidents
13. Perform various projects, staff work and the compilation of statistical information as directed by proper authority
14. Assist in the training function of the Unit staff
15. Supervise search aspects and missions utilizing Unit helicopters.
16. Act as helicopter Crew Chief
17. Coordinate evidence searches with investigative personnel
18. Supervise and audit SAR volunteer financial activities including donation events



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE 5/17/17
SUPERSEDES 95-08-24-0
APPROVED BY <i>Capt. Romano Bassi</i>
PAGE(S) 1 of 2

SUBJECT: CHIEF OF MAINTENANCE
--

PURPOSE: To establish hiring policy and the responsibilities for the position of Chief of Maintenance.

INTRODUCTION:

The Chief of Maintenance shall function under the direction of the Sheriff's Aviation/SAR Unit Captain and Sergeant.

Qualifications and minimum requirements for hire:

The Chief of Maintenance shall have five (5) years of experience in the maintenance and repair of turbine powered helicopters with a minimum of two (2) years experience in charge of directing and supervising an FAA-approved helicopter maintenance services program.

Licenses and certificates required:

1. California Drivers License, current
2. FAA Airframe and Power Plant Mechanic License with an inspection authorization, to be issued two (2) years prior to employment date
3. FAA I-A Certificate

Responsibilities:

The responsibilities of the Chief of Maintenance include, but are not limited to the following:

1. Act in cooperation with the entire unit to ensure a smooth running workplace
2. Bring unsafe or questionable conditions and/or behavior to the immediate attention of a Unit Supervisor
3. Keep Aviation/SAR Unit Captain and Sergeant informed of all maintenance issues, especially those that limit the unit's aircraft availability
4. Maintenance and repair of Aviation Unit aircraft and related accessories, as

necessary to insure aircraft airworthiness

5. Responsible for the scheduling of all required routine inspections. Insure that proper entries are recorded in the appropriate maintenance logs
6. Determine whether discrepancies reported by flight crews will be immediately corrected or may be deferred for correction at a later date. Deferred items are to be carried forward on discrepancy logs and all discrepancies will be shown in the aircraft "Deferred Maintenance Record." All deferred items must be approved for "deferral" by the Chief of Maintenance before any additional flight is permitted
7. Determine that all mechanical irregularities are reported in accordance with this manual
8. Maintain central and organized file of all airframe and engine logs on unit aircraft, readily available for inspection by unit and FAA personnel
9. Maintain a comprehensive record system of all maintenance work performed on each aircraft
10. Establish a parts supply inventory and source for spare parts, necessary to conducting uninterrupted daily maintenance tasks
11. Maintain and promote a clean, safe and orderly shop and hangar
12. Supervise maintenance personnel, including the appraisal of performance as required by the Department
13. Be familiar with unit operations and policies and with record keeping requirements



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE 5/17/17
SUPERSEDES 06-08-01-1
APPROVED BY Capt. Romano Bassi
PAGE(S) 1 of 2

SUBJECT: PILOT (Rotorcraft)

PURPOSE: To establish hiring policy and the role and responsibilities for the position of Aviation/SAR Unit Pilot (rotorcraft).

INTRODUCTION:

Pilot(s) shall function under the direction of the Sheriff's Aviation/SAR Unit Captain and Sergeant.

Qualifications and minimum requirements for hire:

1. Commercial pilot certificate with rotorcraft rating – Helicopter Instrument Rating
2. Class II medical certificate
3. 3000 hours rotor wing pilot in command (PIC) experience
4. Within that 3000 hours, pilots shall have 1000 hours mountain experience and 3000 hours turbine experience
5. 500 hours pilot in command of Bell UH-1, 204, 205 or 212 helicopters

The Sheriff, dependent upon other qualifying factors, may waive these qualifications

Responsibilities:

The responsibilities of the pilot(s) include the following:

1. Act in cooperation with the entire unit to ensure a smooth running workplace
2. Bring unsafe or questionable conditions and/or behavior immediately to the attention of a Unit Supervisor
3. Become familiar with and stay abreast of Aviation/SAR Unit Standard Operating Procedure, as well as Departmental General Orders
4. Ensure that Unit Supervisors are promptly notified of significant or noteworthy events or after hours call-out missions

5. Final authority and responsibility for the safety aspects of all flight operations, which occur or are assigned under his or her direct control
6. Maintain up to date flight logs and aircraft use records to ensure a current and comprehensive maintenance program
7. Assist management staff by providing input for the development of research projects
8. Perform pre-flight and post-flight inspections of the aircraft and complete other related minor maintenance as necessary
9. Participate in and instruct training programs as required to maintain the safety and efficiency of flight operations
10. Participate in and support the Search and Rescue function and responsibilities of the Unit
11. Inspect, supervise and assist in maintaining the cleanliness of the aircraft, facility and other support equipment, which include the washing of unit aircraft
12. Inspect and operate aircraft related support equipment, e.g., forklift, tug, fuel tender, etc.
13. Promote the unit in a positive manner, which includes conducting hangar tours and participating in static displays
14. The Pilot will ensure that the Sheriff's Communication Center (SCC) and Fire Communication Center (FCC) are aware of all flights and missions
15. Perform collateral duties within the Unit, as well as staff work or projects, at the direction of the Aviation/SAR Unit Captain and Sergeant
16. The command pilot of each flight assumes responsibility for the safe conduct of that flight. Federal Aviation Regulation (FAR), Part 91, *General Operating and Flight Rules*, Subpart A; General, 91.3, *Responsibility and Authority of the Pilot-in-Command*, states in part:
 - *The pilot-in-command of an aircraft is directly responsible for, and is the final authority as to, the operation of that aircraft*
 - *In an emergency requiring immediate action, the pilot-in-command may deviate from any rule of this subpart or of subpart B to the extent required to meet that emergency*



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE

5/17/17

SUPERSEDES

06-08-01-1

APPROVED BY

Capt. Romano Bassi

SUBJECT:

CREW CHIEF

PAGE(S)

1 of 3

PURPOSE: To establish the role and responsibilities for the position of Crew Chief

INTRODUCTION

Crew Chief(s) shall function under the direction of the Sheriff's Aviation/SAR Unit Captain and Sergeant. During actual flight operations, crew chiefs will operate in cooperation with the aircraft pilot.

Selection Requirements

1. Two (2) years field experience as a Deputy Sheriff
2. Must be in (and maintain) excellent physical condition and good health
3. Ability to complete 500 yard pool swim in less than 12 minutes. Ability to complete hike / pack test (current location is Chumash Trail with 40 lbs. trail head to flag in 35 minutes or less). Ability to swim around one local ocean pier. These requirements are tested annually thereafter.
4. Positive performance evaluations for the past two (2) years
5. Body weight should be proportional to height

Qualification and Certification Requirements

1. Obtain EMT certification within six (6) months of appointment
2. Obtain "Class B" California Driver's License, with endorsements for *Hazardous Materials, Tankers and Airbrakes*, within six (6) months of appointment
3. Demonstrate proficiency in the following areas/skills during the six (6) month probationary period:
 - Map Reading/Flight Following
 - Flight Adaptability - resistance to air sickness
 - Use of All Rescue Equipment
 - Rescue/Rope Skills

- Patient Packaging and Transport
- Moving Map Technology
- Hoist Operations
- FLIR Operation
- Airborne Law Enforcement Operations
- Aircraft Radio Systems
- GPS Navigation
- Night Vision Goggles (NVG)
- Helitac Operations
- Swimming Skills – swift water rescue, lake and ocean rescue, SCUBA
- Mechanical Ability – use and minor maintenance of:
 - Jet fuel tender
 - Forklift
 - Ground handling wheels
 - Helicopter equipment

4. Other areas/skills as required by the Aviation/SAR Unit Captain and Sergeant

RESPONSIBILITIES

The responsibilities of the Crew Chief(s) include, but are not limited to the following:

1. Act in cooperation with the entire unit to ensure a smooth running workplace
2. Become familiar with and stay abreast of Aviation/SAR Unit Standard Operating Procedure (SOP), as well as Departmental General Orders
3. Bring unsafe or questionable conditions and/or behavior immediately to the attention of a Unit Supervisor
4. Ensure that Unit Supervisors are promptly notified of significant or noteworthy events or after hours call-out missions
5. Work a minimum of two (2) shifts per month, in addition to attending monthly training sessions and safety meetings
6. In cooperation with the pilot, perform pre-flight and post-flight safety inspections of the aircraft and related equipment
7. Conduct pre-flight safety briefings of non-essential crew and/or passengers
8. Promote the Unit in a positive manner, which includes conducting hangar tours and participating in static displays
9. Promptly respond to all requests, including after hour requests for flights
10. Act as “*Observer*” and perform all related activities as required by the mission, which include the Airborne Law Enforcement function

11. Act as “Hoist Operator” and perform all related activities as required by the mission
12. Act as “Rescuer/EMT” and perform all related activities as required by the mission
13. During approach, flight and departure of the aircraft, maintain the safety and control of all occupants of the aircraft
14. Inspect, maintain and operate (when applicable) accessory aircraft equipment, which includes, but is not limited to the following:
 - Maps/Mapping System
 - GPS Equipment
 - Aircraft Radio Systems
 - PA/Siren System
 - Satellite Phone System
 - Medivac/Rescue Equipment
 - Video Camera
 - FLIR
 - Searchlight
 - Hoist
 - Oxygen/BLS Equipment
 - Any other equipment as determined by Aviation/SAR Unit management
13. Using the appropriate maintenance check-sheet, inspect and operate the fuel tenders, forklift and other minor shop equipment
14. Complete all required reports after each flight operation
15. Maintain individual responsibility for the cleanliness of the facility, aircraft and equipment, which includes the routine washing of Aviation Unit aircraft
16. Inspect and properly maintain all personally issued equipment
17. Participate in and instruct training programs as required to maintain the safety of flight operations
18. Participate in and support the Search and Rescue function and responsibilities of the Unit
19. Direct and control landing zone areas during emergency field situations to ensure the safety of the aircraft and individuals in the area
20. The Crew Chief will ensure that the Sheriff’s Communication Center (SCC) and Fire Communication Center (FCC) are aware of all flights and missions

It is incumbent upon each and every Crew Chief to obtain and/or maintain certification and proficiency in Unit operations, which include attending monthly training sessions and safety meetings.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 5/17/17
	SUPERSEDES 06-08-01-1
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: AIRCRAFT MECHANIC	PAGE(S) 1 of 2

PURPOSE: To establish hiring policy and the responsibilities for the position of Aircraft Mechanic.

INTRODUCTION

The Helicopter Mechanic shall function under the direction of the Aviation/SAR Unit Captain, Sergeant and Chief of Maintenance.

Qualifications and minimum requirements for hire:

The Helicopter Mechanic shall have three (3) years of experience in the maintenance of turbine powered helicopters and two (2) years of experience in an FAA-approved helicopter maintenance services program. Experience on the Bell UH-1, 204, 205 series and McDonnell Douglas 530F is required.

Required Licenses and certificates:

1. California Drivers License, current
2. FAA Airframe or Power Plant Mechanic License issued two (2) years prior to employment date

Responsibilities:

The responsibilities of the Helicopter Mechanic include, but are not limited to, the following:

1. Act in cooperation with the entire Unit to ensure a smooth running workplace
2. Bring unsafe or questionable conditions and/or behavior to the immediate attention of a Unit Supervisor
3. Maintain and repair the aircraft and related accessories, which include inspection and diagnosis of mechanical, electrical, hydraulic and structural integrity and malfunctions.
4. Overhaul, rebuild or replace parts and components.
5. Record all maintenance work performed on each aircraft to comply with the

component mandates of the Federal Aviation Agency (FAA) and the manufacturer.

6. Operate specialized shop equipment such as lathes, welding apparatus and spray paint equipment.
7. Perform specialized and general repairs as needed.
8. Diagnose mechanical malfunctions and identify maintenance and repair needs.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: SHERIFF'S SERVICE TECHNICIAN	EFFECTIVE DATE 5/17/17
	SUPERSEDES 06-08-01-1
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 2

PURPOSE: To establish hiring policy and the responsibilities of the position of Aviation/SAR Unit Sheriff's Service Technician (SST).

INTRODUCTION

The SST shall function under the direction of the Aviation/SAR Unit Captain and Sergeant.

QUALIFICATIONS AND MINIMUM REQUIREMENTS

The SST shall possess a mechanical aptitude and skill level necessary to perform minor maintenance tasks. The SST must be a capable representative of the Aviation/SAR Unit on any assignment(s) where he/she may be the primary contact person.

RESPONSIBILITIES

The responsibilities of the SST include, but are not limited to the following:

1. Act in cooperation with the entire unit to ensure a smooth running workplace
2. Bring unsafe or questionable conditions and/or behavior immediately to the attention of a Unit Supervisor
3. Ensure that Unit Supervisors are promptly notified of significant or noteworthy events or after hours call-out missions
4. Become familiar with and stay abreast of Aviation/SAR Unit Standard Operating Procedure, as well as Departmental General Orders
5. Assist in maintaining the physical appearance of the helicopters, fuel tenders, facility and auxiliary equipment
6. Deliver and/or obtain parts and supplies to and/or from vendors
7. Act in support of flight and SAR operations and facility tours when required
8. Perform fundamental facility and equipment repairs

9. Perform routine office duties as required
10. Vehicle coordination to include service scheduling and mileage reports
11. Boat/watercraft maintenance coordination
12. Organize and maintain photographic support equipment
13. Inventory control and supply ordering (non-aircraft)
14. Perform various projects and staff work as directed



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: FLIGHT CREW, ALCOHOLIC BEVERAGES / DRUGS	Effective Date 5/17/17 SUPERSEDES 06-08-01-1 APPROVED BY <i>Capt. Romano Bassi</i> PAGE(S) 1 of 1
--	--

PURPOSE: To establish policy for crewmembers regarding the consumption of alcoholic beverages and use of drugs on Aviation/SAR Unit aircraft

1. No alcoholic beverages may be consumed or transported on aircraft operated by the Aviation Unit / SAR.
2. No crewmember or passenger may board an Aviation/SAR Unit aircraft if he/she appears to be intoxicated.
3. No crewmember or passenger may board an Aviation/SAR Unit aircraft if he/she appears to be under the influence of any drugs or alcohol.
4. Injured or lost subjects, who appear under the influence of alcohol and/or drugs, may require transport in Aviation/SAR aircraft as dictated by the mission and totality of the circumstances.
5. No crewmember aboard a helicopter shall have consumed any alcoholic beverages or taken any medication which affects faculties within eight hours of a scheduled flight.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 5/17/17
	SUPERSEDES 09-11-14-2
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: FLIGHT CREW, AVAILABILITY AND LIMITATIONS	PAGE(S) 1 of 2

PURPOSE: To establish guidelines and policy regarding Aviation/SAR Unit crewmembers' availability and rest requirements

INTRODUCTION

The following are to be used as guidelines* for availability limitations of the Aviation/SAR Unit crewmembers in reference to flight time, rest and standby. Exceedance/variation from these guidelines shall be approved by the Aviation Unit Sergeant, Aviation Unit Captain, Special Services Commander, or Executive Staff.

Flight

1. Maximum allowable flight time is eight (8) hours per day
2. Maximum allowable duty time is fourteen (14) hours per day
3. Flight time shall not exceed forty-two (42) hours in any six (6) consecutive days.
4. Crew members accumulating thirty-six (36) hours of flight time in any six (6) consecutive days, shall be placed on "off-duty" status the following full calendar day.
5. During any fourteen (14) consecutive days, crewmembers shall be on "off-duty" status for two (2) full calendar days. Days off need not be consecutive.
6. Flight crewmembers may not be assigned to any duty time during any required rest period.

Rest

1. Within any twenty-four (24) hour period, crewmembers shall have a minimum of ten (10) consecutive hours on "off-duty" status, immediately prior to the beginning of any duty day.

* For the purposes of this SOP, it is implied that emergency procedures will preclude a normal crew rest period. A flight crewmember may decline an emergency response during a normal rest period, if, in his opinion, he is too fatigued to safely perform the mission. Our listed duty limitations come from the IHOG Flight Operations Handbook; Chapter 10, Administration, 11.27(a)

2. Duty includes: flight time and ground duty of any kind at any location. Pre-flight, post-flight, incident site feeding, log books, flight reports, travel time when not at base (Camarillo Airport), etc., are considered duty time activities.
3. A duty day is any day a flight is made or four (4) hours or more of duty is performed.

Standby

1. The terms "standby" and "on call" are synonymous.
2. One (1) flight crew (pilot / crew chief) shall be designated "on call", when no flight crew is on duty at the heliport between the hours of 1800-2300.
3. The "on call" flight crew must be available for response by pager or phone.
4. The flight crew must be at the assigned incident within one (1) hour of receiving a call out (County calls only).
5. There is no "on call" flight crew between 2300 hours and 0800 hours.
6. For calls received after normal availability or when no flight crew is designated "on call", SCC will attempt to contact an off duty pilot and crew chief that might respond to the heliport on an overtime basis. No pilot or crew chief is expected to be available after 2300 hours, therefore, mutual aid will be requested if off duty crews are unavailable.
7. Flight crew members scheduled for "standby" / "on call" status, but not available to respond to calls, are required to locate their own replacement. Additionally, the scheduled crew member must contact SCC and advise them of schedule changes.
8. Aircrews and SAR personnel responding to the heliport after hours in response to an activation by dispatch, shall advise the dispatcher via radio, upon going "in service" (10-8) in a County vehicle.
9. Aircrews responding to the heliport after hours in response to an emergency activation shall follow department policy with respect to the operation of a vehicle in "code 3" response mode.
10. Aircrews will email a daily schedule to SCC, FCC and EMS. The daily schedule will not include aircrew names or availability after 2300 hours.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 5/17/17
	SUPERSEDES 04-12-09-0
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: FLIGHT CREW, MINIMUM CREW AND CREW SEATING	PAGE(S) 1 of 1

PURPOSE: To establish policy pertaining to Aviation/SAR Unit minimum flight crew

1. During normal operations, the minimum crew for Aviation/SAR Unit helicopters shall be a pilot and crew chief. The crew chief shall be a person who has been formally designated as a crew chief by the Sheriff's Department. When a crew chief is on board the aircraft, he/she shall occupy a cockpit seat, unless the mission requires otherwise (i.e. hoist operation, short haul, etc.).
2. Normal operations include all flights wherein total gross weight does not prevent the helicopter from accommodating a crew chief.
3. During some unusual circumstances (ie: maintenance), some flights may be made without a designated crew chief.
4. Water dropping operations may also be performed without a crew chief on board, at the discretion of the pilot.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 5/17/17
	SUPERSEDES 08-06-23-0
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: FLIGHT CREW, CREW RESOURCE MANAGEMENT	PAGE(S) 1 of 2

PURPOSE: To establish guidelines which foster a cooperative environment in aircraft operations in order to enhance safety.

PROBLEM:

It has been well established that the primary cause of the vast majority of aircraft accidents is human error involving failures of situational awareness, interpersonal communication, leadership, followership, teamwork, and decision-making.

DEFINITION:

Crew Resource Management involves the use of all available resources – information, equipment, and personnel – to achieve safe and efficient flight operations. It is the active process employed by all flight crewmembers (pilots, crew chiefs, fire managers, flight medics, and aircraft mechanics) to identify existing and potential dangers and to develop, communicate and implement plans and actions to avoid or mitigate perceived threats.

Crew Resource Management is concerned with the cognitive and interpersonal skills needed to manage a flight within an organized aviation system. Cognitive skills are defined as the mental processes used for gaining and maintaining situational awareness, for solving problems, and making decisions. Interpersonal skills consist of communications as well as a range of behavioral activities associated with teamwork. These skills often overlap with each other and also overlap with required technical skills.

Crew Resource Management fosters a climate or culture where the freedom to respectfully question authority is encouraged.

BENEFITS:

Crew Resource Management supports the avoidance, management, and mitigation of human errors that result in aircraft accidents. Secondary benefits are improved morale and enhanced operational efficiency.

PROCEDURE:

Any member of a flight crew or flight support personnel has the right, duty, and responsibility to articulate any concerns which arise concerning any aspect of flight safety during the time-frame that such occurs (pre-flight, during the flight, or post-flight).

A flight crew must work in unison as a team in order to guarantee a successful mission. Human interaction is an integral part of successful team performance. All flight crewmembers must feel free to respectfully question authority at any time. A five-step assertive statement process that encompasses inquiry and advocacy is encouraged:

- **Opening or attention getter:** Address the individual to which you intend to express your concern by name.
- **State your concern:** State what you perceive in a direct manner while owning your emotions about it.
- **State the problem as you see it:** IE: “I don’t think we have enough fuel to make it back to the heliport;” or “This building appears to have a lightweight truss roof and I’m worried that it might collapse.”
- **State a solution:** IE: “Let’s divert to Oxnard Airport to refuel;” or “The roof next door looks like it will provide better structural support.”
- **Obtain agreement or buy-in:** IE: “What do you think?” or “Does that sound good to you?”

Effective communications can be as simple as repeating communication as a cross check. It is important that communications be clear, concise, and timely.

Situational awareness anticipates imminent events as well events that are likely or even possible. Many times a crewmember’s attention might be fixed on a given aspect of a flight and it becomes necessary to interject critical information in order to divert attention to a more pressing concern.

Task management emphasizes the need to organize and assign duties to ensure equitable workload distribution due to the fact that personnel operate less effectively in task overload.

Decision-making is the process of determining and implementing a course of action and evaluating the outcome. Anticipating the aftermath of a decision and relying on objective information are critical problem solving techniques.

Leadership is an important aspect of Crew Resource Management. An environment of mutual respect and one that recognizes the contribution of each member of the flight crew is paramount.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: FLIGHT CREW, FLIGHT UNIFORM	EFFECTIVE DATE 5/17/17
	SUPERSEDES 09-11-14-1
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 1

PURPOSE: To establish flight uniform policy for Aviation/SAR Unit flight crews

1. A flight suit manufactured of a "NOMEX III" 6-1/2 ounce twill fabric, one piece military style, color of olive drab, will be worn by pilot and crew chief on Aviation/SAR Unit operations.
2. No ornaments or designs shall be worn on the flight suit other than patches and nametags approved by the Aviation/SAR Unit Captain.
3. Flight crew uniform jacket will be an optional NOMEX flight jacket, aviator's leather jacket, or nylon flight jacket approved by the Aviation/SAR Unit Captain. Color of jacket shall be dark blue or olive drab.
4. Rain gear will consist of a raincoat and water resistant nylon pants. Brand and color will be determined by the Aviation Unit Captain.
5. Under severe weather conditions, substitute jackets may be worn (i.e. extreme cold).
6. Black leather, high top, lace boots or shoes will be worn during flight duties. Rain boots or insulated boots may be worn during inclement weather.
7. An approved aviation helmet will be worn by flight crew, in and around Aviation Unit / SAR aircraft while the aircraft is in motion. SPH-5, HGU 56 or HGU 84 custom fitted helmets are approved for Aviation Unit / SAR personnel.
8. Military style NOMEX gloves will be worn by flight crews.
9. All safety equipment, i.e., flight suits, jackets, gloves, boots, helmets, rain gear will be provided by the Aviation Unit / SAR.
10. The flight uniform will be worn by aircrews, except when aircrew personnel are actively involved in maintenance of the facility, aircraft, or other equipment.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 5/17/17
	SUPERSEDES 95-08-24-0
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: MAINTENANCE, AIRCRAFT SQUAWK RECORD BOOKS	PAGE(S) 1 of 1

PURPOSE: To establish policy for maintaining Aviation/SAR Unit *Aircraft Squawk Record Book*

1. An aircraft squawk book shall be kept for each individual Aviation/SAR Unit aircraft. The purpose of the squawk book is to keep a timely account of all maintenance and radio deficiencies associated with each particular aircraft. These books are located in each aircraft and shall remain easily accessible to unit personnel.
2. The pilot shall be responsible for making the proper entry in the squawk book as soon as practicable after an aircraft deficiency is noted. Entries shall include the aircraft identification number, date, and a complete description of the deficiency and the name of the person noting the problem. After the maintenance item is repaired or deferred, the mechanic will place the squawk book back in the aircraft. The squawk book shall remain in the aircraft or in aircraft records at all times, available to all maintenance and flight personnel.
3. No aircraft will leave the ground with unresolved discrepancies and without its maintenance squawk book on board.
4. Exceptions to this policy are allowed for non-flight safety critical discrepancies when mechanics are not on duty. When items critical to flight safety are in question and no mechanic is on duty, the aircraft shall be grounded until inspected by a member of the maintenance staff. If the inspection cannot wait until a mechanic is on duty (due to lack of available back up aircraft, etc.), the standby mechanic shall be called in to perform the inspection.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 5/17/17
	SUPERSEDES 09-11-14-1
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: MAINTENANCE, AIRWORTHINESS CERTIFICATE	PAGE(S) 1 of 1

PURPOSE: To provide guidelines for performing maintenance on aircraft having an "Airworthiness" certificate

1. Maintenance will conform to FAA standards in accordance with FAR 43 and 91 as amended.
2. Inspection intervals, overhauls and retirements will be determined by manufacturer requirements, or determined and approved by the Chief of Maintenance.
3. All applicable FAA airworthiness directives, manufacturer notices, letters and commercial engine bulletins will be complied with, by the time frame prescribed by the directive.
4. The only parts to be used will be original manufacturer parts or parts manufactured under a parts manufacturing approval (PMA).
5. Replacement parts must be certified as "overhauled" or "function tested as serviceable" by the Aviation Unit or by an approved FAA certified repair station.
6. Permanent log records are maintained for each aircraft and engine. Inspections and maintenance performed will be recorded in the appropriate log in accordance with FAR 43.
7. A copy of the completed inspection programs and maintenance discrepancy sheets will be retained for 24 months.
8. The Aviation Unit will maintain a complete technical publications library (if available) for the manufacturer's make and model of helicopter owned by the County. These publications will be maintained in a current status by filing updated and revised publications.
9. Certain items and parts may be installed without a "standard type certificate" (STC) or FAA form 337, "Major Alteration and Repair" form. Aviation/SAR Unit personnel (pilots, mechanics and captain) must approve all such items and parts.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 5/17/17
	SUPERSEDES 09-11-14-1
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: MAINTENANCE, NO AIRWORTHINESS CERTIFICATE	PAGE(S) 1 of 2

PURPOSE: To provide guidelines for performing maintenance on aircraft not having an "Airworthiness" certificate

1. Aircraft will be maintained to civil standards in accordance with the airframe manufacturers' recommended inspection program for comparable FAA certified models. In the absence of civil standards, pertinent military inspections and procedures will be followed.
2. Inspection intervals, overhauls and replacements will be determined by the more restrictive civil or military, or determined and approved by the Chief of Maintenance.
3. All applicable FAA airworthiness directives for comparable FAA certified models, military safety of flight messages, and manufacturer alert service bulletins will be complied with. Service letters will be determined and approved by the Chief of Maintenance.
4. Safety of flight, rotating controls, replacement parts - Only manufacturer parts or parts manufactured under a parts manufacturing approval (PMA) are authorized.
5. Military parts - Only parts determined by appropriate methods to meet military airworthiness standards are authorized for installation.
6. Replacement parts must be certified as "overhauled" or "function tested as serviceable" by the Aviation Unit or by an approved FAA certified repair station.
7. Permanent log records are maintained for each aircraft and engine. Inspections and maintenance performed will be recorded in each appropriate log.
8. A copy of the completed inspection programs and maintenance discrepancy sheets will be retained for 24 months.
9. The Aviation Unit will maintain a complete technical publications library as near to the manufacturer's make and model of helicopter owned by the County.

10. The Aviation Unit Chief of Maintenance and the Aviation Unit Captain will approve all aircraft modifications and/or alterations. All modifications and/or alterations will be documented in each appropriate logbook.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: REQUESTS, AIRCRAFT ACTIVATION	EFFECTIVE DATE 5/17/17
	SUPERSEDES 06-08-01-1
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 3

PURPOSE: To establish guidelines and policy for the operation, activation and use of the Aviation/SAR Unit helicopters

INTRODUCTION

The mission of the Aviation/SAR Unit is to provide aviation assets, on a regional basis, in support of patrol operations, criminal investigations, search and rescue, emergency medical evacuations, fire suppression and prevention (as prescribed under an Operational Agreement with the Ventura County Fire Protection District), disaster assessment and recovery.

In addition to providing the above services to all County law enforcement agencies and the Ventura County Fire Protection District, the Aviation Unit is by agreement, the primary search and rescue responder (when aviation assets are required) for the U.S. Forest Service, State Parks, National Parks and Naval Air Weapons Center (NAWC) - Pt. Mugu.

HELICOPTER OPERATION

Only an authorized Sheriff's pilot, who shall be responsible for aircraft and occupant safety, shall operate the helicopters. Consequently, the pilot shall exercise the final authority to commence a flight mission, and may veto a flight for any issue which may affect the safe operation of the aircraft.

ACTIVATION AND USE

Use of the helicopters occurs within the categories of emergency and non-emergency services.

EMERGENCY SERVICE

Emergency service requires an **immediate** response to a situation wherein a delay would endanger life or property. The Sheriff considers this as part of his department's core mission and, as such, not a billable activity for purposes of cost recovery. However, when such a service is requested and rendered under state guidelines on mutual aid, the Sheriff reserves the right to bill for the service to the extent allowed by law and existing regulations. Other law enforcement agencies may request an emergency flight of Sheriff's air assets by contacting the Sheriff's Watch Commander.

- **Emergency Service: On-Duty (0800-1800 Hours)**
The Aviation Unit / SAR division can be contacted directly by Sheriff's Communications Center (SCC) or Fire Communication Center (FCC) and advised of

the circumstances necessitating the flight. In addition, law enforcement related launches (for existing calls for service or on-going emergencies) may be self-initiated by crew with the approval of either the Aviation Unit Sergeant or Captain. The pilot shall evaluate the flight information and determine the appropriate aircraft for the mission.

▪ **Emergency Service: After hours (1800-0800 Hours)**

Between the hours of 1800-2300, SCC shall contact the standby pilot and crew chief, per the daily schedule. The pilot shall evaluate the information and determine the appropriate aircraft for the mission. The name and callback telephone number for the requesting agency / person shall be provided to the pilot / crew chief.

1. If the emergency occurs during hours when there are no flight crews on standby, SCC should use a rotational list of pilots and crew chiefs, who are interested in responding to the call on an overtime basis. If no crews are available, mutual aid should be requested.
2. Every effort will be made to obtain as much information as possible about the mission, i.e.: weather, type of mission, any unusual conditions, etc.
3. Direct Dispatch: In the event that an emergency request for a helicopter is received directly by the Aviation Unit, the flight crew will advise the Watch Commander and FCC of the nature and location of the mission, as soon as practical.
4. Immediate dispatch of flight crews is encouraged for a life-threatening situation (highway accidents, fires, ocean rescues, injured persons, etc.). The Watch Commander or SCC Supervisor should contact the Aviation Unit / SAR Captain, Sergeant or SAR Senior Deputy to be consulted prior to launching a helicopter after 1800 hours for non-immediate situations such as lost hikers, overdue hikers, missing, suspicious circumstances.
5. Emergency Requests by Other Public Agencies (After hours): All after hour requests shall be made through the Watch Commander. Normally, these requests for service shall be routinely approved. If there is a question regarding the appropriateness of a flight, the Aviation Unit / SAR Captain or his designated representative shall be contacted.
6. Night-time Operations: The responding pilot shall notify dispatch if a second pilot is needed. The crew chief shall notify dispatch if additional crew chiefs are needed. The crew chief shall determine if a paramedic is needed and activate a paramedic response.

NON-EMERGENCY SERVICE

Non-emergency service is an anticipated use of air assets, which may be scheduled prior to the commencement of the event. Examples include, but are not limited to, planned surveillance of suspected criminal activity, photo flights, evidence searches, mapping and

other planning flights, etc. These services may be provided to other county agencies or departments or other governmental units within Ventura County and shall be billable activities in compliance with the County's policy on full cost-recovery. The Aviation/SAR Unit shall work with the requesting agency or department to facilitate flights in conjunction with other requests in order to mitigate costs. The County's published hourly rates for this service for the current fiscal year shall be used when billing other agencies and departments for billable flights. If a current county flight rate has not been established, the current federal rates shall apply.

1. **Non-emergency Flight Request:** Any request for a non-emergency flight shall be referred to the Aviation Unit / SAR Captain or his designated representative.
2. **Non-emergency Requests by Other Public Safety Agencies:** The Aviation Unit / SAR Captain will advise the Aviation Unit / SAR Administrative Commander of all requests for helicopter services made by other public safety agencies.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: REQUESTS, OUT-OF-COUNTY AGENCY	EFFECTIVE DATE 5/17/17
	SUPERSEDES 09-11-14-1
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 2

PURPOSE: To establish policy and procedures for Aviation Unit / SAR helicopters to respond to out of county requests for helicopter usage

1. One (1) SAR/firefighting helicopter shall be available with flight crew on duty or standby "in county", before any Aviation/SAR Unit helicopters are dispatched to support an "out-of-county" agency.
2. Out-of-county requests must be approved by the Aviation/SAR Unit Captain or Sergeant.
3. The following information must be obtained and properly recorded:
 - a. Name of agency requesting support
 - b. Name of person making the request
 - c. Brief details of incident requiring air support
 - d. Billing information:
 - (1) Agency to be billed
 - (2) Address of agency to be billed
 - (3) Contact person and telephone number
 - (4) Necessary billing and accounting codes
 - e. Certification from the requesting agency that the flight was necessary due to imminent threat to life and property.
4. Minimum flight crew on "out-of-county" flights includes a pilot and crew chief.
5. A jet fuel tender will be dispatched when authorized by the requesting agency. The

jet fuel tender will be operated by a unit member not assigned as part of the minimum flight crew or another properly trained person, as directed by the Aviation/SAR Unit Captain or Sergeant.

6. Billing statements for services shall be prepared by the Aviation/SAR Unit Captain.
7. Flight crews and jet fuel tender drivers shall maintain all records and receipts for record keeping and billing purposes.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: REQUESTS, OUT OF COUNTY CREW ASSIGNMENTS	EFFECTIVE DATE 5/17/17
	SUPERSEDES 09-11-14-2
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 1

PURPOSE: To establish policy and procedures for Aviation/SAR Unit flight crews when responding to out-of-county flight requests

INTRODUCTION:

Any assignment that requires an Aviation/SAR Unit aircraft and crew to perform their duties away from home base for more than one (1) calendar day (i.e. overnight) shall be classified as an out-of-county flight.

1. Crew composition - a normal flight crew will consist of the following:
 - a. Pilot
 - b. Crew Chief and/or Fire Manager
 - c. Fuel tender driver - Aviation/SAR Unit Crew Chief not assigned flight duty or any designated and qualified Aviation/SAR Unit member
 - d. Helicopter mechanic - if helicopter is expected to be out-of-county for more than one (1) calendar day
2. Duration - An out-of-county flight assignment is not to exceed four (4) calendar days. Crew change is to be accomplished on the morning of the fifth day.
3. Method of crew change - Normal method will be with a second Aviation Unit / SAR aircraft. At the Aviation/SAR Unit Captain's discretion, crew change may be accomplished by surface transportation.
4. Aircraft replacement - If the aircraft assigned to the out-of-county incident is down for maintenance, the original crew will stay on the out-of-county detail, flying the new aircraft assigned as a replacement.
 - An exception to this could be, if the aircraft is exchanged on the fourth day of the detail and the Aviation/SAR Unit Captain decides to change the crew at the same time that the aircraft is exchanged



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 5/17/17
	SUPERSEDES 11-06-13-2
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: TRAINING, FLIGHT CREW TRAINING AND CURRENCY	PAGE(S) 1 of 3

PURPOSE: To ensure the ongoing training of Aviation/SAR Unit flight crews in operations deemed critical in nature

GENERAL

All Aviation/SAR Unit personnel will receive initial training in areas and aspects of the operation relative to their position. New Crew Chiefs will attend an in-house 40-hour crew chief training. New Pilots will be trained in operations by Aviation/SAR Pilots-In-Command.

Subsequent to initial training, Aviation/SAR Unit personnel will be required to attend recurrent training sessions on a routine basis in order to ensure competency in areas critical to operations. A list of critical skills and currency requirements appear at the end of this SOP.

CREW CHIEF

Crew Chiefs are required to attend all scheduled training sessions (currently nine per year) and safety meetings at the Aviation/SAR Unit. In addition, collateral crew chiefs are required to work a minimum of two (2) shifts per month in addition to attending the monthly training sessions and safety meetings.

Collateral crew chiefs that fail to work the required two (2) shifts per month, fail to attend more than one (1) scheduled training session, or miss more than two (2) safety meetings in any twelve (12) month period without an acceptable reason may be removed from the crew chief program.

Fire Department Helicopter Managers assigned to the heliport may serve as crew chiefs, however they must meet all training and currency requirements of assigned crew chiefs.

SCHEDULING TRAINING

Additional seminars, classes and conventions may be scheduled based on relationship to Aviation / SAR Unit operations, scheduling and costs.

TRAINING RECORDS

Training records will require a description of the training or course of instruction, which will include the following: course/training content, instructor's name, date of training, length of training, location of training, attendance list, and manner of instruction, i.e.: *verbal/lecture, demonstration, practical/field performance*, etc. Training records will be kept in the Aviation/SAR Unit training files.

CRITICAL SKILLS AND CURRENCY REQUIREMENTS

It is incumbent upon each flight crewmember to maintain currency in operations. Currency can be achieved through actual missions and/or through training sessions. Pursuant to their position, Aviation / SAR personnel shall be required to practice the following skills and maintain required certifications within the time limits suggested.

Should any crewmember become non-current in any of the areas listed on the following "Recurrent Training Sheet", it is incumbent upon that crewmember to schedule a refresher training session with the Aviation/SAR Unit Training Officer.

RECURRENT TRAINING SHEET

NAME:

POSITION:

TRAINING YEAR:

TRAINING REQUIREMENTS	FREQ.	DATE	OFFICER	DATE	OFFICER
NVG OPERATIONS	6 months				
DIVE SKILL EVAL.	6 months				
LITTER ASSEMBLY/OPER.	6 months				
HOIST OPERATOR	6 months				
HOIST SUBJECT	6 months				
WATER RESCUE	6 months				
EMS UPDATES	6 months				
		DATE		OFFICER	
SLING/SHORT HAUL	12 months				
HOVER PICK-UP/ONE SKID	12 months				
HELITAC	12 months				
HELITORCH/PSD	12 months				
SWIFTWATER RESCUE	12 months				
DUNKER EGRESS	12 months				
ROPE SKILLS	12 months				
C.P.R.	12 months				
BELL FLIGHT TRNG (pilots)	12 months				
MEDICAL CERT. (pilots)	12 months				
BI-ANN FLT REVIEW (pilots)	24 months				
EMT CERTS. (crew chiefs)	24 months				
FLIGHT SAFETY (pilots)	24 months				



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 5/17/17
	SUPERSEDES 09-11-14-1
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: TRAINING, MAINTENANCE PERSONNEL	PAGE(S) 1 of 1

PURPOSE: To provide guidelines for aircraft mechanic training

1. INTRODUCTION

After initial training, aircraft mechanics shall be required to attend the following courses as deemed necessary by the Chief of helicopter maintenance, provided the courses are available:

- a. Lycoming T-53 engine overhaul course
 - b. Bell Helicopter 205/206/212 field maintenance course
 - c. Rolls Royce 250 series field maintenance course
 - d. Pratt & Whitney PT-6T field maintenance course
2. Aircraft mechanics shall be required to attend manufacturer's technical schools for each make and model of like helicopter and like engine.
 3. Aviation Unit avionics personnel shall be required to attend manufacturer's training schools as deemed necessary by the Chief of helicopter maintenance.
 4. All maintenance personnel shall be properly trained in the correct use, storage and disposal of all hazardous materials.
 5. All maintenance personnel shall keep a current training jacket on file with the Chief of helicopter maintenance. The training jacket will contain certificates of all schools and seminars attended by Maintenance personnel.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 5/17/17
	SUPERSEDES 11-06-13-2
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: TRAINING, PILOTS	PAGE(S) 1 of 3

PURPOSE: To establish training requirements for Aviation/SAR Unit pilots

INTRODUCTION

Training requirements are established in Federal Aviation Regulation (F.A.R. Part 61). This manual does waive nor make exception to any rules regarding training requirements as specified under F.A.R. Part 61.

The following programs are training minimums for Aviation/SAR Unit pilots:

1. Bell models UH-1, Bell 205, 206, and 212, and any other model aircraft as dictated by currently owned county helicopters.

Annual recurrent training at the Aviation/SAR Unit with a Bell certified flight instructor utilizing the UH-1 and 205 aircraft. Training shall include a minimum of 1.5 hours of flight instruction on normal and emergency procedures including auto-rotations. Auto rotations are not required to include impact landings.

Initial and recurrent training on the Bell 206 aircraft will be conducted at Bell Helicopter facilities in Dallas, Texas, on a biennial basis.

Initial and recurrent training on the Bell 212/412 aircraft will be conducted at Flight Safety International in Dallas, Texas, on a biennial basis.

2. New hire pilots who meet the minimum requirements for hire will be evaluated at the time of hire to determine the need for immediate recurrent training prior to assignment to Aviation/SAR Unit operations.
3. Pilots holding certified flight instructor ratings are authorized the necessary training to maintain those ratings in current status.
4. Seminars and conventions will be approved based on relationship to Aviation/SAR Unit operations, crew scheduling, and cost.
5. Training activities must be logged in the pilot's personal training file.

PILOT CURRENCY

1. Required flight review training will be accomplished by factory certified instructors once every two years as outlined in F.A.R. 61.56.
2. Required flying proficiencies:
 - a. Mountain flying – three (3) landings and takeoffs at unprepared sites in rugged terrain every 90 days.
 - b. Night flights – Three (3) landings and takeoffs per 90 days, with at least one cycle in an unprepared site in rural and unlighted area without the use of night vision goggles (NVGs).
 - c. NVG – One (1) hour per 90 days minimum, including three landings and takeoffs in unprepared sites in a rural area using NVGs, but no less than the required tasks outlined in F.A.R. 61.57(f)(1).
 - d. Hoist/short haul – At least one (1) practice lift every 12 months with a litter lift system, rescue net, or hoist.
 - e. Water rescue – at least one (1) practice session every 6 months with accurate hovering over water using a rescue net, rescue ring, or hoist.
 - f. IFR operations – within six calendar months preceding the month of the flight, that pilot shall have performed and logged the tasks and iterations outlined in F.A.R. 61.57(c) through (d).
 - g. It is each pilot's responsibility to maintain the required minimum flight currency requirements.

RECURRENT TRAINING SHEET

NAME:

POSITION:

TRAINING YEAR:

TRAINING REQUIREMENTS	FREQ.	DATE	OFFICER	DATE	OFFICER
NVG OPERATIONS	6 months				
DIVE SKILL EVAL.	6 months				
LITTER ASSEMBLY/OPER.	6 months				
HOIST OPERATOR	6 months				
HOIST SUBJECT	6 months				
WATER RESCUE	6 months				
EMS UPDATES	6 months				
		DATE	OFFICER		
SLING/SHORT HAUL	12 months				
HOVER PICK-UP/ONE SKID	12 months				
HELITAC	12 months				
HELITORCH/PSD	12 months				

SWIFTWATER RESCUE	12 months		
DUNKER EGRESS	12 months		
ROPE SKILLS	12 months		
C.P.R.	12 months		
BELL FLIGHT TRNG (pilots)	12 months		
MEDICAL CERT. (pilots)	12 months		
BI-ANN FLT REVIEW (pilots)	24 months		
EMT CERTS. (crew chiefs)	24 months		
FLIGHT SAFETY (pilots)	24 months		



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 5/17/17
	SUPERSEDES Memo 11-18-09
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: Release of unit photos and videos	PAGE(S) 1 of 1

PURPOSE: To establish guidelines for video/photo/press release

The following guidelines shall be adhered to when disseminating Aviation-SAR Unit photographs and videos and press information:

All press releases will be routed through either the unit captain, Sheriff's watch commander, or Sheriff's PIO prior to dissemination. Twitter postings are exempt from this requirement – the twitter officer shall advise either the unit sergeant or captain as to the content of each tweet prior to dissemination, unless prior permission has been obtained.

No injury specific information shall be released to the public. Injuries may be described as "minor", "moderate", and/or "critical". Victim information shall be limited to name, age, and city of residence, unless prior permission has been obtained from the victim or family of the victim. When the victim is a juvenile, victim information will be limited to age, sex, and city of residence. Press releases may include a website link to view a video. All Sheriff's guidelines relative to press releases shall be observed.

In most cases, the faces of the victim should be obscured via editing. Alternatively, any portion of the video clearly showing the victim's face may be removed during editing.

In most cases (unless authorized by a Captain or higher rank), no press release, video, or pictures may be released on a suicide or attempt suicide.

In most cases (unless authorized by a Captain or higher rank), no video or pictures may be released when it is known at the time of the posting that the victim died from his/her injuries.

No video or pictures may be released showing a nude or partially nude victim.

No video or pictures may be released that portray any unit member or the Sheriff/Fire Department in a negative manner.

Training videos may be used to promote the unit. Training videos shall always be professional in nature.

~OPERATIONAL POLICIES~

Cargo, Carriage of Weapons

Cargo, Hazardous Materials and Devices

Cargo, Passenger Briefing

Cargo, Weight and Balance and Procedures

Equipment, Water Drop Tanks

Fuel, Storage and Quality Control

Fuel, Hot Fueling Operations

Fuel, Jet Fuel Tender Operations

Inspections, Aircraft Preflight and Maintenance

Operations, Airborne Surveillance

Operations, Flight Following Procedures

Operations, Hoist

Operations, Hoist - NVG

Operations, NVG - General

Operations, Overdue Helicopter Procedures

Operations, Over-Water Flights

Operations, Patrol Altitudes

Operations, Wildfire Support

Operations, Weather Requirements

Requests, Conflicting Agency

Requests, Patrol Calls for Service



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
09/01/17

SUPERSEDES
Op01-12-16

APPROVED BY
Capt. Romano Bassi

SUBJECT:

CARGO, CARRIAGE OF WEAPONS

PAGE(S)

1 of 2

PURPOSE: To establish guidelines and policy pertaining to carrying of weapons on Aviation Unit / SAR aircraft

PROCEDURE

1. The pilot in command must be advised if weapons are to be carried by passengers.
2. The pilot in command may request disarming of passengers as necessary.
3. Pepper spray (CAPSICUM) may be carried only in accordance with hazardous materials regulations contained in the *Hazardous Materials* section of this manual.

HANDGUNS AND AMMUNITION:

- a. Handguns and ammunition may be carried in a readily accessible manner by law enforcement, military, or other personnel when the individual is on official business and is required to carry a firearm in performance of his duties and approved by the pilot in command.
- b. Handguns are required to be holstered and secured at all times while aboard unit aircraft.
- c. Under aggravated and/or unusual circumstances, a weapon may be discharged from Aviation/SAR Unit aircraft with the knowledge and consent of the pilot.

RIFLES AND SHOTGUNS:

- a. Rifles and shotguns may be carried in a readily accessible manner by law enforcement, military or other personnel when the following conditions are complied with:
 - (1) Magazines removed - magazines may be stored in an accessible manner
 - (2) No chambered rounds

- (3) Weapons are subject to safety check by crew chief or other flight crewmember
- b. Ammunition for rifles and shotguns not contained in magazines or approved ammo carriers must be transported in the original package or box.
- c. Under aggravated and/or unusual circumstances, a rifle or shotgun may be discharged from Aviation Unit / SAR aircraft with the knowledge and consent of the pilot.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 09/01/17
	SUPERSEDES Op02-12-16
	APPROVED BY Capt. Romano Bassi
SUBJECT: CARGO, HAZARDOUS MATERIALS & DEVICES	PAGE(S) 1 of 3

PURPOSE: To provide guidelines for the use and transport of hazardous materials as defined in Federal Regulation Title 49, CFR 175, *Hazardous Materials - Carriage by Aircraft*

INTRODUCTION

This SOP is not intended to address all the provisions of *Title 49 CFR 175*, but to provide guidelines on the transporting and packaging of hazardous materials commonly used in law enforcement and firefighting activities. Hazardous materials not specifically addressed in this section should be carried in accordance with those regulations defined in *Title 49 CFR 175*.

1. HAZARDOUS MATERIALS

a. OXYGEN

- (1) Cylinders must be securely labeled with DOT Haz-Mat warning labels.
- (2) Each cylinder must be securely fastened in an upright position or lashed in a horizontal position if the container cannot be secured in an upright position.
- (3) Pilot shall assure no smoking, open flame or spark, while loading, unloading or transporting in flight.
- (4) Adequate ventilation must be provided to prevent accumulation of vapors.
- (5) Oxygen used for medical emergencies may be dispensed inside the aircraft during flight.
- (6) Except for cylinders that must be available in flight, all cylinder valves must be protected from damage by a cap, collar or placing the cylinder inside a package.

b. CHEMICAL AGENTS

- (1) Chemical agents include O.C., CN, CS or any other chemical irritants used to control or disable suspects.
- (2) O.C., CN, CS or other irritants are not approved for carriage in the cockpit or cabin areas of Aviation Unit / SAR aircraft.
- (3) These chemical agents may be carried in the tail boom luggage compartment or baggage compartment when the following conditions are complied with:
 - (a) Materials will be carried on aircraft only when other means of transport are either impossible or impractical
 - (b) Aerosol containers must be contained inside a package, box or pack

c. GRENADES - FLASH - CONCUSSION

- (1) Flash/concussion grenades are not approved for carriage in the cockpit or cabin areas of Aviation Unit / SAR aircraft.
- (2) Flash/concussion grenades may be carried in the tail boom luggage compartment or baggage compartment only when other means of transport are impossible.
- (3) Flash/concussion grenades must be contained inside a package, box or pack.

d. GRENADES - SMOKE

- (1) Smoke grenades may be carried on Aviation Unit / SAR aircraft when capped, sealed and secured.
- (2) Military specification smoke grenades must be contained inside the original cardboard container or in a sturdy package, box or pack.

e. FLARES - FUSES

- (1) Flares/fuses will be transported in the original shipping containers whenever practical.
- (2) Small quantities may be transported when contained in a package, box or pack.

f. LIQUID FUELS *(except fuels under compression [propane, butane, etc.] less than 10 gallon quantity)*

- (1) Liquid fuels must be transported in containers specifically designed to contain fuel.
- (2) Containers must be inspected for leakage and be free of any damage that may allow leakage.
- (3) Fuel containers must be secured in an upright position by tie down straps or must be stored inside a container that will prevent the container from overturning.
- (4) Pilot shall assure no smoking, open flame or spark, while loading, unloading or transporting in flight.
- (5) Fuel containers will not be placed in compartments containing an exposed battery.
- (6) Fuel containers will be labeled to indicate the descriptive name of the fuel.
- (7) Containers must have at least one inch (1") of airspace below the container opening.

g. FUEL IN POWERED EQUIPMENT TANKS

- (1) Fuel may be carried in power equipment tanks when the following conditions are met:
 - (a) Each piece of equipment is stored in an upright position
 - (b) Each fuel tank must be filled in a manner that will preclude spillage of fuel during loading, unloading and transportation
 - (c) The compartment in which the equipment is loaded will be suitably ventilated to prevent the accumulation of fuel vapors and the compartment must not contain an exposed battery
 - (d) Pilot shall assure no smoking, open flame or spark, while loading, unloading or transporting in flight.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SOP NUMBER
Effective Date
09/01/17

SUPERSEDES
Op03-12-16

APPROVED BY
Capt. Romano Bassi

SUBJECT:

CARGO, PASSENGER BRIEFING

PAGE(S)

1 of 1

PURPOSE: To establish policy for briefing passengers on the safety and use of the Aviation/SAR Unit helicopters and equipment

INTRODUCTION:

The pilot in command shall ensure that all passengers have been orally briefed on:

1. No smoking on Aviation Unit / SAR aircraft
2. Use of seat belts
3. Use of passenger doors, emergency exits, and egress procedures
4. Survival equipment and medical gear
5. Over water procedures, as required
6. Location and operation of fire extinguishers
7. Safe approaches to, and departures from, the helicopter, maintain safe distance from the tail rotor
8. Location of Emergency Locator Transmitter (E.L.T.)
9. Helicopter intercom and radio operations
10. Issues related to posting of photos or videos on social media and the safety concerns of holding cellphones/cameras outside of windows/doors during flight.
11. Responsibility as a crew member to communicate any immediate aerial hazards.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 09/01/17
	SUPERSEDES Op04-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: CARGO, WEIGHT & BALANCE PROCEDURES	PAGE(S) 1 of 1

PURPOSE: To establish policy pertaining to the weight and balance and loading procedures of the Aviation/SAR Unit helicopters

1. The weight and balance of each aircraft scheduled for flight will be determined using the weight of the items and passengers to be actually carried.
2. Under no circumstances will an aircraft depart over the allowable gross weight, and under no circumstances will an aircraft be scheduled for a flight with the center of gravity beyond the limits specified.
3. The loading schedules, charts or graphs that are supplied by the individual aircraft manufacturer and/or subsequent supplements or changes hereto, will normally be used to establish the loaded condition of each aircraft. If the aircraft is to be loaded in a condition other than as specified in the schedules, graphs, etc., provided the pilot in command shall compute a separate loading condition.
4. Use the following weights when computing the loading condition:
 - a. The actual passenger weight will be used when computing weight and balance. Actual passenger weight will be determined by asking each passenger his weight and adding to it the estimated weight of hand carried articles or heavy clothing, etc.
 - b. The standard unit weight for fuel and oil shall be 6.7 pounds per gallon of turbine fuel and 7.5 pounds per gallon of turbine oil and will be used for determining quantity of fluids to be carried.
5. The pilot in command is responsible for assuring that the aircraft is properly loaded within gross weight and center of gravity limitations.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
09/01/17

SUPERSEDES
Op05-12-16

APPROVED BY
Capt. Romano Bassi

SUBJECT:

EQUIPMENT, WATER DROP TANKS

PAGE(S)

1 of 2

PURPOSE: To establish guidelines and policy for the operation and use of water drop tanks installed on Aviation Unit / SAR helicopters

INTRODUCTION:

Aviation Unit / SAR helicopters carry Simplex water drop tanks. Following is a table of water tank and helicopter capabilities.

COPTER 6 Simplex fiberglass drop tank
Water capacity - 375 gallons
Tank empty weight - 499 lbs. (Snorkel installed)
Tank empty weight - 395 lbs. (Snorkel removed)

COPTER 7 Simplex fiberglass drop tank
Water capacity - 375 gallons
Tank empty weight - 499 lbs. (Snorkel installed)
Tank empty weight - 395 lbs. (Snorkel removed)

COPTER 8 Simplex fiberglass drop tank
Water capacity - 375 gallons
Tank empty weight - 499 lbs. (Snorkel installed)
Tank empty weight - 395 lbs. (Snorkel removed)

Airspeed Limitations:

1. The following are maximum airspeed limitations established by Unit policy. The purpose of these limitations is to ensure safe flight operations and to minimize airframe and rotor system fatigue caused by excessive vibration when the water tanks are installed.
 - A. Maximum airspeed - Drop tank empty 100 Kts.
 - B. Maximum airspeed - Drop tank loaded 80 Kts.
 - C. Maximum airspeed - Snorkel extended 80 Kts.

CAUTION: The maximum airspeed with the snorkel extended in a turn is 60 Kts.

Snorkel Resources:

1. The snorkel pump requires a minimum of 18 inches of water to draft water effectively. Water sources should be free of contaminants, such as oils, chemicals or other hazardous materials. Water should be free of excessive mud, grass, gravel or other materials that can cause damage to the pump impeller.

~DRAFTING SALT WATER IS NOT AUTHORIZED~

2. The Ventura County Fire Department is responsible for locating drafting sites within the county response area. A list of selected water sources will be maintained with the Helispot map in Copter 6, Copter 7 and Copter 8. When a water source is needed that is not on the resource list, the pilot should check with the Incident Commander (I.C.) to determine if the source may be used for drafting.
3. When operating outside the county fire department area of responsibility (mutual-aid), the pilot should check with the responsible I.C. to determine the availability of a water source for the copter to use.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: FUEL, STORAGE & QUALITY CONTROL	EFFECTIVE DATE 09/01/17
	SUPERSEDES Op06-12-16
	APPROVED BY Capt. Romano Bassi
	PAGE(S) 1 of 2

PURPOSE: To establish procedures for monitoring proper quality control of fuel storage

INTRODUCTION:

The following will be guidelines for quality control of fuel storage:

Jet Tenders and Fuel Dispensers:

1. Fuel samples will be taken from the fuel sump drains of each jet fuel tender on a daily basis.
2. Samples will be visually checked for water or other contaminants. **Note:** A small amount of water at the bottom of a fuel sample is normal. This is caused by condensation forming on the interior walls of the fuel tank and settling to the bottom of the tank.
 - a. If water is found at the bottom of a fuel sample, fuel should be drained from the tank sump until no water is present.
 - b. Fuel samples should never be poured back into a fuel tank. Fuel samples should be discarded or saved in approved fuel containers for use in diesel engines or steam cleaners.
 - c. Any fuel samples that are cloudy or milky in appearance should be given to a pilot or a mechanic for evaluation. Cloudy or milky fuel should **never** be used in Aviation Unit / SAR helicopters.
3. A normal fuel sample will be clear with no suspended contaminate or water. The fuel should have a slight yellow color, close to the color of straw.

Fuel Filter Maintenance:

1. In conjunction with annual U.S.F.S. carding inspections of jet fuel tenders, the fuel filters in all Aviation Unit / SAR fuel tenders and dispensing units, will be removed and new filters installed annually.

2. Fuel filter canisters will be labeled with the date new filters were installed.
3. When fuel filters are changed, a notation is required in the Aviation Unit / SAR "Red Book".

Fuel Dispensers Other than Jet Fuel Tenders:

1. Before dispensing fuel from the Lockwood storage tank or any other remotely located storage tank, a fuel sample should be taken from the dispensing nozzle.
2. If tank design permits, a visual check of fuel for contaminants should be accomplished prior to dispensing of fuel.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: FUEL, HOT FUELING OPERATIONS	EFFECTIVE DATE 09/01/17
	SUPERSEDES Op07-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 1

PURPOSE: To establish policy and procedures for hot fueling Aviation/SAR Unit helicopters

INTRODUCTION:

Hot fueling of Aviation/SAR Unit helicopters is permitted when the following policies and procedures are implemented.

1. Only helicopters equipped with closed circuit fueling systems are approved for hot fueling operations.
2. Hot fueling operations will be conducted using jet fuel tenders equipped with the Wiggins closed circuit fuel nozzle.
3. Jet fuel tenders must be bonded to the helicopter to be fueled, prior to removal of the fuel tank filler cap.
4. A twenty-pound (20-lb.) dry powder fire extinguisher must be readily available to the jet fuel tender operator.
5. The helicopter pilot in command must remain at the controls whenever a unit helicopter is hot fueled.
6. All passengers not part of the essential crew must exit the helicopter and remain a minimum distance of fifty-feet (50') from the fueling operation.
7. Smoking is NOT permitted on any heli-spot or ramp where hot fueling operations are conducted.

Remotely Located Fuel Dispensers

When fueling at Lockwood Valley or any remotely located fuel tank not equipped with a closed circuit fueling system, Aviation Unit / SAR helicopters will be shut down prior to refueling operations.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE 09/01/17
SUPERSEDES Op08-12-16
APPROVED BY <i>Capt. Romano Bassi</i>
PAGE(S) 1 of 2

SUBJECT: FUEL, JET FUEL TENDER OPERATIONS
--

PURPOSE: To establish policy for fueling operations of Aviation Unit / SAR jet fuel tenders

INTRODUCTION:

The following guidelines will be followed as a minimum on all Aviation Unit / SAR fueling operations.

1. Aviation Unit / SAR jet fuel tenders will be attended and operated only by persons properly licensed and instructed in methods of proper use and operation.
2. No dispensing, transfer or storage of flammable or combustible liquids will be permitted inside the Aviation Unit / SAR hangar.
3. Fuel shall not be dispensed into or removed from, an aircraft within the Aviation Unit / SAR hangar; unless circumstances warrant down loading of fuel and it is impractical to remove the aircraft from the hangar.
4. During refueling operations, the aircraft will be pulled clear of hangar by a minimum of ten feet (10').
5. Jet fuel tender refueling units will be electrically bonded to the helicopter being fueled or de-fueled. All bonding connections will be made prior to any fuel transfer and will not be disconnected until fuel operations are completed.
6. Aviation Unit / SAR jet fuel tenders will be equipped with a minimum of **ONE (1)** twenty-pound (20-lb.) dry powder fire extinguisher.
7. No smoking within fifty feet (50') of any point where fuel is being transferred.
8. All jet fuel tender operators will become familiar with the following information:

Safety:

- a. Do not allow any smoking within fifty feet (50') of the filling area.

- b. Be certain suitable fire extinguishers are present (20-lb. dry powder type).
- c. Check fuel for contamination.
- d. Have a static line attached to aircraft when refueling.
- e. Check hose and nozzle to insure both are free from foreign material.

During Operation:

- a. Avoid spillage of fuel as much as possible. If spillage of fuel occurs, contact Fire Department for wash down.
- b. Avoid getting fuel on the body or clothing. If clothing becomes saturated with fuel, remove the clothing immediately and wash the body with hot soapy water.

Grounding procedures:

- a. Connect the static wire from the jet fuel tender to the aircraft.
- b. Remove filler cap and attach *Wiggins* nozzle.
- c. When disconnecting, reverse the order 3, 2, 1. In general, the dispensing unit should be grounded first and should finally be bonded to the receiving unit. Tank covers should never be open during transfer of fuel unless all grounds are in place.
- d. Drain water sumps on fuel tanks each day to prevent contaminated fuel from reaching aircraft fuel tanks.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: INSPECTIONS, AIRCRAFT PREFLIGHT & MAINTENANCE	EFFECTIVE DATE 09/01/17 SUPERSEDES Op09-12-16 APPROVED BY <i>Capt. Romano Bassi</i> PAGE(S) 1 of 1
---	---

PURPOSE: To establish policy for pre-flight inspection on Aviation Unit / SAR aircraft

1. The pilot shall be responsible for conducting a thorough pre-flight inspection of the assigned aircraft prior to flight. Proactively, a pre-flight inspection should be conducted at the beginning of every shift. The inspection shall include, but not be limited to:
 - a. Inspection of all applicable fluid levels
 - b. Thorough inspection of fuselage for damage
 - c. Inspection of all aircraft lights
 - d. General inspection of power plant, transmission and rotor assemblies
 - e. Determination that the assigned aircraft is airworthy
2. Additionally, it shall be the pilot's responsibility to check the aircraft log book and squawk book to determine that the last aircraft inspection required on the assigned aircraft was performed and that there are no unresolved write-ups in the squawk book.
3. At the completion of each flight, the pilot shall ensure that the aircraft is refueled and the fluid levels checked. Additionally, pilots shall conduct a post-flight aircraft inspection for damage, defects or oil leaks.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 09/01/17
	SUPERSEDES Op10-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
SUBJECT: OPERATIONS, AIRBORNE SURVEILLANCE	PAGE(S) 1 of 1

PURPOSE: To establish procedures for conducting airborne surveillance missions by the Aviation Unit / SAR personnel

INTRODUCTION:

The Aviation Unit / SAR flight crews will follow the procedures listed below when conducting airborne surveillance missions:

1. All "out of county" surveillance missions must be approved by the Aviation Unit Captain or in his/her absence, the Aviation Unit Administration Commander or other designated representative.
2. Surveillance requests will normally be handled with as much advance notice as possible to allow the Aviation Unit / SAR time to make appropriate arrangements for extended fuel, fresh flight crews, appropriate aeronautical charts, etc.
3. Requests should be submitted to the Aviation Unit / SAR Captain by the supervisor or case agent requiring the use of the aircraft.
4. The Aviation Unit / SAR pilots conducting a surveillance are authorized to maintain surveillance within the following counties, not to exceed 100 miles from the nearest Ventura County line:
 - a. Santa Barbara County
 - b. San Luis Obispo County
 - c. Los Angeles County
 - d. Kern County
5. If the need arises to proceed beyond these parameters, the supervisor in charge of the surveillance shall have responsibility for obtaining authorization. Authorization must be secured from the Chief Deputy of Special Services or his/her designee.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE

03/12/2018

SUPERSEDES

Op11-12-16

APPROVED BY

Capt. Romano Bassi

SUBJECT:

OPERATIONS, FLIGHT FOLLOWING PROCEDURES

PAGE(S)

1 of 1

PURPOSE: To establish guidelines and policy for flight following procedures of the Aviation/SAR Unit helicopters

INTRODUCTION:

In order to ensure the safety of the crew while in flight and to facilitate a speedy rescue in the event of an emergency; flight following procedures will be adhered to on ALL Aviation Unit flights when applicable.

FLIGHT FOLLOWING OPTIONS

1. Using a Blue Sky Network Hawk-Eye 7200 (Two units currently assigned to Aviation Unit and used on Copters 6, 7, and 9). Ventura County Fire Communication Center (FCC) will monitor Copters 6, 7, and 9 using AFF.gov.
2. Flight following using the Flight Cell DZMX, currently installed in Copters 3 and 8. Ventura County Fire Communication Center (FCC) will monitor Copter 3 or 8 using AFF.gov.
3. Flight following via radio communication with Fire Communications Center (FCC), or Sheriff's Communication Center (SCC), or the U.S. Forest Service (USFS).

FLIGHT FOLLOWING WITH BLUE SKY NETWORK HAWK-EYE 7200

1. Ensure charged, powered on, and secured to front dash on helicopter cockpit.
2. Fire Communications Center (FCC) is the primary dispatch center when flight following using the Hawk-Eye 7200. When flight following using the Hawk-Eye 7200, a Crew Chief will advise FCC that they are flight flowing via AFF. FCC should advise the Crew Chief that the AFF is "positive", or the AFF is not working

(NOTE- There can be a delay of a few minutes before the FCC is able to view the aircraft via AFF.gov). If still not working after waiting a few minutes, try powering down the Hawk-Eye 7200, and then powering back on. Again, confirm positive AFF with FCC. If still not working, flight follow with FCC using radio communication on the appropriate frequency.

3. Upon completion of the flight, power down Hawk-Eye 7200 after landing at hangar.

FLIGHT FOLLOWING WITH THE FLIGHT CELL DZMX (Currently ONLY in Copter 3 and 8)

1. Ensure the Flight Cell DZMX is powered on. The Flight Cell DZMX will automatically start transmitting the helicopter's location by either satellite connectivity or cell connectivity. Satellite connectivity updates the helicopter's location once every 60 seconds. Cell connectivity updates the helicopter's location once every 15 seconds.
2. The Crew Chief will notify the Ventura County Fire Communication Center (FCC) and advise them we are flight following via AFF. FCC should advise the Crew Chief that the AFF is "positive", or the AFF is not working. If not working, try powering down the Flight Cell DZMX, and then powering back on. Again, confirm positive AFF with FCC. If still not working, flight follow with FCC using radio communication on the appropriate frequency.
3. After completing the flight and landing, manually power down the Flight Cell DZMX prior to powering down the aircraft.

FLIGHT FOLLOWING WITH RADIO COMMUNICATIONS THROUGH FCC OR SCC

1. Upon take off from any location, the Crew Chief will contact both Fire Communications Center (FCC) and Sheriff's Communications Center (SCC). The Crew Chief may flight follow with either FCC or SCC. Flight following need only be transmitted to one dispatch center. The second dispatch center should be advised that the aircraft is flight following with the other department.
2. Information provided to FCC or SCC should include:
 - a. Departure point
 - b. Route of flight
 - c. Destination
 - d. Number of crew and passengers onboard

- e. Fuel amount in pounds
3. Updated flight following information will be transmitted every 15 minutes (location and any change in destination)
 4. In some instances, dispatch facilities of other agencies may be used for flight following. An example is the U.S. Forest Service (USFS). The USFS radio system utilizes mountain repeaters that enable radio communication in deep canyons and valleys. In this case, request that the USFS dispatcher contact FCC and/or SCC and advise of the change in flight following agencies, or contact the FCC or SCC directly after establishing flight following procedures with the USFS.

NOTE- Ventura County Fire Communication Center has created specific policies regarding flight following with the Aviation Unit. Upon initiating flight following via AFF, FCC will create an incident and track the aircraft via a map on AFF.gov, and/or also via radio communication. Operations and guidelines regarding an overdue helicopter or loss of communication with FCC, refer to the Aviation –Search and Rescue Unit SOP number Op15-12-16.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

Effective Date 09/01/17
SUPERSEDES Op12-12-16
APPROVED BY <i>Capt. Romano Bassi</i>
PAGE(S) 1 of 4

SUBJECT: OPERATIONS, HOIST

PURPOSE: To establish policy pertaining to hoist operations and minimum training standards

INTRODUCTION:

Hoist operations will generally be conducted in those situations where a victim is in need of immediate extraction from a hazardous condition, or is in need of immediate medical care and the helicopter is unable to effect a safe landing or hover pick up in a timely manner.

Hoist operations will be conducted at crew discretion, based on but not limited to, the following criteria:

- Availability of essential flight crew
- Weather conditions at rescue site (wind speed, turbulence, visibility, etc.)
- Aircraft performance limitations
- Victim location and medical condition. Non-critical or ambulatory victims should be transported to a nearby landing zone or pick up point, whenever possible.

Flight Crew

A minimum essential flight crew consists of a pilot, hoist operator and rescue crew chief.

When helicopter performance limitations permit and trained personnel are available, an additional crew chief may be carried to assist the hoist operator in loading the patient and performing EMS functions.

Training - Ground

Flight crews (pilots and crew chiefs) must complete initial training on the following subjects prior to assignment to hoist operations. In addition, flight crews must be thoroughly trained utilizing the Sheriff's Office manual for hoist training. The Aviation/SAR Unit Training Officer maintains a copy of the Hoist Training Manual.

1. Care and Pre-flight of the following equipment:

- A. Hoist - cable, hook and control pendant

- B. Cable cutter
- C. Cinch collar
- D. 3 point rescue harness
- E. Rescue strop
- F. Tag line
- G. Cascade rescue bag
- H. Stokes litter and bridle / Cascade bag and bridle
- I. CMC Hot Seat
- J. Iron Duck backboard

2. Operations

- A. System set-up
- B. Communications
- C. Patient packaging
- D. Grounding / Hook-up
- E. Positioning
- F. Hand signals

3. Med-Deck

- A. System set-up
- B. System operation
- C. Limitations

4. Hazards

- A. Obstacles
- B. Weather
- C. Aircraft performance

5. Emergency procedures

- A. Hoist motor failure
- B. Hoist motor runaway
- C. Cable hang-up
- D. Engine failure
- E. Tail rotor failure
- F. Hydraulics failure
- G. Frayed hoist cable

Training - Flight

1. New Aviation Unit / SAR pilots must complete a minimum of three (3) hoist training evolution as P.I.C. prior to assignment to hoist operations. A qualified Aviation Unit / SAR hoist pilot must be on board as instructor and safety pilot during training.
2. New crew chiefs shall competently demonstrate their skills and be signed off as a hoist operator and hoist rescue crew member, by an appointed Hoist Training Officer, prior to an assignment as a Hoist Operator, on an actual rescue mission. A Hoist Training operator should be on board during the new crew chief's actual first mission.

Search and Rescue Team Training

1. SAR team members must complete initial training on the following subjects prior to being involved in hoist operations:
 - A. Care and understanding of the following equipment:

Hoist approved harness (SAR team members will not be hoisted by their personal harnesses. Only an Air Unit approved harness, hot seat, or strop shall be used.)

 - Tag lines
 - Stokes litter and bridle / Cascade bag and bridle.
 - B. Normal procedures
 - Patient packaging
 - System set-up
 - Grounding / Hook up
 - Tag Line
 - Hand signals
 - C. Emergency procedures
 - Cable hang up
2. SAR team members will not be assigned hoist operator duties and are not required to train as hoist operators.
3. Hoist training must be documented and a copy of trained and current team members must be provided to the SAR team training officer.

Qualifications and Minimum Recurrence Requirements

1. Pilot - Aviation Unit / SAR pilots must complete initial hoist rescue training and

maintain the recurrent minimum of one (1) practice hoist operation every six (6) months to qualify as pilot in command of any hoist rescue operation.

2. Hoist Operator - Must be a crew chief who has completed initial hoist rescue training and maintained the recurrent minimum of two (2) practice hoist operations or actual hoist operation missions every six (6) months. At no time will hoist rescue operations be conducted without a current hoist operator on board. For the purposes of qualifications, a hoist rescue operation includes the hoisting of related equipment, such as, but not limited to, stokes, strop, cinch, screamer suit, rescue harness, tag-line and ALS equipment deployment.
3. Rescuer - May be any crew member with an EMT or greater medical certificate, who has demonstrated proficiency in hoist rescue training with skills in cascade or stokes assembly and packaging, strop, cinch, rescue harness, hot seat, and tag-line operations. The rescuer must be proficient in hoist hazard identification and ground based hoist evolutions. In addition, the hoist rescuer should be signed off by a Hoist Training operator prior to actual solo rescue.

Limitations

1. Wilderness and remote area night hoist operations are authorized as required, whenever the conditions of this SOP section, the **HOIST OPERATIONS – NVG** and the **NVG – GENERAL** SOPs are complied with.
2. Hoist operations may be conducted after sunset in urban or semi-urban areas where adequate artificial light sources permit clear visual ground reference, terrain and obstacle clearance.
3. Hoist operations will not be conducted solely by helicopter landing light, night sun searchlight or hoist light, unless the existing ambient or artificial light conditions permit continued safe operations in the event of a light failure.
4. Night short haul operations are permitted using night vision goggles (NVG) provided that all essential crewmembers meet the initial training and currency requirements for NVG operations, short haul operations, and NVG hoist rescue operations.
5. Hoist operations will not be conducted, or alternatively be suspended, in any instance where in the judgment of ANY member of the air crew (pilot, crew chief, hoist operator, etc.) or rescue personnel on the ground in the process of effecting a rescue, there is a danger presented to ground personnel by persons in the proximity of any ledge overlooking the scene of the operation, until said personnel remove themselves a safe distance from the ledge. The danger in this regard is presented by the potential for either falling rocks or debris being dislodged, or from equipment inadvertently dropped by on-looking personnel.
6. Should it be necessary to lower equipment and/or personnel down an embankment to assist in a rescue, such should be done from a safe “flanking” distance away from the rescue site, in order to avoid the potential for injury to either rescuers or victims

below from falling equipment, dislodged rocks or debris, etc.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE

09/01/17

SUPERSEDES

OP13-12-16

APPROVED BY

Capt. Romano Bassi

SUBJECT:

OPERATIONS, HOIST-NVG

PAGE(S)

1 of 3

PURPOSE: To establish policy pertaining to hoist operations with night vision goggles (NVG) and minimum training standards

INTRODUCTION:

Night wilderness or remote area hoist operations are permitted at the discretion of the Pilot(s) In Command (PIC), whenever the conditions and limitations set forth in the **HOIST OPERATIONS** and the **NVG - GENERAL** sections of this manual are complied with. Additionally, the conditions and limitations set forth in the Hoist Training Manual, as well as those set forth in this SOP, will also apply.

NVG Flight Experience - Minimums

1. Pilots

- A. Each Air Unit Pilot assigned as PIC of NVG hoist operations must have logged a minimum of twenty (20) hours of NVG flight time.
- B. Each pilot assigned as PIC must have a minimum of ten (10) hours of NVG flight time on wilderness or remote area SAR operations.
 1. SAR operations include night search and rescue operations within the Los Padres National Forest, Santa Monica Mountains, or any similar non-urban areas.
 2. SAR response to Santa Barbara, Kern or Los Angeles County are also considered remote area SAR operations.

2. Crew Chief / Hoist Operator

- A. Each crew chief / operator must have logged a minimum of fifteen (15) hours of NVG flight time.
- B. Each crew chief assigned as a hoist operator must have a minimum of (10)

hours of NVG flight time on wilderness or remote area SAR operations.

3. Crew Chief / Rescuer

A - Each crew chief / rescuer must be off of training status and have logged at least one (1) hour of NVG time. The one hour of NVG time must have been completed during initial training.

B- Crew chiefs that do not meet the listed hour requirement may still act as a hoist operator when supervised by a full time crew chief.

Flight Crew Training

In addition to the required normal hoist and NVG training, flight crews must complete the following initial and recurrent training prior to assignment on NVG hoist operations.

1. Initial Training

A. Each Air Unit pilot qualifying for NVG hoist operations must complete a minimum of three (3) night hoist evolutions as PIC utilizing night vision goggles.

1. An Air Unit NVG qualified pilot must be on board as an observer or flight crew member during initial training to ensure safe operating procedures are followed and that each pilot completing initial training meets unit performance standards.

B. Each crew chief must complete three (3) evolutions as hoist operator utilizing night vision goggles.

1. An Air Unit NVG qualified pilot and crew chief must be on board as an observer or flight crew member during initial training to ensure safe operating procedures are followed and that each crew chief completing initial training meets unit performance standards.

C. Training must include evolutions utilizing the searchlight or IR landing light, as required.

2. Recurrent Training

A. Each pilot must complete one (1) hoist evolution as PIC, utilizing night vision goggles every 6 months. Pilots with less than fifty (50) hours of NVG time and 24 hoists on NVG must complete one (1) hoist evolution utilizing NVGs as PIC every thirty days.

B. Each crew chief must complete one (1) hoist evolution as hoist operator and

one (1) evolution as rescue crewman, utilizing night vision goggles as required, every 6 months.

3. Weather Criteria

- A. In addition to the approved weather minimums for NVG operations (SOP 04-12-03-0-43), the maximum wind speed for NVG hoist operations is 22 KTS (25 MPH). The maximum gust spread is 10 KTS (12 MPH).
- B. Whenever wind velocities are unreported, it is the responsibility of the PIC to determine if weather conditions are acceptable for hoist operations.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: OPERATIONS, NVG GENERAL	EFFECTIVE DATE 09/01/17
	SUPERSEDES OP14-12-16
	APPROVED BY Capt. Romano Bassi
	PAGE(S) 1 of 6

PURPOSE: To establish guidelines and policy for Aviation/SAR Unit night vision goggle (NVG) flight operations

INTRODUCTION

Aviation/SAR Unit NVG operations are divided into three primary categories: Patrol, Search and Rescue, and EMS. This SOP section provides procedures and limitations for these operations.

1. **Patrol** operations include routine aerial patrol, narcotics support, surveillance, photo, urban search (walk-aways, missing persons, etc.), or any other missions associated with patrol operations. Single pilot NVG patrol operations are approved under the conditions and limitations contained in this SOP (see *Single Pilot NVG Operations*).
2. **Search and Rescue** operations include search and rescue of lost, missing or injured persons in wilderness areas, the transportation of SAR personnel and equipment, wild land fire support, EMS in wilderness areas or any other missions requiring remote area flight operations. SAR operations may require that a second pilot and second crew chief be on board when available or at the pilot's discretion (see *Two Pilot NVG Operations*).
3. **EMS** operations include response to medical emergencies occurring on state highways, county roads, or urban areas. Single pilot EMS operations are approved under the conditions and limitations contained in this SOP (see *Single Pilot NVG Operations*).

Minimum Aircraft Equipment

1. Helicopter NVG operations are approved in Unit helicopters equipped with NVG-compatible lighting. Compatible lighting means approved NVG filters installed on required flight instruments, console, overhead, radio, caution panel and cabin lighting, and an infrared landing light.
2. When necessary, NVG-compatible light sticks (cyalume) may be used to enhance cockpit lighting. Light sticks may also be used to substitute for inoperable cockpit lights.
3. Helicopters equipped with cockpit lighting other than NVG-compatible, should not

be used for NVG flights. If cabin lighting or other lights not essential for flight are not NVG-compatible, they shall be turned off during flight.

4. Each flight crew member must have immediately available for use an operable flashlight with compatible NVG filter.
5. Each essential flight crew member must be equipped with NVG goggles and meet the minimum goggle flight proficiency standards established within this SOP section (see *Recent Flight Experience - NVG* section).
6. One (1) extra set of NVG's shall be carried as a back-up pair on every NVG flight.

Goggle Maintenance

1. Unit night vision goggles will be maintained utilizing a 180-day inspection cycle. NVG maintenance inspection checklists and servicing procedures are located in *ITT TM-F4949-2 Technical Manual*.
 - a. 180-day inspection checklists (*ITT TM-F4949-2 Technical Manual*).
 - b. 180-day servicing procedures (*ITT TM-F4949-2 Technical Manual*).
 - c. The 180-day inspection and servicing procedures may be performed by Unit personnel who have received factory or similar training. The appropriate maintenance checklists must be used to insure proper checks and service procedures are followed.
2. Goggles that do not pass a 180-day inspection / service must be removed from service until all discrepancies are corrected.
3. Goggles in need of repair or inspection should be referred to unit personnel who have received factory or similar training, and have been properly trained and qualified to perform intermediate Level Maintenance.
4. Each goggle set must have a current maintenance tracking form readily available to each flight crew member. Flight crews should review the form prior to each NVG mission to ascertain that the required maintenance checks have been performed and that the goggles are in serviceable condition.
 - a. Asset Manager 2010 is the program used by the Aviation Unit / SAR for 180-day inspection data. This program must indicate the following:

- (1) Goggle serial number
- (2) Date of last 180-day servicing/due date of next 180-day inspection
- (3) Signature/Entry of person authorized to accomplish inspections and/or repairs

b. Goggle defects and repairs shall be tracked and recorded in the Asset Manager Audit and Inspection program.

- (1) Flight crews will report any goggle failures or defects to authorized unit maintenance personnel.
 - (2) Maintenance personnel will complete the SERVICE REPORT/NEW SERVICE ENTRY portion of the form upon completion of the required maintenance or repair prior to returning the goggles to service.
 - (3) Flight crews reporting goggle deficiencies must remove them from service and inform authorized maintenance personnel so that repairs can be made.
 - (4) Maintenance personnel must make an entry in the SERVICE REPORT section upon completion of the required maintenance or repair.
5. Battery use tracking will be monitored by crews for each set of goggles that are in use. Goggle batteries should be replaced within the previous 10 hours of flight time or the previous 90 days.
 6. Goggles will not be loaned or used by persons not assigned to the Aviation Unit / SAR. Only persons trained in the care and use of NVG goggles are authorized to use them.

Weather Criteria

1. Night vision goggle operations may be conducted under weather conditions, which permit a minimum of three (3) statute miles visibility and 500-foot ceiling within 1,000 feet of the intended flight path.
2. Ceiling conditions (fog, haze or pollutants) must be constantly evaluated for their effect on NVG performance.

Single Pilot NVG Operations

1. Single pilot NVG operations are approved for those flights, which occur under the general category of patrol and EMS (see *NVG-Introduction*). Single pilot NVG search and rescue operations are authorized; however, a second pilot should be utilized if available. A minimum of two (2) crew chiefs should be utilized on all

search and rescue operations.

- a. Whenever a single pilot operation is anticipated, an NVG qualified crew chief must be on board and equipped with NVG goggles.
- b. Single pilot NVG operations are permitted in urban or semi-urban areas where artificial light sources do not adversely affect goggle performance. Areas where single pilot NVG operations are permitted, but not restricted to, include:
 - (1) All urban areas and surrounding terrain
 - (2) Pacific Coast Highway (North and South) – including Santa Monica Mountains National and State Parks
 - (3) Highway 126 to the Los Angeles County line
 - (4) Matilija Canyon Road (to the trailhead)
 - (5) Highway 33 North to Rose Valley turn off
 - (6) Piru Canyon Road to Blue Point Campground
 - (7) Ojai Valley including Highway 150 to Upper Ojai and Sulphur Mountain Road
 - (8) Highway 150 North from Lake Casitas to the Ventura County line

NOTE: *When operating in these areas, if SAR operations or off-road landings are anticipated, a second pilot and crew chief should be requested, if available.*

Two Pilot NVG Operations

1. Generally, two (2) NVG qualified Aviation/SAR Unit pilots and two qualified crew chiefs should be on board, when available, when NVG SAR operations are conducted in remote mountainous terrain. This includes the Los Padres National Forest, Hungry Valley State Park, and all remote mountainous areas of Ventura, Santa Barbara, Los Angeles, and Kern Counties. When a second pilot is unavailable, a third qualified crew chief, when available, may be used to provide an extra degree of safety.

Out-of-County NVG Calls

1. Out of county calls are subject to the same limitations and crew requirements as in county NVG operations.
2. It is recommended that on out-of-county search and rescue operations or flights into remote mountainous terrain, two (2) NVG qualified pilots and two (2) qualified crew

chiefs should be on board. When a second pilot is unavailable, a third qualified crew chief may be utilized when available.

Dual Flight Controls Requirements - NVG

1. NVG flight operations that require two pilot flight crews must have dual flight controls installed in the aircraft.

Flight Crew Currency - Initial Training

1. Pilots and crew chiefs not familiar with night vision goggle procedures must attend basic ground school training.
2. Training will be conducted by a designated unit instructor proficient in goggle procedures, or by a commercially available NVG training school approved by the Aviation/SAR Unit Captain.
3. Minimum ground instruction will include the following subjects:
 - a. The night environment
 - b. Goggle nomenclature
 - c. Goggle limitations
 - d. Proper focus and adjustment techniques
 - e. Preflight checks
 - f. Maintenance checks and documentation
4. Each pilot new to the Unit will receive a minimum of ten (10) hours flight experience with a NVG safety pilot. The NVG safety pilot must be an NVG qualified Unit pilot who meets the minimum requirements for flight crew currency and recent flight experience for NVG as required by this SOP. The 10-hour training period will include flight training on the following procedures:
 - a. Hover, landing and take off procedures
 - b. Hover taxi procedures
 - c. Climbs, turns and descents
 - d. Proper instrument scan
 - e. Ridge line, pinnacle and confined area techniques

- f. Flight during various light conditions
 - g. Use of the searchlight while on NVG missions
5. Pilots new to the Aviation/SAR Unit and/or new NVG pilots must demonstrate to an NVG qualified Unit pilot, adequate proficiency in all phases of NVG flight prior to assignment as pilot in command on any NVG flight.
 6. New NVG crew chiefs will receive a minimum of three (3) hours NVG flight experience as a crewman on NVG flight operations. Crew chiefs must demonstrate to an NVG qualified Unit pilot their ability to communicate main rotor and tail rotor obstacle clearances to the pilot as well as perform normal in-flight radio and search procedures. Crew chiefs must also demonstrate proficiency on searchlight procedures while wearing night vision goggles.

Recent Flight Experience - NVG

1. NVG qualified pilots must have flown a **minimum** of 1-hour each three (3) calendar months using night vision goggles, and at a minimum, must comply with the provisions set forth in FAR Part 61.57(f).
2. Within that 1-hour of flight, a **minimum** of three (3) take offs and landings to unlighted landing zones in mountainous terrain must be accomplished.
3. NVG qualified crew chiefs must fly a minimum of 1-hour each **six** (6) calendar months as a flight crewman.
4. Pilots and crew chiefs on night patrol may maintain goggle proficiency utilizing any NVG-compatible Unit helicopter.
5. When operating UH-1, 205, 212 helicopters for NVG proficiency, two (2) pilot and two (2) crew chief flight crews shall be utilized, if available. This will improve crew coordination and minimize aircraft flight time.
6. Crew members that do not meet the minimum recent flight experience requirements of this section must re-qualify by participating as a crew member in a NVG training flight that includes a minimum of 1-hour of flight with three (3) take-offs and landings to unlighted landing zones in mountainous terrain. At least one (1) pilot and one (1) crew chief on the training flight must meet the recent flight experience requirements of this section.

Duty/Flight Time Limitations

1. Maximum night vision goggle (NVG) flight time limits for NVG flight crews are as follows:
 - a. Single Pilot – 4 Maintenance HOBBS hours per shift
 - b. Dual pilots – 6 Maintenance HOBBS hours per shift

2. Flight crew availability and duty time limitations are subject to the same requirements and restrictions described elsewhere in the Aviation Unit SOP. (See *Crew Availability and Limitations* SOP **Adm10-12-16**).



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE 09/01/17
SUPERSEDES Op15-12-16
APPROVED BY Capt. Romano Bassi
PAGE(S) 1 of 3

SUBJECT: OPERATIONS, OVERDUE HELICOPTER PROCEDURES

PURPOSE: To establish policy for Aviation/SAR Unit helicopter search procedures in the event a unit helicopter does not check in within the allotted time frame

INTRODUCTION:

If a helicopter flight does not check in with FCC or SCC within a 15-minute time frame, the following procedures must be initiated:

1. When Aviation/SAR Unit personnel are at the heliport, the SAR Captain or Sergeant and duty pilot will determine if an immediate search is required or if additional time should be allowed for the overdue helicopter to re-establish radio contact.
2. A maximum of 30 minutes past the normal check-in time will be allowed for an overdue helicopter to re-establish contact.

Initial Search Procedures:

1. Contact the department or agency the missing helicopter is supporting and ascertain if they have positive contact with the helicopter. Request that the helicopter contact FCC or SCC for flight following update.
2. Contact department or agency facilities along the designated flight route to determine if overdue helicopter has been seen or has landed.
 - a. Suggested departments or agencies to contact depending on known flight route and destination:
 - (1) Lockwood Valley Sheriff's Substation [REDACTED]
 - (2) U.S.F.S. L.P. Dispatch Center [REDACTED]
 - (3) Hungry Valley State Park [REDACTED]

- (4) Santa Monica Mountains Park (Angeles Dispatch) [REDACTED]
- (5) V.C.F.D. engine companies along designated flight route [REDACTED]
- (6) U.S. Coast Guard - Channel Islands [REDACTED]
- (7) East Valley S.O. Substation [REDACTED]
- (8) Local police departments along designated flight route (including CHP)
- (9) Oxnard Tower [REDACTED]
- (10) Pt. Mugu approach control [REDACTED]
- (11) Camarillo Tower [REDACTED]
- (12) Santa Paula Airport [REDACTED]
- (13) Chuchupate Ranger Station [REDACTED]
- (14) Lake Casitas [REDACTED]
- (15) Santa Barbara Tower [REDACTED]
- (16) Santa Maria Tower [REDACTED]
- (17) Simi Valley P.D. [REDACTED]
- (18) Santa Barbara Sheriff's Dept. [REDACTED]

b. If any helicopter is known to be operating outside Ventura County, contact:

- (1) Local fire departments
- (2) Local police departments
- (3) Local airports
- (4) U.S. Forest Service

- (5) Other agencies, which could assist in locating the missing helicopter
- c. Contact F.A.A. only if helicopter is confirmed overdue and missing.

Air Search Procedures:

If the missing helicopter is not located within the first 45 minutes in which it is overdue, an air search must be initiated.

If flight following was through FCC, FCC will immediately notify SCC and relay all pertinent information regarding the overdue helicopter. SCC will be responsible for initiation and control of the search for the overdue helicopter.

The on-duty flight crew will arrange for appropriate medical/rescue personnel.

The on-duty flight crew will respond to the last known position and commence an air search.

If no on-duty crew is available, an attempt must be made to locate an off-duty pilot and crew chief. If unable to locate an Aviation Unit flight crew, mutual aid should be requested from an appropriate agency.

When an air search is required, the Aviation Unit Captain must be notified. The Captain will then assume responsibility for coordinating the search and rescue operation.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: OPERATIONS, OVER-WATER FLIGHTS	EFFECTIVE DATE 09/01/17
	SUPERSEDES OP16-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 2

PURPOSE: To establish policy for the use of Aviation/SAR Unit helicopters on over-water flights

INTRODUCTION

The County of Ventura has 50 miles of Pacific Ocean shoreline, several lakes, two major rivers and many reservoirs, ponds, creeks and drainages within its boundaries. Aviation/SAR Unit helicopters can be called upon to handle many missions, some of which may require flights over the various types of bodies of water. Guidelines have been established to provide clarification as to what missions can be conducted and the preferred type of helicopter to be utilized when operating in an over-water environment.

GENERAL OVER-WATER FLIGHTS

The following guidelines shall apply when conducting SAR and training missions that require an over-water flight:

1. On any planned or known over-water recons, search and rescue missions and training flights, personal flotation vests and HABD breathing equipment is to be worn by all occupants. A life raft will be carried on board the helicopter.
2. Coastal recon, surf zone search and rescue, and ocean training flights are permitted in single-engine helicopters at the discretion of the pilot/crew, provided that the mission is conducted within approximately one quarter (1/4) mile of the shoreline.
3. Recon, search and rescue, snorkel operations and training flights conducted over landlocked bodies of water, such as local lakes, reservoirs and ponds, as well as the local rivers, creeks and drainages at flood stage, are permitted in single-engine helicopters at the discretion of the pilot/crew.

EXTENDED OVER-WATER FLIGHTS

Extended over-water flights are those that extend further than one quarter (1/4) mile offshore, such as the Channel Islands and the local oil platforms. Extended over-water flights are permitted when the following criteria is complied with:

1. Extended over-water flights in response to critical life threatening emergencies are

allowed when conducted in twin-engine helicopters. During exigent or extreme circumstances, a single-engine helicopter may be utilized at the discretion of the pilot/crew.

2. On extended over-water flights, personal flotation vests and HABD breathing equipment is to be worn by all occupants. A life raft will be carried on board the helicopter. Additional personal flotation vests should be carried on board for passengers and/or victims.
3. Extended over-water flights should be conducted during daylight hours only – daytime Visual Flight Rules (VFR) adhered to.
4. Extended over-water flights at night are approved when the following criteria are complied with:
 - a. A twin engine helicopter is used.
 - b. The helicopter is equipped with NVG compatible lighting and night vision goggles are utilized.
 - c. The helicopter is equipped with an operable auto-pilot system, and is approved for single pilot instrument flight rules operations (SPIFR).
 - d. A second pilot should be utilized for safety and navigation if available or requested by the Pilot in Charge (PIC).
5. Extended over-water flights occurring during daytime hours that are not in response to critical life threatening emergencies, will only occur with supervisory approval.

RESCUE SWIMMER

Except in exigent circumstances, whenever a rescue swimmer is on-board the helicopter, they shall be equipped with a rescue Personal Floatation Device (PFD), swim fins, mask, snorkel and appropriate exposure protection. Rescue swimmers can be deployed from the helicopter by either hoist cable, long line or free fall from a safe height.

TRAINING - INITIAL

All personnel shall attend and pass a swim proficiency test in a pool to establish they have swimming skills. In addition, all crew members shall pass “dunker” training prior to any flights over water.

TRAINING – RECURRENT

Flight crews will receive annual over-water training that will include, but not be limited to: emergency egress and survival equipment operations, rescue swimmer deployment from the helicopter into an aquatic environment, and rescue swimmer conditioning drills.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: OPERATIONS, PATROL ALTITUDES	EFFECTIVE DATE 09/01/17
	SUPERSEDES Op17-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 1

PURPOSE: To establish procedures for normal patrol altitudes by the Aviation/SAR Unit helicopters

INTRODUCTION:

The Aviation/SAR Unit flight crews will follow the procedures listed below for maintaining normal patrol altitudes:

1. With the exception of takeoffs and landings, normal patrol altitudes shall be 500 feet AGL daytime operations and 700 feet AGL during nighttime operations.
2. Deviations from these altitudes may be made as operationally necessary.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE 09/01/17
SUPERSEDES Op18-12-16
APPROVED BY Capt. Romano Bassi
PAGE(S) 1 of 2

SUBJECT: OPERATIONS, WEATHER REQUIREMENTS
--

PURPOSE: To establish limitations on Aviation/SAR Unit helicopter operations

INTRODUCTION:

Aviation/SAR Unit helicopter operations are limited to Visual Flight Rules (VFR) / Instrument Flight Rules (IFR) non-icing conditions. IFR Flight will be conducted at the discretion of the pilot in command and only when the provisions of F.A.R. 61.57 (c), (d) and (e) have been met. In addition, the aircraft must meet the equipment, instrument and certification requirements listed in the Federal Aviation Regulations F.A.R 91.205 (d) and (e). VFR/IFR limitations mean no less than those prescribed by the F.A.R. It is the responsibility of the pilot in command to be familiar with and comply with the applicable provisions of the following F.A.R.s:

1. F.A.R. 91.155 - *Basic V.F.R. Weather Minimums*
2. F.A.R. 91.157 - *Special V.F.R. Weather Minimums*
3. F.A.R. 91.167 thru 91.187 – *I.F.R Instrument Flight Rules*

Weather Minimums - General

The following criteria are minimum/maximum weather conditions established by this S.O.P. which Aviation Unit / SAR helicopter operations may be conducted. Limitations established by this SOP are minimums/maximums and are not intended to supersede or substitute for sound judgment and safe operating practices. When in doubt or when encountering situations not covered by Aviation Unit SOP, FAR 91.3(a) applies.

F.A.R. 91.3(a) - *The pilot in command of an aircraft is directly responsible for, and is the final authority as to, the operation of that aircraft.*

Wind Limitations

Effects of wind on flight operations vary considerably with terrain, altitude, visibility and mission requirements.

It is the responsibility of the pilot in command not to exceed published flight manual limitations for the type aircraft flown.

In addition, the following Aviation Unit limitations apply:

Coastal, urban and agricultural areas

- 50 kts (57 stat. mi.) Peak velocity with a maximum 20 kt gust spread

Foothills and mountains

- 40 kts (46 stat. mi.) Peak velocity with a maximum 15 kt gust spread

When wind speed and gust spread are not available, the pilot in command is responsible for determining wind conditions and suitability for flight operations.

Wind limitations are established by Aviation Unit policy and are not to be exceeded except in the most extreme, life threatening situations, and only when approved by the pilot in command and the Aviation Unit officer in charge.

Weather Minimums - NVG

1. Night vision goggle operations will be conducted only under weather conditions which permit a minimum 3 statute miles visibility and 500 foot ceiling, above the highest terrain obstacle within 1000 foot of the intended flight path.
2. Ceiling conditions (fog, haze, pollutants) must be constantly evaluated for their effect on NVG performance.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE 09/01/17
SUPERSEDES Op19-12-16
APPROVED BY Capt. Romano Bassi
PAGE(S) 1 of 4

SUBJECT: OPERATIONS, AERIAL FIREFIGHTING AND WILDFIRE SUPPORT
--

PURPOSE: To establish guidelines for the operation of Aviation - SAR Unit helicopters during wildfire support missions

PROCEDURE

Firefighting operations are generally initiated via a request from the Ventura County Fire Department. The request may be for a local fire or for a mutual aid/assistance for hire response to another county. Local fires can be handled immediately as per any local emergency. Out of county responses will require the pre-approval of the Aviation - SAR Unit Captain or Sergeant.

MINIMUM FLIGHT CREW

The minimum essential flight crew for a fire in Ventura County consists of a pilot and fire manager/crew chief. On out-of-county responses, the minimum flight crew will consist of a pilot, a crew chief or Fire Manager. Additional personnel may include:

- Fire Hand Crew
- Medical Personnel
- Jet Tender
- Mechanic

OPERATIONAL CONSIDERATIONS

The following considerations need to be evaluated prior to and during fire fighting operations.

Scene Safety

- Location and size of the fire
- Area hazards (power lines, radio towers, wires, trees, etc.)
- Terrain (mountains, canyons, ridgelines)
- Weather and visibility conditions (wind, heat, smoke, clouds, etc.)
- Threat to life and property
- Additional aircraft on scene or in the area (allied agency aircraft, media, private)

Approved Helispots

- Approved Ventura County Helispots are listed in the Helispot Manual

Alternative Helispots / Criteria

- Reasonably flat
- Clear of people, vehicles and hazards
- Consider wind direction for approach and take off
- Consider hazards for approach and take off (power lines, trees, towers, etc.)
- Consider structures flown over during approach and take off
- Secure loose items such as trash, blankets, plywood or other hazards
- Wet down area if dusty
- Safety circle 100'
- Touchdown pad 20' X 20' clear and level

Snorkel Sites

A Snorkel Site should be free from obstructions and hazards. Approved Ventura County Snorkel Sites are listed in the Helispot Manual. Crew members shall wear a PFD when snorkeling over large or deep bodies of water. Alternative Snorkel Sites in close proximity to the fire can be considered, such as:

- Ponds
- Reservoirs
- Rivers/Creeks

Fueling Sites

- If not already located at approved Helispots, Fueling Sites shall meet the same specifications as for alternative Helispots

Fire Crew Pick up and Drop off

- Upon approval of the Pilot in Command, deployment of the Fire Hand Crew will be made upon the recommendation of the Crew supervisor, fire manager, or incident commander.

Required Radio Frequencies

- Incident Command
- Tactical
- Air to Ground
- Air to Air/Victor
- Air Tactics
- Air Guard

Extended Attack

When the magnitude of the fire indicates that it will extend past the first operational period, consideration must be given for additional aircraft, a fuel tender and the required

personnel for staffing and relief. In addition, approved or alternative Helispots should be established to replace and/or supplement any Snorkel Site in use.

NIGHT FIRE OPERATIONS

Water Dropping Missions (Ref. VCFD O.P. 5203)

Water dropping missions will only be conducted during darkness following Firescope NVG policy. The PIC retains the authority to veto missions as delineated in the SOP Requests, Aircraft Activation. Water drops should not be conducted solely through the use of NVG. Other lighting sources to be considered are ambient light, roadways with traffic, freeways, and residential / city lights.

Fire Recon/Transportation Missions

May be conducted as a normal night mission

Fire Search and Rescue/Medical Missions

May be conducted as a normal night mission

TRAINING

Fire managers and crew chiefs must complete initial and recurrent training on the following subjects prior to assignment on a fire.

1. Helispot Operations

- Helispot evaluation and set-up
- Helicopter water filling – Kamlock operation
- Snorkel operations – deployment and storage
- Helicopter refueling
- Communications – radio and hand signaling
- Emergency procedures – takeoff and landing / on deck / battery and fuel shut off switches

2. Equipment

- Helitorch – Pilot's only
- Sphere Dispenser (AIDS)
- Fire Shelters
- PFD's (Personal Flotation Device) – snorkeling operations
- Radios – Fire Frequencies
- FLIR Operations
- Fire Mapping
- Night Vision Goggles (NVG's)

3. Documentation

- Load Calculations
- Passenger Manifest
- Cost Estimate Sheet
- Jet Tender Fuel and Mileage Sheets

CERTIFICATION/CARDING

Pilots, aircraft and jet fuel tenders are to be certified and carded annually by USDA/USDI Interagency inspection personnel prior to use on outside agency fires. This certification is not required for Ventura County Fire Department operations on a case-by-case basis, IE: new pilot or crew training and new equipment.

RELATED STANDARD OPERATING PROCEDURES AND MANUAL(S)

Aviation ~ SAR Unit SOP

- Flight Crew, *Availability and Limitations*
- Fuel, *Jet Tender Operations*
- Fuel, *Hot Fueling Operation*
- Operations, *NVG General*
- Operations, *Hoist – NVG*
- Operations, *Over Water Flights*
- Operations, *Weather Requirements*
- Requests, *Out-of-County Agency*
- Requests, *Out-of-County Crew Assignments*
- Training, *Flight Crew Training and Currency*

I/AW Ventura County Fire Department Helispot Manual



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: REQUESTS, CONFLICTING AGENCIES	EFFECTIVE DATE 09/01/17
	SUPERSEDES Op20-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 1

PURPOSE: To establish policy and guidelines for the Aviation/SAR Unit when simultaneous use of Aviation/SAR Unit aircraft is requested

INTRODUCTION:

Conflicts involving simultaneous use of the helicopter(s) shall be resolved by discussion between the Aviation/SAR Unit Captain and/or Sergeant and the requesting agency. In the event that the Aviation/SAR Unit Captain or Sergeant is unavailable, a designated representative of the Sheriff's Department shall resolve the situation.

1. The following priorities shall be applied in resolving the conflict:
 - a. The protection and/or saving of human life
 - b. The protection of personal property and/or valuable natural resources
2. The agency which initiated the first dispatch of the helicopter(s) shall retain operational control of the aircraft until the conflict can be resolved; however, any emergency flight will supersede a non-emergency flight.
3. Any "in county" requests for emergency services shall be provided without charge to the user agency.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: REQUESTS, PATROL CALLS FOR SERVICE	EFFECTIVE DATE 09/01/17
	SUPERSEDES Op21-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 1

PURPOSE: To establish procedures for airborne law enforcement support to patrol units by the Aviation/SAR Unit helicopters

INTRODUCTION:

The Aviation/SAR Unit will provide airborne law enforcement support to the Sheriff's Department patrol units assigned to unincorporated areas and those cities which have contracted with the Sheriff's Department for law enforcement services. The Aviation/SAR Unit may also provide air support to any independent city in Ventura County requesting assistance.

1. Any sworn Sheriff's Department employee may request aircraft assistance from the Aviation/SAR Unit when they believe an aircraft will assist them in the performance of their duties.
2. The employee requiring assistance may either contact the aircraft directly if the aircraft is airborne, or contact Sheriff's Communications Center (SCC) with their request for aircraft assistance.
3. SCC will either contact the airborne helicopter or call the Aviation/SAR Unit.
4. In the case of after hours need, General Order # 02-07-08-07 is applicable.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: EMERGENCY DEPLOYMENT SCHEDULE	EFFECTIVE DATE 01/15/18
	SUPERSEDES New Policy
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 2

PURPOSE: To establish guidelines for the transitioning to an emergency 24 hour a day deployment schedule for Aviation Unit Sheriff's Office personnel in the event of a natural disaster or other catastrophe.

DEFINITION

The Emergency Deployment Schedule will establish 24 hour coverage to meet the needs of any large scale incident. The schedule will include both day shift and dawn shift periods for Aviation Unit Pilots and Sheriff's Office Crew Chiefs. All Sheriff's Office personnel assigned to the Aviation Unit full time will immediately begin working 12 hour shifts, excluding the maintenance staff and the management assistant.

Day shift duty hours will be 0600 hours to 1800 hours.

Dawn shift duty hours will be 1800 hours to 0600 hours.

PROCEDURE

During a large scale disaster or catastrophic event, the Aviation Unit Captain, or in his/her absence the Aviation Unit Sergeant, will determine when to transition to the Emergency Deployment Schedule. During natural disasters, such as fires or earthquakes, this will normally coincide with the Aviation Unit Fire District personnel switching to a 24 hour schedule initiated by Fire District management. Sheriff's personnel will be notified when the Emergency Schedule is being deployed and that they are transitioning to 12 hour duty shifts.

Duty shifts will not typically exceed 18 hours. The schedule will include pilots, crew chiefs, and fuel tender driver positions. The volunteer search and rescue medics will also be asked to accommodate the 12 hour duty shift if possible. 24 hour shifts shall be avoided whenever possible. Sheriff's Office employees will notify and seek prior approval from the Aviation Unit captain or sergeant whenever it appears that the employee will be required to work a 24 hour shift. In order to ensure that there are sufficient personnel resources to staff the Emergency Deployment Schedule, all scheduled training shall be canceled.

Pilots

The most common pilot deployment will include 2 pilots on day shift and 1 pilot on dawn shift as the NVG rescue aircraft, if requested. Whenever possible, the Emergency Deployment Schedule will take into consideration the flight/rest time limitations set forth in the Aviation Unit Administrative Policy governing flight crew, availability and limitations. (Admin10.) Exceedance/variation from these guidelines shall be approved by the Aviation Unit sergeant, Aviation Unit captain, Special Services commander, or Executive Staff.

Crew Chiefs

Whenever possible, the Sheriff's Office full time crew chiefs will be scheduled on separate duty shifts and workdays. Collateral Sheriff's Office crew chiefs will be used to cover 12 hour shifts whenever possible to avoid a full time crew chief working 24 hour shifts. If possible, the Aviation Unit captain will seek to have the collateral crew chiefs temporarily reassigned to the Aviation Unit during the emergency if the collateral crew chief regular assignment is not affected by the emergency.

Maintenance Staff

The schedule will include at least one maintenance staff member covering weekends from 0800-1700 hours.

Duration

The need for the Emergency Deployment Schedule will continually be reevaluated and transitioning back to the standard schedule will be made as soon as possible.

~SAFETY PROGRAM~

Foreword

Accident, Incident Notification Plan

Accident, Incident Plan Checklist

Accident, Investigation Board

Accident, Investigation Procedures

Accident, Mishap Checklist/Family & Relative Notification

Accident, Mishap Checklist/News Media Notification

Accident, Mishap Scene Security

Records, Aircraft Maintenance and Equipment Logs

Records, Flight Crew Training and Personnel

Records, NTSB Forms

Records, Witness Statements and Interview

Records, Wreckage, Cargo, and Evidence Storage and

Disposition

Safety, Unit Safety Meetings



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

FOREWORD

The Sheriff's Aviation/SAR Unit's mission of law enforcement, search and rescue, firefighting, and emergency medical services, is inherently a high-risk operation. The risks associated with its operation can be managed through training, experience and sound judgment.

It is a goal of the Sheriff's Aviation/SAR Unit to maintain an accident free work place. This can be accomplished through the establishment of safe standard operating procedures and the hiring of dedicated, professional, well-trained personnel.

Accident prevention is the responsibility of every individual. To attain an accident free environment, a safety program has been implemented. The Aviation/SAR Unit Safety Officer will administrate the program. Aviation/SAR Unit personnel are expected to assist in the prevention of accidents and injuries. It is the responsibility of each individual to identify hazards, faulty procedures, or other potential safety hazards and report them immediately to the Safety Officer and/or a supervisor. In addition, the Safety Officer will bring all safety issues to the immediate attention of Aviation/SAR Unit management and supervisory personnel.

A hard copy of the Aviation/SAR Unit standard operating procedures, including the safety program, will be available for viewing at the hangar as well as via the Department's intranet website.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
09/01/17

SUPERSEDES
06-08-01-1

APPROVED BY
Capt. Romano Bassi

SUBJECT:

SAFETY, UNIT SAFETY MEETINGS

PAGE(S)

1 of 1

PURPOSE: To establish policy and procedures for Aviation-SAR Unit Safety Meetings to identify and discuss safety hazards

PROCEDURE:

1. Regularly scheduled safety meetings will be the forums to discuss safety issues or hazardous incidents. The meetings generally will coincide with scheduled monthly training and are mandatory for Aviation-SAR Unit personnel, including maintenance and management personnel.
2. Minutes of the meeting will be kept on file along with recommendations for any changes to Aviation-SAR Unit policy or procedure.
3. Safety meetings are not the only time or place to identify safety issues. Safety issues shall be brought to the attention of those involved at the time the hazardous condition or incident occurs. An Aviation-SAR Unit Supervisor will also be immediately notified of all safety issues at the time of occurrence. In addition, safety-related issues should be brought to the attention of all Aviation-SAR Unit personnel at the earliest opportunity. Email or any other effective medium may be used, rather than waiting for the date of the safety meeting to arrive.
4. In addition to the scheduled safety meetings, a reading file consisting of safety related reading materials will be kept on file at the Sheriff's Aviation Unit. The file will be made available to all Aviation-SAR Unit personnel.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE

09/01/17

SUPERSEDES

09-11-14-2

APPROVED BY

Capt. Romano Bassi

SUBJECT:

ACCIDENT, INCIDENT NOTIFICATION PLAN

PAGE(S)

1 of 4

PURPOSE: To establish guidelines for the notification of required personnel to investigate accidents whenever an aircraft of this department is involved in an incident, which results in (**substantial**) damage to the aircraft or serious personal injuries. Damage or injuries must be a direct result of the operation of the aircraft intended for flight and its associated equipment

DEFINITIONS:

1. Operation of an aircraft is defined as, "the engines are operating and producing power and rotor blades or propellers are turning." Associated equipment is any equipment that receives its power and ability to perform its function when the aircraft is in operation.
2. Substantial damage is further defined as damage that adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component.
3. Engine failure or damage limited to an engine, if only one engine fails or is damaged, bent fairings or cowlings, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips **are not** considered substantial damage for the purpose of this notification plan but may still require notification under this policy.
4. Serious injury means any injury which requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; causes fractured bones (except simple fractures of fingers, toes, or nose); causes severe hemorrhages, nerve, muscle, or tendon damage; involves any organ; or involves second or third degree burns, or any burns affecting more than 5 percent of body surface.

PROCEDURE:

1. When a Ventura County Sheriff's aircraft is involved in an accident or has been reported missing and believed to have been involved in an accident, the Sheriff's watch commander will document and implement the following procedure:
 - a. Name of person reporting the accident
 - b. Telephone number of the caller
 - c. Location of accident
 - d. Extent of injuries, if known
 - e. Extent of damage to aircraft
 - f. Names and telephone numbers of all witnesses
2. If the accident or incident occurs anywhere in Ventura County, the watch commander will immediately dispatch Sheriff's patrol units to the scene to assist in the security of the accident site and to identify potential witnesses.
3. If the accident or incident occurs in a location not accessible by ground units, Aviation Unit helicopters may be used to transport required personnel to the accident scene.
4. Immediate notification of the following personnel must be made by whatever means possible:
 - a. Aviation Unit Safety Officer
 - b. Aviation Unit Captain
 - c. Aviation-Search and Rescue Unit Sergeant
 - d. Aviation Unit Pilot(s)
 - e. Aviation Chief of Maintenance
5. If any of the above individuals are involved in the accident, the remainder of the Aviation Unit pilots should be notified. In addition to the above personnel, the following people should be notified:
 - a. Sheriff
 - b. Undersheriff

- c. Special Services Division Assistant Sheriff
 - d. Special Services Division Commander
 - e. Division commander for the area of the accident
6. Upon receiving information of a Sheriff's Department aircraft involvement in an accident, the Aviation Unit safety officer will, in accordance with Sub Part B of the National Transportation Safety Board Reporting Rules and Procedures, immediately notify the National Transportation Safety Board (NTSB); (844) 373-9922. If he is unable to contact the NTSB, he will immediately contact the nearest Federal Aviation Administration (FAA) field office; 818 904-6291.
7. The Aviation Unit safety officer will provide the following information, if possible, to the NTSB and the FAA:
- a. Type, nationality, and registration of aircraft
 - b. Name of owner and operator of aircraft
 - c. Name of pilot in command
 - d. Date and time of accident
 - e. Point of last departure and destination
 - f. Position of aircraft with reference to some easily identifiable geographic point
 - g. Names and total number of persons on board, number of injured or fatalities
 - h. Nature of accident, weather, night, extent of damage to aircraft, if known
 - i. Any unusual information about passengers or cargo carried (medivac, hazardous materials, etc.)
8. The Aviation Unit safety officer will, within 10 days following an accident, or within seven days of an aircraft missing, submit to the local NTSB office, a report of the incident on NTSB Form 6120.1. Additional reports will be filed upon specific request by an authorized member of the NTSB.
9. At the time the report is submitted, each crewmember will attach a statement regarding conditions, facts and circumstances relating to the accident or incident. If a crewmember is unable to submit a statement at the time of the incident, he

will submit the required statement as soon as he is physically able.

10. The scene of the accident, if located in Ventura County, will be preserved by the flight crew, if able, or an authorized representative of the Sheriff's Department. They will act to preserve all items of the wreckage, cargo and accident site. This will be preserved until an authorized representative of the NTSB or the FAA arrives at the site.
11. There should be no release of information regarding the accident to anyone, including news representatives, family members or the general public, except as authorized by Sheriff's Department guidelines.
12. Should the Aviation Unit safety officer be unavailable to implement the plan, an Aviation Unit Pilot or the Aviation Unit Training Officer will implement the plan according to the accident/mishap checklist.
13. In the event of an FEPP aircraft accident/mishap, which results in serious injury or substantial damage, the Aviation Unit safety officer will also make a verbal report of the incident to Cal Fire as soon as possible.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT:

ACCIDENT, INCIDENT PLAN CHECKLIST

EFFECTIVE DATE

09/01/17

SUPERSEDES

96-05-15-0

APPROVED BY

Capt. Romano Bassi

PAGE(S)

1 of 1

PURPOSE: To establish policy and procedures for an Aviation Unit incident plan checklist in the event of a Sheriff's helicopter mishap.

PROCEDURE

This checklist is to be used in the event of a mishap involving a Sheriff's Department aircraft which meets the criteria for accident reporting in the National Transportation Safety Board (NTSB) Part 830. This checklist is not all inclusive of the items that may be covered for a mishap.

1. Scene security, log of assigned personnel
2. NTSB and FAA notification - NTSB accident reporting forms complete
3. Notification of family and relatives in the event of death or serious injury per this SOP
4. News media notification per SOP
5. Sheriff's accident investigation board
6. Witness interviews
7. Collection of wreckage, cargo and evidence
8. Securing aircraft maintenance records and equipment logs
9. Securing aircrew training and personnel records



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE

09/01/17

SUPERSEDES

06-08-01-1

APPROVED BY

Capt. Romano Bassi

SUBJECT:

ACCIDENT, INVESTIGATION BOARD

PAGE(S)

1 of 2

PURPOSE: To establish policy and procedures for the Sheriff's Aviation Accident Board to conduct a separate collateral investigation into an aviation accident or incident independent of the NTSB or FAA.

PROCEDURE:

1. The Sheriff's Aviation accident board is to conduct a separate collateral investigation into an aviation accident or incident independent of the NTSB or FAA. The goals of the board will not be to find fault, but to identify causes of the accident or incident and make recommendations regarding safety of flight issues.
2. The board shall consist of the Sheriff's Aviation Unit captain, Sheriff's Personnel captain, Sheriff's Aviation Unit pilot not involved in the accident, Sheriff's Aviation Unit chief of maintenance or Sheriff's Aviation Unit aircraft mechanic, a skilled accident investigator and other members as determined by the Sheriff or his representative.
3. The Sheriff's accident investigation board should conduct a thorough investigation. The accident scene should be photographed and video recorded. The inside of the aircraft wreckage should be photographed with particular attention given to position of flight controls and readings on aircraft instruments. The scene should be diagramed and sketched with as much accuracy as possible, giving attention to detail on location of debris and impact marks. Weather information at the time of the accident should be gathered from witnesses, as well as air traffic control. Fuel samples from the aircraft and aircraft jet tenders should be taken immediately after the accident. The samples should be secured in a safe place pending analysis.
4. Aircrew statements should be audio recorded as soon as possible. Written statements should be provided by each crew member for NTSB reports. Witness statements should be audio recorded as soon as possible after the accident. Air traffic control and tower radio transmissions or radar tracking tapes are normally secured by NTSB or FAA. These tapes are normally available to the Sheriff's

Department upon request. Investigators should be aware of requirements of AB301 during interviews.

5. Aircraft maintenance and equipment logs for the aircraft involved in the accident should be secured by the chief of maintenance and turned over to the Sheriff's board for copying. The NTSB and FAA shall make their own copies.
6. Aircrew personnel and training records of the involved flight crew will be secured by the Aviation Unit Captain and provided to the board. Copies of these records will be furnished to the NTSB and FAA upon request.
7. The Sheriff's accident investigation board will interview all members of the Aviation Unit not involved in the accident. This may help identify trends or common mistakes, equipment limitations or other problems. All statements will be kept confidential. The board will review aviation Unit and Department SOPs, in an effort to determine any impact on the cause of the accident.
8. The Sheriff's accident investigation board will gather all data and findings, including NTSB and FAA results and submit a written report to the Sheriff, including recommended changes in policy or procedures.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
09/01/17

SUPERSEDES
97-11-24-0

APPROVED BY
Capt. Romano Bassi

SUBJECT:
ACCIDENT, INVESTIGATION PROCEDURES

PAGE(S)
1 of 1

PURPOSE: To establish procedures and guidelines for the Aviation Unit to investigate Sheriff's Department aircraft accidents or incidents

GENERAL:

The purpose of any accident investigation is to identify causes of and establish corrective measures to prevent future accidents.

PROCEDURE:

1. The procedure to be used in the event of a Sheriff's Department aircraft accident or incident will start with the incident notification plan. Upon initial notification of an accident or incident, the Aviation Unit safety officer will determine if the accident or incident meets the criteria for accident reporting under Title 49, Code of Federal Register Part 830, and then contact the NTSB and the FAA.
2. The NTSB will conduct an investigation of the accident with the full cooperation of the Ventura County Sheriff's Department. The Ventura County Sheriff's Department will conduct a separate collateral investigation. The board will consist of the Aviation Unit captain, a Sheriff's pilot, Sheriff's aircraft mechanic and other members as determined by the Sheriff or his representative.
3. An additional Sheriff's review board will be established consisting of the Sheriff's Department Personnel captain and at least two designees. The purpose of this board is to investigate any procedures or policies established by Sheriff's Department management that may have contributed to an aircraft accident or incident. This board will make recommendations regarding Sheriff's Department and/or Aviation Unit management policy and procedures.
4. The goal of the Sheriff's Department investigation will not be to find fault but to identify problems and to prevent future accidents. Based upon those findings, corrective measures and standard operating procedures will be changed or implemented. The NTSB report and findings will be given full consideration in conjunction with the findings of the Sheriff's investigation.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
09/01/17

SUPERSEDES
96-05-15-0

APPROVED BY
Capt. Romano Bassi

SUBJECT:

ACCIDENT, MISHAP CHECKLIST/FAMILY & RELATIVE NOTIFICATIONS

PAGE(S)

1 of 1

PURPOSE: To establish policy and procedures for family notification in the event of a Sheriff's Aviation Unit accident or incident involving Sheriff's personnel which results in serious injury or death

PROCEDURE:

1. In the event of a death or serious injury to a member of the Sheriff's Aviation Unit as a result of an aircraft accident or incident, notification of the family will be accomplished in accordance with Department guidelines.
2. Notification will be done in person, if possible. Notification **will not** be done over the telephone. Any information given over the telephone will be only to confirm that an accident has occurred. No other information will be provided.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
09/01/17

SUPERSEDES
96-05-15-0

APPROVED BY
Capt. Romano Bassi

SUBJECT:
ACCIDENT, MISHAP CHECKLIST/NEWS MEDIA

PAGE(S)
1 of 1

PURPOSE: To establish policy and procedures for news media notification in the event of a Sheriff's Aviation Unit accident or incident involving Sheriff's personnel which results in serious injury or death or damage or loss of a Sheriff's Department aircraft.

PROCEDURE:

1. In the event of a death or serious injury to a member of the Sheriff's Aviation Unit as a result of an aircraft accident or incident, notification of the news media will be accomplished in accordance with Department guidelines.
2. Any requests for information on deaths or injuries will be withheld pending notification of relatives.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
09/01/17

SUPERSEDES
96-05-15-0

APPROVED BY
Capt. Romano Bassi

SUBJECT:

ACCIDENT, MISHAP SCENE SECURITY

PAGE(S)

1 of 1

PURPOSE: To establish policy and procedures for Aviation Unit aircraft accident scene protection during investigation.

PROCEDURE:

1. Any Ventura County Sheriff's Department aircraft accident site located in Ventura County, will be immediately secured by Sheriff's Department sworn employees. These personnel will consist of the Aviation-Search and Rescue sergeant, other members of the Sheriff's Aviation Unit and patrol deputies.
2. The accident site will be secured with the minimum number of personnel necessary to secure the site. The security team will be responsible for restricting the public, news media and any other nonessential personnel from entering the site. Their duties will include the prevention of removal of any wreckage or other articles at the site until NTSB officials, FAA inspectors or Sheriff's Aviation accident investigators authorize the removal of the wreckage.
3. Prior to the time the NTSB or its authorized representative takes custody of the aircraft wreckage or cargo, such wreckage or cargo may not be disturbed or moved except to the extent necessary.
 - a. To remove persons injured or trapped
 - b. To protect the wreckage from further damage
 - c. To protect the public from injury
4. A log will be kept listing all personnel at the scene and who was permitted inside the perimeter of the wreckage site.
5. Where it is necessary to move wreckage or cargo, sketches, descriptive notes, photographs and videos shall be made of the original positions and condition of the wreckage and any significant impact marks.
6. The security team will comply with NTSB part 830.10 and will be given a copy of that part by the Aviation Unit safety officer.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE

09/01/17

SUPERSEDES

96-05-15-0

APPROVED BY

Capt. Romano Bassi

SUBJECT:

**RECORDS, AIRCRAFT MAINTENANCE AND
EQUIPMENT LOGS**

PAGE(S)

1 of 1

PURPOSE: To establish policy and procedures for the securing of aircraft maintenance and equipment logs to be provided to the NTSB, FAA and Sheriff's Aviation Unit aircraft accident investigation board, when a Sheriff's aircraft has been involved in an accident or incident

PROCEDURE:

1. The Sheriff's Aviation Unit chief of maintenance will secure all records of any Sheriff's aircraft involved in an accident or incident and will turn these records or copies of these records over to the investigating agencies.
2. The records will consist of, but not be limited to, weight and balance, engine, aircraft and any other records of maintenance or parts.
3. The chief of maintenance will also be responsible for securing equipment and inspection records of equipment carried on board the aircraft involved in the accident. This equipment can consist of oxygen bottles, first aid kits, survival equipment and any other item normally carried on board the aircraft in flight.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
09/01/17

SUPERSEDES
96-05-15-0

APPROVED BY
Capt. Romano Bassi

SUBJECT:

**RECORDS, FLIGHT CREW TRAINING AND
PERSONNEL**

PAGE(S)

1 of 1

PURPOSE: To establish policy and procedures for the securing of Sheriff's Aviation Unit crewmembers' personnel and training records when the crewmembers have been involved in a Sheriff's aircraft accident or incident.

PROCEDURE:

1. The Sheriff's Aviation Unit training officer will secure all records of qualifications, training, medical evaluations and licenses of any crewmember involved in a Sheriff's aircraft accident or incident.
2. The training officer will turn copies of these records over to the NTSB, FAA and Sheriff's accident investigation board upon their request.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT:

RECORDS, NTSB FORMS

EFFECTIVE DATE

09/01/17

SUPERSEDES

09-11-14-1

APPROVED BY

Capt. Romano Bassi

PAGE(S)

1 of 1

PURPOSE: To establish policy and procedures for complying with Title 49, Code of Federal Register, Part 830, Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft

PROCEDURE:

1. The NTSB forms (attached) for accident and incident notification are to be filled out in compliance with Title 49, Code of Federal Register, Part 830, Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft.
2. NTSB form 6120.1 will be filled out by the Sheriff's Aviation Unit safety officer immediately upon verification of an accident or incident involving Ventura County Sheriff's aircraft in accordance with NTSB Part 830.5
3. The forms will be filed with the nearest NTSB field office within 10 days of the accident or incident. A report on an incident for which notification is required by Part 830.5 shall be filed only as requested by an authorized representative of the NTSB.
4. Each crewmember, if physically able at the time the report is submitted, shall attach a statement setting forth the facts, conditions, and circumstances relating to the accident or incidents as they appear to him. If the crewmember is incapacitated, he shall submit the statement as soon as he is physically able.

NTSB Form 6120.1 can be downloaded at:

http://www.nts.gov/Aviation/6120_1_fillable_savable.pdf



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
09/01/17

SUPERSEDES
96-05-15-0

APPROVED BY
Capt. Romano Bassi

SUBJECT:
**RECORDS, WITNESS STATEMENTS AND
INTERVIEWS**

PAGE(S)
1 of 1

PURPOSE: To establish policy and procedures for the Sheriff's Aviation Accident Investigation Board to take witness statements

PROCEDURE:

1. Witness statements from the scene of a Sheriff's aircraft accident can be extremely valuable in determining the cause of an accident. Their recollection of the event should be gathered and recorded as soon as possible.
2. The first Sheriff's patrol units on the scene of a Sheriff's aircraft accident occurring in Ventura County, should identify witnesses to the accident.
3. The witnesses should be separated and their names, residence addresses, business addresses and telephone numbers written down.
4. Witnesses should be kept at the scene to be interviewed by the accident investigation board.
5. Should a witness not be able to stay at the scene, every attempt should be made to have that individual provide a location or phone number where they may be contacted at a later date.
6. All witness statements should be audio recorded whenever possible.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
09/01/17

SUPERSEDES
96-05-15-0

APPROVED BY
Capt. Romano Bassi

SUBJECT:
**RECORDS, WRECKAGE, CARGO, AND EVIDENCE
STORAGE DISPOSITION**

PAGE(S)
1 of 1

PURPOSE: To establish policy and procedures for the preservation, handling, storage and disposition of wreckage, cargo or evidence involving a Sheriff's aircraft

PROCEDURE:

1. Any wreckage, cargo or evidence as a result of a Sheriff's aircraft accident or incident will be secured and handled in accordance with NTSB and FAA directives. Should there be no directives from these agencies, the Sheriff's Department will handle the wreckage and cargo as if it were evidence in a criminal case and store it in a secure location.
2. The wreckage and/or cargo will be disposed of only after all investigations including civil or criminal cases are completed.

~SEARCH AND RESCUE POLICIES~

Mission Statement

Administrative, Conduct and Ethics

Administrative, Dual Team Status

Administrative, Equipment

Administrative, Hazing

Administrative, Insurance Coverage

Administrative, SAR Liaison

Administrative, Membership Eligibility

Administrative, Reimbursements

Administrative, SAR Identification

Administrative, Team Designations

Administrative, Uniform Search and Rescue Star

Administrative, Vehicle Maintenance and Repair

Documentation, Injuries

Documentation, Operations

Documentation, Reporting Statistics & Finances

Documentation, Vehicle Accidents

Operational, Code 3 Driving

Operational, Dead Body Calls / Recovery

Operational, Disabled Motorist Assistance

Operational, Firearms

Operational, Out of County Requests

Operational, Press Relations

Operational, Radio Procedures

Operational, Safety & Personal Responsibility

Operational, Watercraft



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT:

MISSION STATEMENT

EFFECTIVE DATE

10-1-18

SUPERSEDES

APPROVED BY

*Capt. Romano
Bassi*

PAGE(S)

1 of 1

The members of the Ventura County Sheriff's Office Search and Rescue Unit, operating under the authority of the Ventura County Sheriff, will continue the mission set forth of safe-guarding lives and property.

We will accomplish our mission by utilizing extensive backcountry knowledge, underwater rescue operations, K-9 handling, and advanced medical skills. We will maintain a dedication of duty not only the residents of Ventura County, but also to other counties within the State who are in need to our assistance. We will always strive to provide the residents of the County of Ventura with highest level of public service.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: ADMINISTRATIVE, CONDUCT AND ETHICS	EFFECTIVE DATE 10-1-18
	SUPERSEDES SAR01-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 2

PURPOSE: To provide Conduct and Ethical guidelines that are intended to establish a positive public image for Search and Rescue and for the Ventura County Sheriff's Office.

All Search and Rescue personnel are civilian volunteers and are classified as Disaster Service Workers by the California Governor's Office of Emergency Services. Individual / team conduct and work performance has a profound impact on the public's perception of the Ventura County Sheriff's Office.

While public perception of SAR activity is generally of a positive nature, the following guidelines are intended to maintain our public image at the highest level.

- Members shall not discriminate against others because of age, race, religion, sex, national origin or political affiliation.
- In the performance of their respective duties, all SAR personnel shall conform to the Sheriff's Office and their respective team's chain of command.
- Once committed to a rescue operation, no SAR member shall leave the scene without the express knowledge and authorization of the Incident Commander (IC).
- No SAR member shall use their status with the Sheriff's Office for personal gain (ie: reward, gratuity, advertising, etc.). Badges will not be displayed or utilized for personal gain.
- SAR members shall conduct themselves as a professional rescue team member to foster the greatest harmony and cooperation between themselves, other SAR teams, the Sheriff's Office and the community.
- No SAR member shall consume any intoxicating substance while engaged in any rescue or training, nor shall any member respond to any call-out while impaired by any intoxicating substance, medication or physical impairment.

- No SAR member shall use any habit-forming drug or narcotic other than those prescribed by a physician.
- SAR members shall be truthful in all communications with their team, the Office, and any other Law Enforcement or Governmental agency.
- All SAR members must maintain a valid California Driver's license.
- SAR members shall not operate any County vehicle except as required to perform their duty, nor shall any SAR member allow an unauthorized person to operate or ride in any County vehicle.
- No SAR member shall willfully violate any Federal statute, State law, or local ordinance.
- No SAR member shall address any public gathering, appear on radio or television, or appear in photographs as a representative of the Sheriff's Office or its rescue program; nor shall any member write articles or manuscripts, or endorse publications, wherein he/she is identified as a member of the Sheriff's Office and/or its SAR program; without first obtaining permission of the Office through the Aviation / SAR Unit Captain or SAR Unit Sergeant.
- SAR members are to avoid engaging in any independent law enforcement activity. They are, however, expected to render assistance to any peace officer as directed by the peace officer.
- Any contact with law enforcement concerning a SAR member's involvement in a criminal matter shall be reported immediately to the SAR Coordinator or his designee.

Policy Distribution / Member Responsibility

As new or revised SOP's are approved, the SAR Coordinator or Assistant SAR Coordinator will deliver them to each Team Captain. It will be the responsibility of the Team Captain to inform the attending members of the revisions and/or new SOP's at the following team meeting. The revised and/or new SOP title(s) will be recorded in the team minutes and reviewed at the following team meeting. It will be the responsibility of each member to maintain current knowledge of Search and Rescue SOP's. The Team Captain may choose to make copies of the revised and/or new SOP's and distribute to the team members. Each team shall maintain a current and up-to-date copy of the Search and Rescue SOP Manual.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: ADMINISTRATIVE, DUAL TEAM STATUS	EFFECTIVE DATE 10-1-18
	SUPERSEDES 06-09-01-0
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 1

PURPOSE: To provide guidelines to members wishing to maintain membership on two (2) SAR teams.

Dual team membership is discouraged, however dual team membership may be permitted with prior approval and subject to satisfactory performance and any other requirements that individual teams may require (ie: attendance, training, call-out participation, etc.). It will be the responsibility of the individual to comply with the requirements and demands created by dual team membership in order to retain or maintain dual team status. If a conflict arises, it will be brought forward by any affected Team Captain for resolution by the SAR Coordinator, Assistant SAR Coordinator, or Team Liaison.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 10-1-18
	SUPERSEDES SAR04-12-16
	APPROVED BY Capt. Romano Bassi
SUBJECT: ADMINISTRATIVE, EQUIPMENT	PAGE(S) 1 of 1

PURPOSE: To provide SAR personnel with guidelines for acquisition and storage of equipment.

The basis for conducting all search and rescue operations is to provide a needed public service. The safety of all personnel involved will always be a primary consideration of providing such service. The Sheriff's Office will endeavor to provide high quality equipment required to accomplish any given mission in as safe a manner as possible. As the budget allows, equipment is upgraded and inventory expanded to enhance the capabilities of the SAR teams.

Rescue personnel are encouraged to make their wishes for new and additional equipment known. The Team Captain or Equipment Officer for each team are responsible for submitting requests for new and stock items to the Team Liaison or SAR Coordinator.

Requests for new equipment must be approved by the SAR Coordinator and Aviation / SAR Unit Captain. Requests for stock equipment must be approved by the SAR Coordinator and will be delivered to the next team meeting or sooner, depending on arrangements.

Large quantities of equipment may be stored in the SAR equipment room at the hangar. Each team may be requested to maintain increased quantities of some equipment for disaster preparedness.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
10-1-18

SUPERSEDES
SAR06-12-16

APPROVED BY
Capt. Romano
Bassi

SUBJECT:

ADMINISTRATIVE, HAZING

PAGE(S)

1 of 2

PURPOSE: To comply with Federal Law, California State Law, and Sheriff’s Office Policy.

Hazing Defined: Any physical or mental harassment, abuse or humiliation, or requirements to perform meaningless tasks as a portion of initiation or qualification for acceptance into a group.

Hazing can become a problem during any situation wherein any person or group of people has authority or perceived authority over another.

Hazing is prohibited by United States Law, California State Law, and Sheriff’s Office Policy.

Hazing activities may derive from what are considered to be old traditions and ceremonies. An effort to legitimize and justify hazing is often put forth by those individuals responsible as being necessary to promote group loyalty and camaraderie through shared suffering. An effort to justify and rationalize hazing is often offered up by the fact that “we had to undergo this – therefore others should experience the same”. The fact that a subject of hazing does not object or even agrees to participate in the activity does not lessen the severity of the act.

With respect to the identification of hazing, personnel should analyze any suspected activity on the following basis:

- Does the activity involve mental distress such as humiliation or intimidation?
- Does the activity involve physical abuse?
- Does the activity involve a significant risk of injury or a question of safety?
- Does the activity lack a nexus to the function performed by the team?
- Would you be comfortable conducting this activity in the presence of the Sheriff?

Hazing is inclusive of, but not limited to the following:

- Physical activities and/or requirements having little or no nexus to the purpose and mission of the group. (IE: running, calisthenics, obstacle courses, etc.)

- Requiring the wearing or carrying of unusual items such as: bells, rocks, tools, or any other items out of the ordinary.
- Pushing, shoving, striking, or other physical abuse of new members.
- Profanity or other demeaning language directed at new members.
- Physical activity as punishment of new members (IE: running, push-ups, etc.)
- Any formation or “line-up” of new members, which may lead to, any form of physical or mental harassment.
- Calling new members (collectively or individually) an assortment of names (IE: “probie”, “boot”, “newbie”, etc.)
- The requirement for new members to complete some level of certification as a “rite of passage” which is not later required of team members.
- Requiring new members to follow certain procedures that are not required of initiated members (IE: entry/exit of a room or building by specified door(s), etc.)
- Yelling or screaming at new members.
- Requiring new members to ingest food items that might be considered to be unappetizing.
- Requiring new members to consume alcohol or some other beverage.
- Lengthy work or training sessions.
- Requiring new members to perform any activity designed to “entertain” initiated members.

SAR Team Members, Trainers, and/or Officers are not to participate in nor condone hazing in any manner or form. Any suspected hazing is to be reported to the Sheriff's Office SAR Coordinator at the earliest convenience.

Participation in hazing or failure to report hazing will result in the removal of offending team member(s) from the team.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
10-1-18

SUPERSEDES
SAR08-12-16

APPROVED BY
Capt. Romano
Bassi

SUBJECT:
ADMINISTRATIVE, INSURANCE COVERAGE

PAGE(S)
1 of 2

PURPOSE: To provide a definition of the insurance coverage for SAR members.

Search and Rescue personnel are classified as Disaster Service Workers by the California Governor’s Office of Emergency Services. As a result SAR personnel are provided with medical insurance and workers compensation benefits by the California Disaster Service Workers Insurance Fund while participating in search and rescue activities. Refer to Cal OES Disaster Service Worker Volunteer Program Guidance document dated 2016.

Search and Rescue activities are divided into two categories:

SAR Missions and SAR Training.

SAR Missions:

When SAR personnel are activated for an actual search and rescue mission they are covered by DSW, excluding travel to and from the location. An exception to this would be a case of gross negligence in performing one’s duty. Additionally, DSW coverage would terminate if a SAR member was released from a call out and he/she stopped on the way home for personal reasons and then resumed driving home several hours later.

SAR Training:

When SAR personnel are engaged in search and rescue related training they are covered by DSW only while they are actually participating in the training exercise. If a SAR member were to be injured driving to or from the training site there would be no DSW coverage.

Supplemental Volunteer Accident Coverage:

The Sheriff’s Aviation Search and Rescue Unit recognizes the value of the SAR teams to the Department, County, and community. As a result SAR members are often called upon to perform non search and rescue related tasks. In an effort to provide SAR personnel with medical insurance while performing non SAR activities the Aviation

Search and Rescue Unit has purchased a Blanket Accident Insurance Policy. The insurance policy went into effect on December 13th 2005 and will be renewed annually. The following contains information regarding the Accident Insurance Policy.

Policyholder:

Ventura Sheriff's Search and Rescue Unit
375 Durley Avenue # A
Camarillo Ca. 93010

Classification of Eligible Persons:

All volunteers of the policyholder for whom the premium has been paid. Approximately 170 volunteers.

Covered Activities:

While participating in scheduled, supervised, and sponsored activities of the policyholder.

Benefit Schedule:

Accidental Death Benefit
Maximum Amount: \$25,000.00

Accidental Dismemberment Benefit
Maximum Amount: \$25,000.00

Accidental Medical Expense Benefit
Maximum Amount: \$250,000.00 Deductible: \$250.00 per incident
Dental Maximum: \$250.00 per tooth per accident

Paralysis Benefit
Maximum Amount: \$25,000.00

A copy of this policy is available to all Search and Rescue members upon request.

Vehicle Insurance:

The Sheriff's Department provides vehicles for each SAR team to meet the obligations of its mission. Personally owned vehicles utilized for any SAR purpose are not covered by County insurance and any damage to a POV arising therefrom must be covered by individual insurance services.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
10-1-18

SUPERSEDES
SAR16-12-16

APPROVED BY
Capt. Romano
Bassi

SUBJECT:

ADMINISTRATIVE, SAR ASSISTANT COORDINATOR / LIASION

PAGE(S)

1 of 2

PURPOSE: To establish the role and responsibilities of the Search and Rescue (SAR) Assistant Coordinator and SAR Liaison position

INTRODUCTION

The SAR Assistant Coordinator and SAR Liaison position is a collateral position that may be filled by a Senior Deputy or Deputy. SAR Assistant Coordinators and SAR Liaisons answer directly to the SAR Coordinator. The Assistant Coordinator position differs from the Liaison position due the additional responsibility of covering call outs for the SAR Coordinator (Sergeant) and frequency of the call outs.

This position is expected to serve a 3-year minimum / 5-year maximum term. An extension of the 5-year maximum will be at the discretion of SAR Coordinator or Aviation Unit Captain.

Assistant SAR Coordinators will be assigned to one the three SAR mountain teams. SAR Liaisons will be assigned to one of the four other SAR teams (Dive, Medical, K-9, and Mounted).

DUTIES / EXPECTATIONS

- Obey and enforce all laws and provisions of the Department General Orders and Aviation / SAR Unit Standard Operating Procedures (SOP)
- Actively supervise and serve as an example to SAR membership
- Provide leadership and oversight to assigned SAR team
- Keep Aviation / SAR Administration and supervisors appraised of significant events that occur or issues that arise concerning any SAR team
- Attend team meetings and training sessions

- Respond to SAR call-outs as requested by SAR Administration, including out-of-county mutual aid calls
- Perform Incident Commander responsibilities as requested by SAR Administration
- Promptly respond to all requests, which include phone messages and email
- Ensure the proper documentation of team call-out missions and the timely submission of all reports

ATTESTATION

A copy of this SOP will be provided to the SAR Coordinators / Liaison at the time of appointment. SAR Coordinators / Liaisons will acknowledge receipt and understanding of this SOP by signing below as an attestation of the stated duties and expectations. This signed attestation will be maintained at SAR Administration.

I, the undersigned, fully understand the above stated expectations and agree to abide by them.

Signed _____ **Date** _____



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
10-1-18

SUPERSEDES
SAR10-12-16

APPROVED BY
Capt. Romano
Bassi

SUBJECT:
ADMINISTRATIVE, MEMBERSHIP ELIGIBILITY

PAGE(S)
1 of 2

PURPOSE: To determine eligibility for SAR membership through the Sheriff's Office and outline the application process for new members.

Each person who shows an interest in joining one of the Sheriff's Office Search and Rescue teams shall complete the single page "Application for Search and Rescue volunteer membership." Applications can be found online at VCSD.ORG. The following outline will be followed:

- Step 1 Applicant shows an interest in team and submits an application.
- Step 2 Each respective team will establish a protocol for interviewing and selecting interested applicants. A selected applicant will be provided with a current Personal History Statement.
- Step 3 Applicant completes PHS and returns it to the appropriate team. The PHS will be submitted directly to the SAR Coordinator.
- Step 4 The SAR Coordinator will review the application for completeness and forward to Sheriff's Human Resources.
- Step 7 Sheriff's Human Resources will notify the SAR Coordinator regarding the status of applicant's background check (accepted or denied).
- Step 8 SAR Coordinator will notify Team Captain of the results.
- Step 9 If probationary membership is accepted, the applicant will then report to Sheriff's Personnel, at the Government Center, to have photos and fingerprints taken for the OES and Sheriff's ID card. **New or probationary members will not be allowed to participate in any training or operation until the above process is completed in full.**
- Step 10 The metal badge will be issued at the annual All Teams Training, upon completion of probationary status.

To maintain current information on team membership each Team Captain shall submit an updated call out roster to the SAR Coordinator by January 1st of each year.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: ADMINISTRATIVE, REIMBURSEMENTS	EFFECTIVE DATE 10-1-18
	SUPERSEDES SAR11-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 1

PURPOSE: To reimburse SAR members for legitimate expenses incurred as a result of a search and rescue operation.

Eligible expenses include:

1. Necessary meals, within County guidelines.
2. Out of Pocket fuel expenses for County vehicles, if no County fuel source is available.
3. Mileage for private vehicle mileage used on SAR business, with prior SAR Coordinator approval.
4. Lost or damaged clothing.
5. Lost or damaged personal rescue equipment, necessarily used on a given operation.
6. Lost or damaged personal property necessary to an individual (ie: eye glasses, watch, etc.)
7. Any other item, as authorized by the SAR Coordinator.

(Note) Luxury items (ie: expensive jewelry, wristwatches etc.) are not to be worn during search and rescue operations and they will not be replaced / repaired if lost or damaged/

Claims for reimbursement must be submitted with a receipt to the Team Captain within 30 days of expense or loss, for first approval. Second approval will be by the SAR Coordinator.

Search and Rescue personnel shall not encumber the Ventura County Sheriff' Office for any expense without prior approval.

Approval shall be received prior to incurring expenditures.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE 10-1-18
SUPERSEDES SAR12-12-16
APPROVED BY Capt. Romano Bassi
PAGE(S) 1 of 1

SUBJECT: ADMINISTRATIVE, SAR IDENTIFICATION

PURPOSE: To provide proper identification for SAR personnel while engaged in SAR operations.

The official and proper identification for SAR personnel shall consist of the issued Sheriff's Office Search and Rescue identification card and the Disaster Service Worker identification card issued by the Sheriff's Office of Emergency Services (OES).

Search and Rescue badges are not to be considered or used for ID purposes. All forms of identification are the property of the Sheriff's Office and shall be returned if SAR membership is discontinued for any reason.

It is the responsibility of the ID holder to maintain his/her identification in good condition and to make renewal / replacement requests when necessary.

If an ID card, DSW card or metal badge is lost or stolen the affected SAR member shall immediately report the loss to the team's respective coordinator/liaison and team captain. All relevant information related to the loss shall be provided so a report can be generated with an RB number by a sworn member of the department. All badges will be entered into CLETS.

The SAR Coordinator shall be made aware of the loss and given a copy of the completed report. The SAR Coordinator will contact Sheriff's Human Resources to make arrangements for replacement of the lost items.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
10-1-18

SUPERSEDES
SAR13-12-16

APPROVED BY
Capt. Romano
Bassi

SUBJECT:

ADMINISTRATIVE, TEAM DESIGNATIONS

PAGE(S)

1 of 1

PURPOSE: To describe the primary duty and area of responsibility for the SAR teams.

RESCUE 10

Fillmore Mountain Search & Rescue

Primary area of responsibility: Northeast portion of County

RESCUE 20

Upper Ojai Mountain Search & Rescue

Primary area of responsibility: Northwest portion of County

RESCUE 30

East Valley Mountain Search & Rescue

Primary area of responsibility: Southeastern portion of County

RESCUE 40

Underwater Search & Rescue

Primary area of responsibility: All bodies of water within Ventura County including the Pacific Ocean and county offshore islands

RESCUE 50

Mounted Search & Rescue

Primary area of responsibility: Any area within Ventura County, where horses can safely be ridden

RESCUE 60

Medical Search & Rescue

Primary area of responsibility: Provide medical coverage for Sheriff's Aviation Unit helicopters on all medical / rescue calls.

RESCUE 70

Canine (K-9) Search & Rescue

Primary area of responsibility: Any area within Ventura County where dogs can be utilized.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE

10-1-18

SUPERSEDES

SAR14-12-16

APPROVED BY

Capt. Romano

Bassi

SUBJECT:

ADMINISTRATIVE, UNIFORM & SEARCH AND RESCUE STAR

PAGE(S)

1 of 2

PURPOSE: To assure that all SAR members maintain a consistent and professional appearance while participating in SAR operations.

All Search and Rescue members are required to maintain at least one uniform in compliance with their team regulations. Any proposal for uniform modifications / alterations must be submitted to the SAR Coordinator for departmental approval.

Uniforms should only be worn when participating in a Team / Department function or assignment.

Uniforms should be clean and in good repair.

The placement of patches is to be as follows:

- Ventura County Sheriff's patch on left sleeve
- SAR rocker centered ½ inch below Sheriff's Department patch
- Team patch on right sleeve (if appropriate)
- Name tag above the right breast pocket
- EMT patch or Mountain Rescue patch centered above the right breast pocket (certified EMT's or MRA members only)

Footwear should be hiking boots (except Posse and Dive Team).

Rappel or black belt.

Appropriate SAR cap, as determined by the team and approved by the SAR Coordinator.

The Underwater team's uniform consists of a red team jacket and will follow patch placement as stated above.

The wearing of apparel with Department insignias should only be done in conjunction with training and call-outs. The use of any part of the uniform that identified oneself, as being affiliated with the Sheriff's Department should be done with circumspection and discretion.

SEARCH AND RESCUE STAR:

If a SAR team elects to utilize the Sheriff's Search and Rescue Star (metal or cloth) on its uniform, it will be placed above the left breast pocket area. Any part of the uniform that has the Sheriff's Search and Rescue Star or Sheriff's Department patch attached to it will not be worn off-duty.

The Sheriff's Search and Rescue metal badge will only be worn in uniform while engaged in a Search and Rescue function. **The metal badge is not to be placed into a flat badge wallet or placed on a badge holder that can be affixed to a belt.**

Off-duty is any time while a SAR member is not engaged in training, SAR operations, or other authorized detail.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
10-1-18

SUPERSEDES
SAR15-12-16

APPROVED BY
Capt. Romano
Bassi

SUBJECT:
ADMINISTRATIVE, VEHICLE MAINTENANCE & REPAIRS

PAGE(S)
1 of 2

PURPOSE: To provide guidelines to SAR personnel for routine maintenance on County vehicles.

Maintenance:

All County owned vehicles are required to be mechanically maintained* by GSA Fleet Services. No work is to be done by anyone other than GSA without prior approval from the SAR Coordinator. There are two (2) approved locations for vehicle maintenance. The Saticoy Service Center is located at 11201 River Bank Drive in Ventura and the East Valley Station Service Center located at 2101 East Olsen Road in Thousand Oaks.

GSA Fleet Services will notify the Aviation / SAR Coordinator when scheduled maintenance is due. The Coordinator will notify the SAR Team Captain of the vehicle number, day and time the vehicle needs to be delivered to the Service Center. All attempts will be made to schedule vehicles for the beginning of the week. The Coordinator will also notify the Team Captain of when the vehicle is ready to be picked up. All communications will go through the Coordinator and not directly to GSA Fleet Services. Each team will be responsible for the delivery and pick up of vehicles. The following is a list of teams and respective service sites:

Upper Ojai	Saticoy Service Center
Fillmore	Saticoy Service Center
East Valley	Saticoy & East Valley Station Service Center
Dive	Saticoy Service Center

* Vehicles are required to be serviced every 4 months or 4,000 miles, whichever is greater. A type "C" service is done every 20,000 miles and a type "D" service is done every 40,000 miles.

The following is a list of contact people in the order to be utilized:

Vehicle Coordinator	Fire Control Worker (FCW) 388-4212
Alternate #1	Team Liaison Varies
Alternate #2	SAR Coordinator 388-4257

Repairs:

All work on County owned vehicles must be approved by the SAR Coordinator, and coordinated through GSA Fleet Services. The following is an outline of the process which will be followed, should elective work and/or repair be needed:

- Submit a written request to the SAR Coordinator or Team Liaison detailing what type of work / repair is needed.
- Once repair work has been approved by the SAR Coordinator the Air Unit / SAR FCW (Vehicle Coordinator) will contact GSA Fleet Services and make arrangements to have the repairs completed.
- The Vehicle Coordinator will notify the Team Captain and provide him or her with the date and time the vehicle is to be delivered to the Service Center for repairs.
- The SAR team will have the responsibility to deliver the vehicle to the location that the work is to be done. Aviation Unit / SAR personnel may be able to assist in the delivering and/or pick up of vehicles depending on staffing.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

	EFFECTIVE DATE 10-1-18
	SUPERSEDES SAR03-12-16
	APPROVED BY Capt. Romano Bassi
SUBJECT: DOCUMENTATION, INJURIES	PAGE(S) 1 of 1

PURPOSE: To provide reporting guidelines in the event of an injury to a SAR member while performing SAR duties.

Any injury that is sustained by a SAR member during any training, SAR operation or any other time while performing official SAR duties, it shall immediately be reported through the SAR chain of command to the SAR Coordinator.

Any injury that results in medical attention beyond basic first aid (minor cuts, etc.) will be brought to the attention of the SAR Coordinator or Team Liaison as soon as practical.

The SAR Coordinator or Team Liaison will ensure that both State Compensation Insurance Fund injury reports (State Form 3301 & State Form 3267) are completed and forwarded to the Governors Office of Emergency Services within 24 hours. The 24 hour phone number for Cal OES is 888-222-3211.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
10-1-18

SUPERSEDES
SAR05-12-16

APPROVED BY
Capt. Romano
Bassi

SUBJECT:

DOCUMENTATION OF OPERATION

PAGE(S)

1 of 2

PURPOSE: To maintain a complete and accurate account of all circumstances pertaining to SAR operations.

A SAR Activity Report will need to be completed for all SAR operations. A SAR ICS 201 will need to accompany the Activity Report if an operation is conducted. The ICS 201 consists of the following:

- Incident Briefing
- Current Organization
- Resource Summary
- Summary of Current Actions
- Communication / Unit Log

A Victim Profile and Plan will be completed on all victims. A Field Interview card should be completed on others who are related to the operation (ie: Reporting Party, people with victim information, etc.)

ICS 202 (Incident Objectives) needs to be completed on all operations, which extend past the hasty type operation.

ICS 204 (Team Assignment) needs to be completed on all operations that require field deployment of personnel.

ICS 209 (Public Information Summary – Incident Status) needs to be completed at the request of an agency representative or Team Leader.

ICS 211-E (Equipment Check In / Out) needs to be completed on operations when equipment tracking is desired.

ICS 211-P (Personnel Check In / Out) needs to be completed on all operations.

The Incident report shall be completed for all operations.

The ICS packet should be completed within 24-hours of the completion of the operation. Certain circumstances could however require the ICS packet to be completed immediately following the termination of the operation. Routinely, the completed packet of documentation must be delivered to the SAR Coordinator or his designee by the end of the next team meeting. Each team is encouraged to maintain a copy of the documentation for statistical and team documentation purposes.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
10-1-18

SUPERSEDES
SAR09-12-16

APPROVED BY
*Capt. Romano
Bassi*

SUBJECT:

DOCUMENTATION, REPORTING, STATISTICS AND FINANCES

PAGE(S)

1 of 2

PURPOSE: To provide guidelines to each SAR team as to the yearly reporting requirements.

Each year, the Aviation Search and Rescue Unit is required to report specific statistics regarding the previous years activities. The information needed to compile these statistics comes from the six SAR teams and the Aviation Unit. Each SAR team will provide their statistical information to the SAR Coordinator annually. The information will be due by February 1st and will be comprised of the previous year's statistics. The following information will be required in a written format.

Total number of:

- Missions, including stand-bys
- Mission man-hours
- Subjects rescued
- Search missions
- Technical missions
- Avalanche missions
- Recovery missions
- Subjects recovered
- Missions outside your primary service area
- Missions where medical aid was performed
- Public education presentations
- Public education man-hours
- Training events
- Training man-hours

Activity types:

- Hiking / Climbing
- Water related
- Skiing (Downhill and cross-country)
- Snowboarding
- Snow Machine

- Hunting
- Aircraft Accident
- Automobile / Motorcycle Accident
- Mountain Biking
- Other (Describe)

Financial Reporting:

All seven of the Sheriff's Office Search and Rescue Teams are members of a California non-profit public benefit corporation named, "Ventura County Sheriff's Office Volunteer Search and Rescue Incorporated." This corporation has been granted non-profit status per section 501(c)(3) of the Internal Revenue Code. As a result all six SAR teams are required to submit a financial report to the SAR Coordinator by February 1st of each year. The financial report needs to cover all of the teams' financial transactions from the previous year (January 1st through December 31st). The financial report shall include the following information.

- Name of bank or financial institution where account(s) are held
- Type of account(s): savings, checking, long term investment etc.
- All account balances as of January 1 for the previous year
- All monies received during the previous year
- How money was received donation or fundraiser
- Summary balance sheet of expenditures
- All account balances on December 31st
- Copy of tax return(s)

Monthly Training Report:

Each Team Captain is responsible for ensuring that the, "Ventura County Sheriff's Office Search and Rescue Training Report" is completed and submitted to the SAR Coordinator after each training session. The completed report must be submitted to the SAR coordinator before the next scheduled training.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE 10-1-18
SUPERSEDES SAR07-12-16
APPROVED BY Capt. Romano Bassi
PAGE(S) 1 of 1

SUBJECT: DOCUMENTATION, VEHICLE ACCIDENTS

PURPOSE: To provide guidelines for SAR personnel if involved in a vehicle accident while in a County owned vehicle.

The operator of a Sheriff's Department Search and Rescue vehicle involved in an accident shall do all of the following, regardless of the extent of damage:

- Provide / Arrange for medical attention for any injured party(s).
- Notify the appropriate law enforcement agency (if applicable).
- As soon as practical contact the SAR Coordinator, Assistant SAR Coordinator, or Team Liaison and have them respond to the scene.
- If no SAR Coordinator is available, contact Sheriff's dispatch and have a Deputy respond to the scene to initiate the appropriate reports.

In any case where injury is sustained by anyone, treatment and care of the injured should take priority.

In cases involving an accident with another vehicle or property, it is appropriate to exchange driver information with the other party; however, you are advised not to discuss the accident.

- Take photos of the accident scene, specific areas of damage, and surrounding areas if you have access to a camera or cell phone with camera function. If possible, take pictures of the accident prior to moving vehicles.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
10-1-18

SUPERSEDES
SAR17-12-16

APPROVED BY
*Capt. Romano
Bassi*

SUBJECT:

OPERATIONAL, CODE 3 DRIVING

PAGE(S)

1 of 2

PURPOSE: To provide criteria for initiating and driving with red lights and sirens.

DEFINITIONS

“Code 3 operation” is defined as the operation, in the line of duty, of an authorized emergency vehicle (Vehicle Code section 165) in response to an emergency, utilizing a red light and siren.

An “emergency” is a condition of urgent need for action or assistance.

INTRODUCTION

Under specific conditions, per County Counsel Opinion dated February 6, 2008, volunteer SAR personnel may be authorized to operate a specifically equipped County vehicle in Code 3 mode. Those conditions are:

- The response must be to a bona fide emergency.
- A Code 3 response must be directed by Sheriff’s SCC (Dispatch) or alternatively, a sworn member of the Sheriff’s Department.
- The vehicle responding Code 3 must display a solid burning red lamp visible to the front for a distance of 1,000 feet, and may display a flashing amber light(s) to the rear. (NOTE: No light bar, blue light, side-facing white lights, or flashing strobes are permitted).
- The vehicle responding Code 3 must be transporting life-saving equipment.
- The driver of any vehicle responding Code 3 must have completed the Department’s Code 3 driving course.

PROCEDURE

Code 3 operations of County vehicles by Search and Rescue personnel are not authorized, unless directed by the Sheriff’s Communications Center (SCC), the SAR Coordinator, or his designee.

All Search and Rescue personnel have a responsibility to drive in a safe manner while operating County vehicles. Although certain emergency situations may justify minor violations of the rules of the road, the Basic Speed Law (Vehicle Code section 22350) must be adhered to at all times. California Vehicle Code section 22350 states, "No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed which endangers the safety of persons or property." Responses to emergency situations shall be in compliance with the California Vehicle Code.

When responding "Code 3" the red light is to be used in conjunction with the siren at all times. The siren shall be operated throughout its entire tone scale fluctuating from a high to low pitch. Where the possibility of traffic conflict is present, the red light and siren shall be activated sufficiently in advance so that pedestrians and motorists have adequate warning of the approaching emergency vehicle.

When driving code 3, all SAR personnel shall drive with due regard for the safety of all persons using the highway. Additionally, they will not be protected from the consequences of an arbitrary exercise of the privileges granted in section 21055 of the California Vehicle Code.

PRIVATELY OWNED VEHICLES

Search and Rescue volunteers will by-and-large respond to SAR team call-outs in their privately owned vehicles (POV). POV's **are not** authorized emergency vehicles as defined by Section 165 of the California Vehicle Code (CVC) and are not permitted to display any lighting devices other than those specified in Sections 24250-24253, 24600-24617, or 25950 CVC. This means that a POV is not permitted to incorporate any red light visible to the front, any flashing amber lights, any blue light whatsoever, any side-facing white lights, or any flashing strobe(s).

Section 24002(b) CVC makes it unlawful to operate a vehicle that is not in compliance with the requirements of the CVC.

Section 24003 CVC specifies that no vehicle shall be equipped with any lamp or illuminating device not required or permitted by the CVC.

Section 40151(a) CVC specifies that lighting equipment not in compliance with the CVC must be removed within 24 hours of being notified by a peace officer to do so.

Any SAR volunteer who fails to comply with an admonition to remove illegal lighting equipment from their POV within 24 hours of being instructed to do so will be held accountable pursuant to Section 40150 CVC.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
10-1-18

SUPERSEDES
SAR18-12-16

APPROVED BY
*Capt. Romano
Bassi*

SUBJECT:

OPERATIONAL, DEAD BODY CALLS / RECOVERY

PAGE(S)

1 of 1

PURPOSE: To provide guidelines to SAR personnel regarding the handling of dead bodies.

If a victim is obviously deceased, the following guidelines shall apply:

1. Leave the victims body as it is found until a Coroner / Major Crimes Investigator arrives, unless it can't be properly secured (ie: flood condition, etc.). If you must move the body for any reason, try to remember how you found it, so this can be relayed to the Coroner / Major Crimes Investigator accurately.
2. If possible it is recommended that photos be taken before the body is moved, from as many angles as possible.
3. No attempt should be made to identify the victim, by any means that may disturb the body or the scene, prior to the arrival of the Coroner / Major Crimes Investigator. All scenes will be treated and processed as a "crime scene" until determined otherwise.
4. Difficult and/or unusual body recoveries are part of the SAR assignment. The SAR Coordinator or his designee will evaluate these missions to ensure they are appropriate. Any questions should be addressed to the SAR Coordinator or Assistant SAR Coordinator.
5. Universal precautions should be used while handling dead bodies or related personal effects.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: OPERATIONAL, DISABLED MOTORIST ASSISTANCE	EFFECTIVE DATE 10-1-18
	SUPERSEDES SAR19-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 1

PURPOSE: To bring Search and Rescue in line with Department General Orders when dealing with disabled motorists.

Search and Rescue personnel, while operating a County vehicle, shall stop and offer assistance to an occupied vehicle that appears disabled and in need of assistance, on any roadway within Ventura County, except in the following circumstances:

1. While responding to a SAR call-out
 - a. When possible, Station 1 should be notified of the location and description of the vehicle, so other assistance can be dispatched.
2. When it reasonably appears that other assistance has already been rendered by an agency, citizen or commercial vendor.

If assistance is rendered to a disabled motorist, in no case shall you cause the Department or County of Ventura to incur any extraneous expenses such as providing fuel or mechanical supplies nor shall you perform any repair services.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
10-1-18

SUPERSEDES
SAR20-12-16

APPROVED BY
*Capt. Romano
Bassi*

SUBJECT:

OPERATIONAL, FIREARMS

PAGE(S)

1 of 1

PURPOSE: To provide guidelines for SAR members regarding the possession and use of firearms.

Firearms will not be carried or utilized by SAR members during any callout, training, public relations events, or any other SAR function, unless specifically authorized and approved by the SAR Coordinator or his designee. The carrying, transportation, etc., of any firearm(s) will be done in compliance with State and Local laws.

The use of a firearm for personal protection is restricted to those times where the life or safety of personnel is in imminent danger. All use of firearms will be reported immediately to the appropriate law enforcement agency and reported as soon as practical to the SAR Coordinator.

Documentation shall include:

- Reason for use
- Time and Date of use
- Results of use
- Witnesses of use



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: OPERATIONAL, OUT OF COUNTY REQUESTS	EFFECTIVE DATE 10-1-18
	SUPERSEDES SAR21-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 1

PURPOSE: To provide guidelines for SAR operations that is outside of Ventura County.

All out-of-county operations will be approved / authorized before taking place. The SAR Coordinator will evaluate all requests for mutual aid from neighboring agencies and requests by Cal OES. Once approved, the SAR Coordinator will contact the respective team to determine availability for the mission.

Once a sufficient number of SAR personnel are determined available to meet the mission request the team will mobilized at an agreed upon location for travel.

On all out of county missions, the SAR Coordinator or Team Liaison will accompany the team throughout the entire duration of the mission (portal to portal).



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: OPERATIONAL, PRESS RELATIONS	EFFECTIVE DATE 10-1-18
	SUPERSEDES SAR22-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 1

PURPOSE: To provide guidelines for SAR members who may come in contact with the media.

Every effort should be made to cooperate with representatives for the news media in assisting them in obtaining the information they need. The following limitations shall apply:

1. News media personnel should be wearing a current press pass card, issued by any law enforcement agency.
2. Their presence in a rescue area should NOT be challenged unless:
 - a. No pass is visible.
 - b. They become a hazard to any person involved in the rescue effort.
 - c. They hinder or in any way interfere with the operation.
3. All inquiries from the news media should be referred to any of the following:
 - a. Command Post / Incident Commander (IC)
 - b. Public Information Officer (PIO)
 - c. SAR Coordinator
4. Should a problem arise that would cause a news media person to be reprimanded or asked to leave, every effort should be made to have the SAR Coordinator, PIO, or a Deputy handle it. Should an emergency exist that makes this impractical, action should be taken, and the SAR Coordinator or his or her designee notified as soon as possible.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: OPERATIONAL, RADIO PROCEDURES	EFFECTIVE DATE 10-1-18
	SUPERSEDES SAR23-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 1

PURPOSE: To enhance the ability of SAR to interface with the Sheriff's Office and other agencies relative to SAR activities.

Search and Rescue members are permitted to use personally owned radios under the following conditions:

1. All FCC rules and regulations are adhered to.
2. All transmissions are related to a SAR operation.
3. Non-SAR transmissions are allowed under emergency conditions.
4. Any non-SAR related emergency communications should be directed to Station 1, with appropriate identification.
5. Due to intra-agency agreements, only the following frequencies are allowed to be programmed to transmit in personally owned radios. Other frequencies may be added and/or utilized with authorization by the SAR Coordinator.

VCSO West County
VCSO Channel 2
CLEMARS
Search and Rescue
USFS Mobile / Rptrs
VCFD Tac Channels

VCSO East County of Ventura
County-wide P.D.
VCSO Security / Harbor
State Parks Mobile / Rptrs
VCFD Command Channels
VCFD Air / Ground



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

EFFECTIVE DATE
10-1-18

SUPERSEDES
SAR24-12-16

APPROVED BY
*Capt. Romano
Bassi*

SUBJECT:
OPERATIONAL, SAFETY & PERSONAL RESPONSIBILITY

PAGE(S)
1 of 1

PURPOSE: To assist in providing a safe working environment for SAR members.

One of the primary considerations in conducting all search and rescue operations is the safety of all personnel involved. Both Sheriff's Office employees and volunteers alike are given the responsibility of constantly being alert for hazards during an operation. The following guidelines shall regulate the activities of rescue personnel:

- No SAR member should engage in any rescue activity unless properly equipped.
- A reference to equipment applies to the manner of dress for any given weather condition, as well as, the hardware or implements normally used.
- Any person engaged in a rescue operation for Ventura County has the authority to stop any rescue to point out a potential or existing hazard.
- It shall be the SAR Coordinator or his or her designee's responsibility to establish minimums for each operation, as the conditions exist. Input from Team Captains and experienced team members should be utilized.
- Team Captains or their designees should ensure that no personnel are assigned any task that they are not properly trained or equipped to accomplish.
- The SAR Coordinator or his or her designee has the authority to prohibit any person from participating in a SAR mission due to a lack of proper equipment, ability or training.
- In most situations / operations, the Safety Officer position will be filled.



AVIATION ~ SEARCH AND RESCUE UNIT

STANDARD OPERATING PROCEDURE

SUBJECT: OPERATIONAL, WATERCRAFT	EFFECTIVE DATE 10-1-18
	SUPERSEDES SAR25-12-16
	APPROVED BY <i>Capt. Romano Bassi</i>
	PAGE(S) 1 of 3

PURPOSE: To establish guidelines for the use of Department Watercraft.

Introduction

The Sheriff's Office Search and Rescue – Aviation Unit maintains a variety of watercraft and technical equipment for the purpose of supporting Search and Rescue (SAR) operations. SAR operations include training sessions and scenarios. Whenever SAR watercraft are used, the mandates set forth in this policy shall apply.

Definitions

Watercraft

- Rescue Boat - 26' Radon Craft
- Rescue Boat – 26' Boston Whaler
- Rescue Boat – 28' Chinook – Lakes only

Waterway

- County lakes and reservoirs
- County Coastline / Pacific Ocean
- Channel Islands / Ventura and Santa Barbara Counties

Procedure

Watercraft may be deployed with the approval of a SAR Coordinator or his designee. Only those personnel trained in the use of our watercraft may function as a driver/operator. When practical, the driver/operator will have an additional crewmember on-board to assist with the operation of the vessel. Some acceptable uses for departmental watercraft include the following:

- Offshore SAR operations (all waterways)
- Recons and training sessions
- Safety vessel for SAR operations
- Transportation of divers and their equipment
- Static Displays
- Operation of related technical equipment (Sonar and ROV)

With the approval of a SAR Coordinator or his assigned designee, watercraft can also be utilized as rescue platforms for public events taking place in the County waterways, including public appearances. Under these circumstances, a request for watercraft operations shall be made in advance to a SAR Coordinator or his designee.

Rescue Boat Operators

The SAR Coordinator shall appoint operators of the 26' Radon Craft, 26' Boston Whaler and 28' Chinook.

Within the first year of assignment, operators will complete the basic boat and rescue boat operations training through the Department of Boating and Waterways.

Required Safety Equipment

All departmental watercraft shall carry Personal Flotation Devices (PFD) for all persons on board the vessel. When operating a PWC, the PFD shall be worn at all times.

The Radon shall be equipped with the following equipment:

- E.P.I.R.B.
- VHF Marine Radio
- Patrol Radio
- Garmin G.P.S.
- First Aid Kit
- Fire Extinguisher
- Rescue Throw Ring
- Water Hand Pump
- Signaling Gear, smoke, dye, mirror, or flares
- Manual Compass

Technical Equipment

The *Kongsberg Underwater Sonar* and *Remote Operated Vehicle (ROV)* are available for use to assist in locating underwater items and/or locations. A SAR Coordinator will review all requests for use of the underwater sonar and/or ROV. The approval of a SAR Coordinator is required before the equipment can be deployed. The underwater sonar and/or ROV shall only be operated by personnel trained and certified in their operation.

Law Enforcement

Generally, watercraft are designed for rescue operations and are not intended for actual law enforcement. However, if the need arises for law enforcement action, it shall be the decision of the boat operator to determine the appropriateness for departmental watercraft to become involved in an incident. Under no circumstances will a non-sworn operator utilize departmental watercraft for law enforcement action without the presence and direction from a sworn deputy sheriff on board the vessel.

In the event departmental watercraft are utilized for law enforcement purposes, a SAR Coordinator will be promptly notified.

Additional

Under no circumstances will watercraft be used for non-approved functions, recreational use, game taking, etc. Watercraft operators will act responsibly at all times; keeping in mind they are representatives of the Sheriff's Office and subject to departmental and public scrutiny.

All speed limits and applicable maritime laws will be adhered to, unless extenuating circumstances exist.

Post Care Maintenance

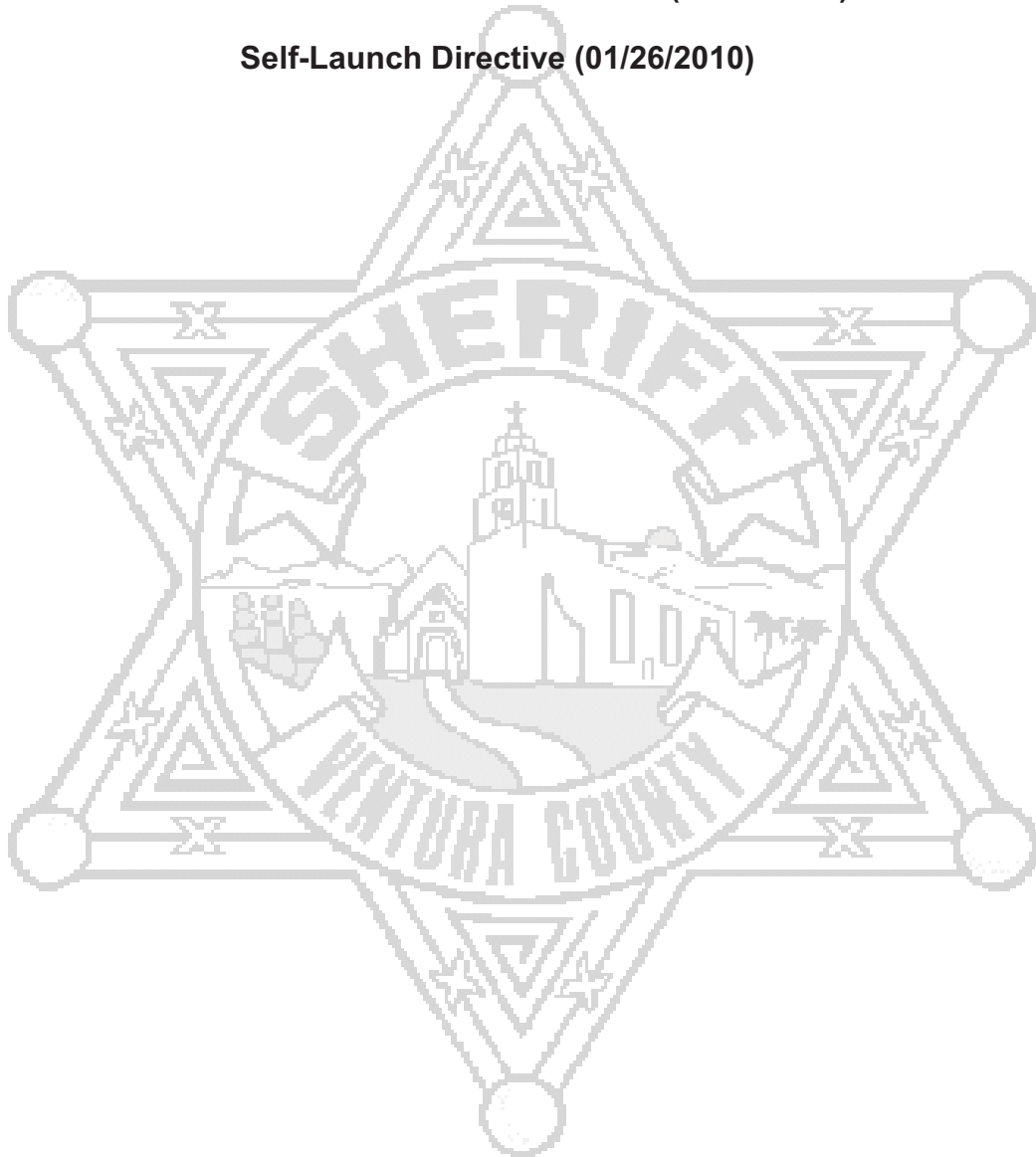
At the completion of any watercraft operation it shall be the duty of the Operator to coordinate appropriate post cleaning of all equipment and boats. This includes a thorough wash of the vessel and fresh water flush of the engine.

Any damage incurred through operation or discovered during inspection, shall be immediately reported to a SAR Coordinator. A memorandum detailing the extent of damage, including the cause, will be completed by the end of shift and forwarded to a SAR Coordinator.

~OPERATIONAL DIRECTIVES~

Air Crew Call-Out / After Hours (01/06/2012)

Self-Launch Directive (01/26/2010)



**VENTURA COUNTY
SHERIFF'S OFFICE**

M E M O R A N D U M



DATE: JANUARY 6, 2012

TO: WATCH COMMANDER / SCC

FROM: CAPTAIN DAVE KENNEY

RE: AFTER HOURS CALL OUTS OF SHERIFF FLIGHT CREWS

OPERATIONAL HOURS

The Sheriff's Aviation-SAR Unit is staffed with flight crews (Pilots and Crew Chiefs) on a daily basis from 0800-1800 hours. During operational hours, either SCC or FCC can activate helicopters by calling the heliport directly.

Additionally, an identified flight crew is available on an on-call basis from 1800-2300 hours each day. After 2300 hours there is no flight crew on standby and the response of flight crews is on an "as available" basis. After-hours call-outs are to be handled through the Watch Commander, or should he be unavailable, through the SCC Supervisor.

AFTER HOURS CALL-OUT LISTS

During the time frame of 2300-0800 hours, flight crews can be called out, however there is no guarantee of crew availability. Crews are not on call during this period. In order to ensure fairness concerning the call-out of flight crews during this time period, a rotational list of Sheriff's pilots and crew chiefs is to be established and maintained in SCC. The following is a list of personnel who may be available for call-out during this time period.

Pilots

KB Bergeson
Jim Dalton
Ken Williams

Crew Chiefs

Shane Matthews
Don White

In the event that the crew chiefs listed above are not available, one of the designated back-up crew chiefs should be contacted:

Back-up Crew Chief(s)

Frank Underlin

The below-listed collateral crew chiefs may be utilized if full-time staff is unavailable:

Collateral Crew Chiefs

Steve Hanie
Sean Martin
Scott Norris
Carl Patterson
Shawn Pewsey
Ryan Poynter
Darin Rich
Kelly Roark
Bob Steele
Greg Margetin

UNAVAILABILITY

In the event that any pilot or crew chief is contacted by SCC and is unavailable for call-out, the next individual on the list should be contacted and the unavailable individual placed at the bottom of the respective list. Pilots and crew chiefs are not expected to be “available on-call” after 2300 hours; therefore this rotational list is established to assist SCC Dispatchers with a pool of potential flight crew resources.

Should no pilot or crew chief be available for a given flight after 2300 hours and it is deemed by the Watch Commander that the services of a helicopter are necessary; a request should be made for a mutual aid helicopter.

AIR OPERATIONS AFTER 1800 HOURS

Due to budgetary constraints, a Search and Rescue Coordinator (Capt. Dave Kenney or Sgt. Frank Underlin) should be consulted regarding the appropriateness and/or necessity of launching a helicopter after 1800 hours for a non-life-threatening situation (missing, overdue, suspicious circumstances, lost hikers, etc.) prior to contacting a flight crew. Often times SAR ground teams can be deployed quickly and effectively, negating the necessity for utilization of a helicopter.

Immediate dispatch of flight crews is encouraged for any life-threatening situation (IE: highway and off road vehicle accidents, confirmed injured person calls, fires, and ocean rescues, etc.)

NIGHT OPERATIONS: BACKCOUNTRY OR OVER WATER

Rescue flights into the backcountry or over water during hours of darkness necessitate the utilization of night vision goggles (NVG) by flight crews and preferably require two pilots and two crew chiefs on the flight. Alternatively, should two pilots not be available, one pilot and three crew chiefs can be utilized.

VENTURA COUNTY SHERIFF'S DEPARTMENT

M E M O R A N D U M



To: Air Unit Personnel

From: Captain David C. Kenney

Subject: Self-Launch Directive

Date: January 26, 2010

EMS Rule 1202 governs our ALS/ EMS response. Rule1202 is an effective air transport policy, but dispatch misinterpretation of "rescue" and "air transport" has delayed basified victim rescue in the past. The shortcomings of the current dispatch system were evaluated and the following remedy will hopefully alleviate future delays wherein a copter response was clearly warranted.

The purpose of this directive is to give the copter crews the discretion to respond to obvious SAR helicopter missions. The Sheriff is clearly legislated as the primary Search and Rescue Coordinator for the County of Ventura. Air Unit operations support the rescue of citizens and are charted by both state and local ordinances. What follows are some of the call types that the Air Unit should self-launch on if not appropriately dispatched. Please do not delay response when it is obvious that the helicopter should respond to the call and the mission conforms to Rule1202 and department policy.

Examples:

- Person in the water
- Drowning
- River rescue
- Ocean rescue
- Drifting boat (surf line)
- Capsized boat
- Boat medical emergency (shoreline)
- Vehicle into the water
- Vehicle into a river or creek
- Person injured on a jetty
- Missing boat operator
- Aircraft down
- Injured hiker (on a trail)
- Lost hiker
- Gunshot victim in the wilderness or rural park
- Any major active shooter call
- Vehicles over the side
- Grimes Canyon (Egg City to the sand pits)
- Old Balcom (Bradley to the bottom of Balcom)
- Forest roads or trails

- Yerba Buena (entire length)
- Deer Creek (entire length)
- Pacific View (entire length)
- Potereo Road/Long Grade (Dos Vientos to CSUCI)
- HWY 33 (Matillija to County line)
- PCH/101 (locations where the vehicle would be in the ocean)

What are not legitimate vehicle over the sides:

- City roads where the chance for death is minimal/small banks
- Hwy 118, Hwy 126, etc.

When in doubt, ask the Aviation Unit Captain or Sergeant, since both have a firm understanding of the Rule 1202 and department policy. Remember to advise both dispatch centers that you are launching. Use restraint to avoid launching on minor calls. Know the radio channel that the incident is on and make appropriate field contacts.

(Note: Do not debate the call on the phone with the dispatch center; refer them to the Captain or Sergeant for later follow-up. Phones are recorded, even while on hold.)

Citations:

Government Code 26614

The Sheriff of Ventura County was authorized on October 26, 1965, by the State of California and the Board of Supervisors to have "search and rescue responsibility when any person is lost, missing, stranded, or in danger of losing his or her life in any unincorporated area of the county."

Harbor and Navigations Code 510 et seq.

The Sheriff's duties are to render aid and assistance to vessels stranded on the coast, and to people on board. Vessels are defined as all type of sailing vessels, power vessels, boats and any structure adapted to transport persons. Coast includes any adjacent land rising above the surface of the water (jetties, reefs, piers). Code 510 continues to provide mandatory wording that the Sheriff Shall provide aid and assistance.

Tri County USAR Committee Operating Plan

Sec 2.1 Marine Rescues shall include, but not be limited to: sinking, capsizing of vessels, ship fires, downed aircraft.

Sec 2.3.6 Unified Command will be used for marine disasters. No single agency will dictate resource deployment.

Sec 4.6 defines the Dive Rescue Recovery responsibility to the Sheriff SAR.

Ventura County Sheriff/Fire MOU May 10, 1996

It is the intent of the MOA that responding rescuers will either use or request assets to match the incident: Off road rescues, resource intensive incidents, searches, body recoveries etc., are classified as Sheriff's SAR.

- Water rescue is classified as Sheriff's SAR and VCFD.
- Aircraft down with access by road - VCFD
- Aircraft down off road - Sheriff's SAR
- Aircraft down incidents - "SAR will be notified immediately when it is obvious the location of the aircraft is not known."
- Swift water incidents - "A helicopter will respond to all incidents of rescue involving moving water... water rescue incidents will generally require a mutual response."

PENAL CODE 4 09.3 MANAGEMENT OF THE SCENE OF THE ACCIDENT

Whenever law enforcement officers and emergency medical technicians are at the scene of an accident, management of the scene of the accident shall be vested in the appropriate law enforcement agency, whose representative shall consult with representatives of other response agencies at the scene to ensure that all appropriate resources are properly utilized. However, authority for patient care management at the scene of an accident shall be determined in accordance with Section 1798.6 of the Health and Safety Code. For purposes of 1798.6 H&S, "management of the scene of an accident" means the coordination of operations, which occur at the location of an accident.

HEALTH AND SAFETY 1798.6

1798.6 H&S

"Patient Health Care Management" will be from the most medically qualified emergency personnel. The legislative intent is focused on patient medical treatment not rescue or search functions.

1798.6(c) H&S

The scene of an emergency shall be managed in a manner designed to minimize the risk of death or health impairment to the patient and to other persons who may be exposed to the risks as a result of the emergency condition, and priority shall be placed upon the interests of those persons exposed to the more serious and immediate risks to life and healthily."

VENTURA COUNTY EMS 1202

The focus of this policy is patient transport, not rescue.

V. PROCEDURE A.

"The authority for requesting the dispatch of a helicopter for patient transport shall be vested with the on-scene public agency or Ventura County EMS personnel. This policy does not preclude the Sheriff's Aviation Unit from responding to incidents requiring Law Enforcement response."

Note: (Law Enforcement response is covered under attached legal citations to include the rescue or search of persons within county jurisdiction.)

http://www.vchca.org/ph/ems/policies/1200/1202_Helicopter.pdf

Government Code 27491:

“(a) The coroner, or the coroner’s appointed deputy, on being informed of a death and finding it to fall into the classification of deaths requiring his or her inquiry, may immediately proceed to where the body lies, examine the body, make identification into the circumstances, manner, and means of death, and as circumstances warrant, either order its removal for further investigation or disposition, or release the body to the next of kin.”

“(b) For the purposes of inquiry, the body of one who is known to be dead from any of the causes or under any of the circumstances described in Section 27491 shall not be disturbed or moved from the position or place of death without permission of the coroner, or the coroner’s appointed deputy. Any violation of this subdivision is a misdemeanor.”

NOTE: Those deaths not subject to a coroner’s inquiry are those that occur as a result of natural causes where a physician has been in attendance to the deceased within ten days and will sign the death certificate.