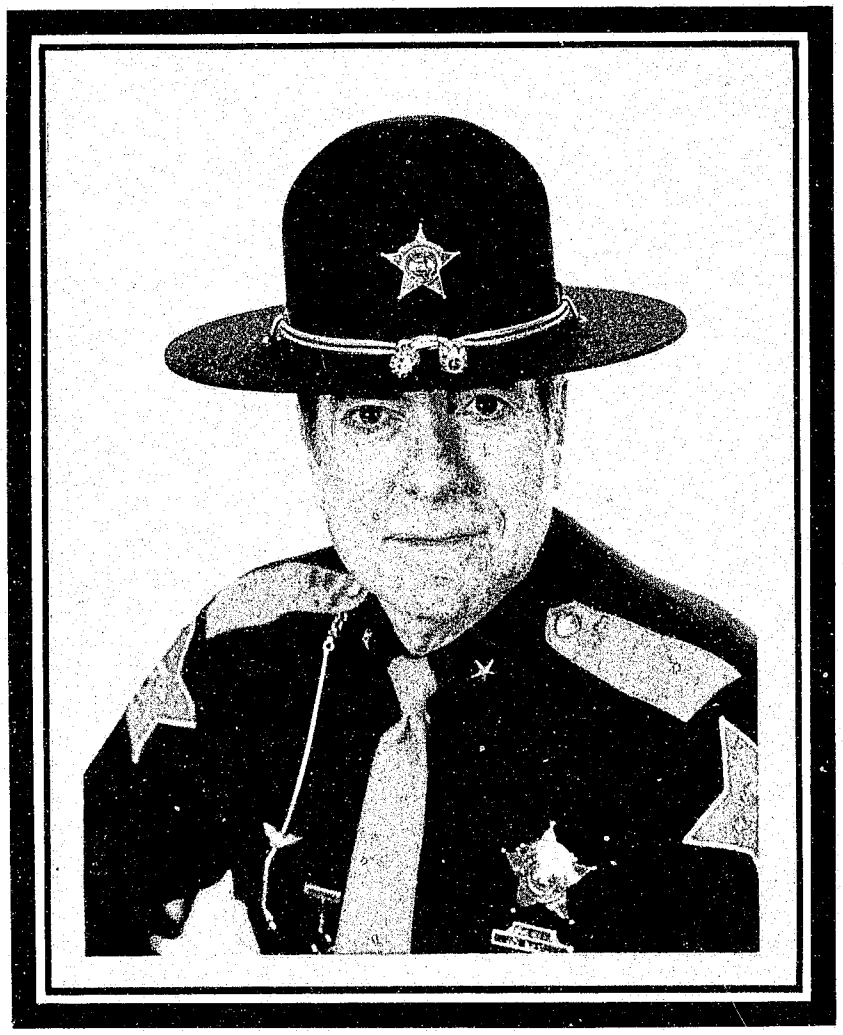
MARION COUNTY
SHERIFF DEPARTMENT
"AIR WING"

INDIANAPOLIS, INDIANA

FLIGHT OPERATIONS MANUAL

Written by:

Erik P. Feldmanis
Chief Pilot
1993



Joseph G. McAtee

Sheriff

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FLIGHT OPERATIONS MANUAL

The purpose of the Flight Operations Manual is to set specific guidelines required to be followed by all personnel affiliated with the Air Wing. Each crewmember will be familiar with the policies and procedures set forth in this manual.

Flight procedures and regulations will be per FAR's 61,67,71,73,91,97, applicable portions of Part 135 (as implemented into this manual), and NTSB 830 standards.

Joseph G. McAtee
Sheriff

REVISIONS: Changes to the Flight Operations Manual are indicated on the affected pages or paragraphs by a shaded area. Each of the pages entered or changed will be documented in the revisions section.

APPROVING AUTHORITY

APPROVING AUTHORITY

1. Sheriff McAtee

2. Colonel Ron Chappell

3. Colonel Jack Cottey

4. Lt. Bart McAtee

5. * hief Pilot (Erik Feldmanis #884)

* First line point of contact

Office Number : 248-7926
Pager Number : 424-9831
Home Number : 351-9137
Car Number : 626-1570

Radio Number (west district) 884

All requested scheduling is to go through the Chief Pilot for coordination. Any changes to the final flight request must be approved by the Chief Pilot prior to schedule changes.

WEAPONS POLICY

WEAPONS POLICY

Weapons (Departmental issue/approved) are permitted to be carried by the aircraft crew and authorized passengers. The Federal Aviation Administration recommends that the crew be in uniform identifying their agency to eliminate question while in another agencies state or jurisdiction.

Prior to flight, the crew will ensure that their weapons are properly holstered or stored to avoid accidental discharge or accessibility by the transported prisoner.

The weapons should not be discharged in the aircraft unless there becomes an active threat to the life of the crew, other passengers, or the aircraft. The mechanics of the aircraft flight controls are controlled by cables and the wings of the aircraft are the housing for six (6) fuel tanks. A bullet in almost any area of the aircraft prove prove critical to the successful continuation of the flight.

PRE-MISSION PLANNING

PRE-MISSION PLANNING

THe pre-mission planning phase of the flight must be accomplished prior to every flight. The listed items are to be accomplished as a minimum:

1. Flight plan with route of flight. If prisoner is being transported, the remarks section of the flight plan on which the prisoner is on board shall indicate "PRISONER ON BOARD".

2. Flight plan not required for local flights unless I.F.R.

3. Weather forecasts for departure, destination, and return departure and destination.

4. Performance Planning Card with Vmc, Vx, Vy, Vyse, Vne, Vso, Vsi, take-off ground roll data, accelerated stop distance, cruise data, weight and balance.

5. Aircraft pre-flight to include:

   a. Condition of aircraft
   b. Log book (checklist)
   c. Flight hours remaining for inspection, oil change, etc.
   d. Appropriate publications
   e. Condiments (if applicable)
   f. Equipment check (tie downs, keys, air sickness bags, headsets, sunglasses, thermal blanket, survival kit.
   g. Fuel credit cards
   h. Departure, destination airport information, services, etc.

7. Flight plans are not required for helicopter local flights.

8. During helicopter operations, the crew will familiarize themselves with flight hazards, and mission goals of the aircraft during the call-out.

FLIGHT PLANNING GUIDE

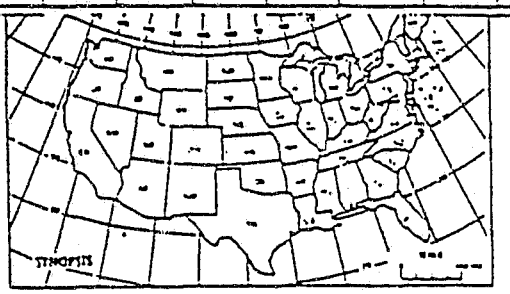
Aircraft number: _____ FLIGHT LOG Proposed takeoff: _____ Actual takeoff: _____

Route/Fix/Checkpoint	Alt. / Temp	IAS / TAS	TC	Wind Dir. / Vel.	WCA / TH	Var. / MH	Dev. / CH	Ground Speed	Dist. / Dist Rem	Time ETE / ETE	Time ETA / ATA	Fuel GPH: Used	Fuel GPH: Rem.
								Totals					

Airport Frequencies					Airport/ATIS Advisories			Time In	
Airport					Airport			Time out	
ATIS					Cig			Total Time	
CL Del.					Vsby.				
Gnd.					Temp.			Field Elevation MSL	
Twr.					Wind			Departure	Destination
Dep.					Alt.				
App.					Rwy.				
FSS					NOTAMs				
UNICOM									

Remarks:

REMEMBER:
CLOSE YOUR FLIGHT PLAN
Freq. _____
Phone no. _____



PILOT'S WEATHER "GO – NO GO" CHECKLIST

AIRMETS	ALTERNATE WX	TOPS
SIGMETS	FORECASTS	FREEZING LEVEL
ENROUTE WX	WINDS ALOFT	TEMP/DEW PT SPREAD
DESTINATION WX	PIREPS	METER WX AREA

LOCATION	ENROUTE WEATHER TREND		

LOCATION	TERMINAL FORECASTS

LOCATION	WINDS ALOFT FORECASTS			

LOCATION	PIREPS/SIGNIFICANT WEATHER/NOTAMS

PA	FAT
RWY	WIND /

T/O PWR	
T/O RUN	
ACC - STOP	
V_{mc}	
$V_r - V_{lof}$	/
$V_x - V_y$	/
V_{yse}	
V_{ref} (50')	
LDG - RUN	

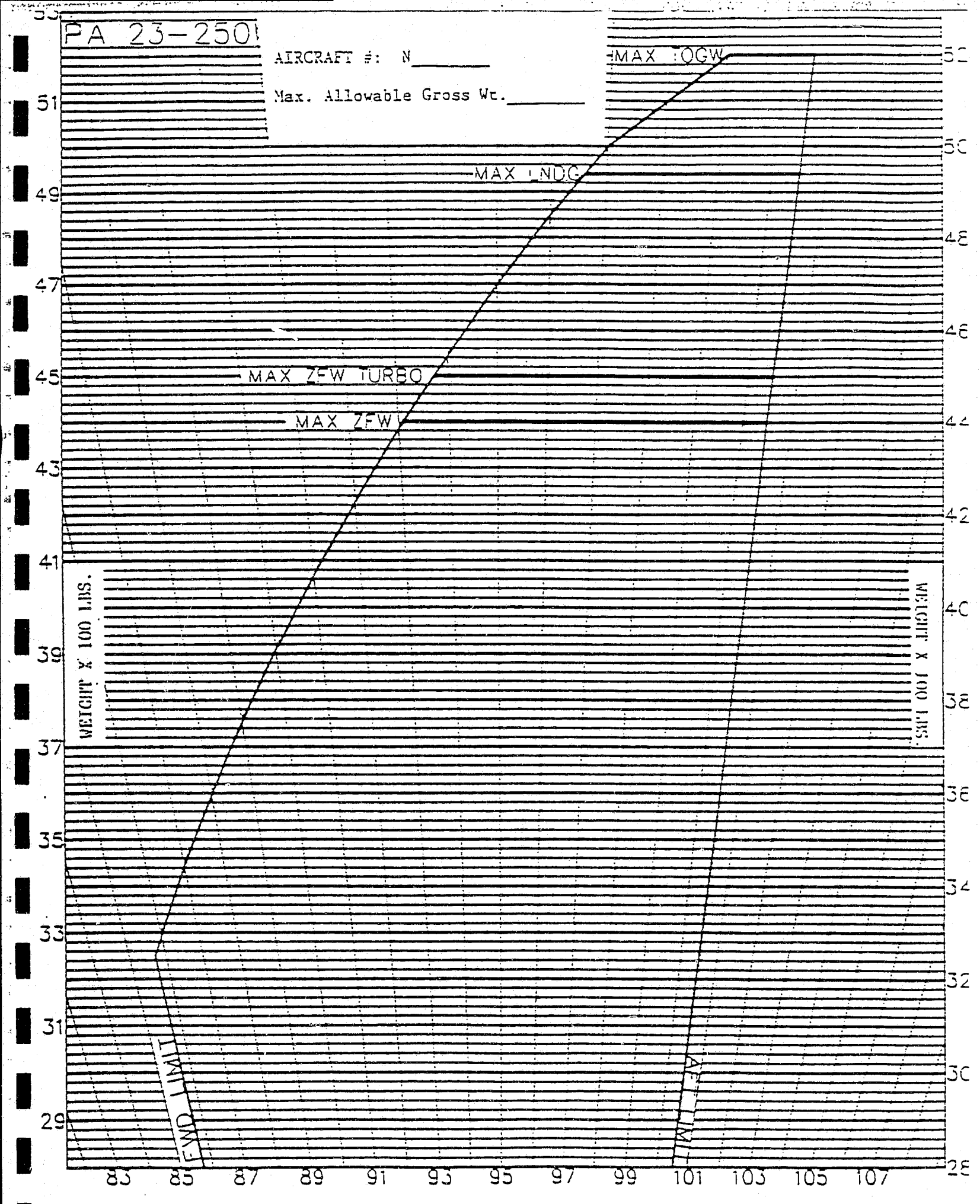
ITEM	WT. LBS.	ARM-IN.	MOMENT
Basic Airplane	3196	93.34	298288
Revised Airplane			
Pilot's Seat		89	
Copilot's Seat		89	
Seat No. 3		126	
Seat No. 4		126	
Seat No. 5		157	
Seat No. 6		157	
Fuel___Gal. Inbrd.		113	
Fuel___Gal. Otbrd.		300 x 112.1=33630 352 x 105.1=36995	
Fwd. Baggage		10	
Rwd. Baggage		183	
Total Wt.		Total Moment	

C.G. Location for Takeoff _____

C.G. Location for Ldg _____

WORK SHEET

Figure 6-13



DATE:_____ LEG From:_____ To:_____ PIC Signature:_____

NOTE: Attach white copy to Flight Log.

WEATHER REQUIREMENTS

WEATHER REQUIREMENTS

BASIC VFR WEATHER MINIMUMS (FAR 91.155): Except as provided in 91.157, no person may operate an aircraft, under VFR, within a control zone beneath the ceiling when the ceiling is less than 1,000 feet. Except as provided in 91.157, no person may take off or land an aircraft, or enter the traffic pattern of an airport, under VFR, within a control zone –

(1) Unless ground visiblity at that airport, is at least 3 statute miles; or

(2) If ground visibility is not reported at that airport, unless flight visibility during take off or landing, or while operating in the traffic pattern, is at least 3 statute miles.

For the purpose of this rule, an aircraft operating at the base altitude of a transition area or control area id considered to be within the airspace directly below that area.

SPECIAL VFR MINIMUMS: Refer to FAR 91.157

BASIC IFR WEATHER MINIMUMS: The weather minimums at the destination airport must be forecast to be equal to or greater than the approach minimums for the approach to be flown at ETA through one area after ETA.

ALTERNATE MINIMUMS: An alternate is not required if a standard instrument approach procedure for the first airport of intended landing and, for at least one hour before and one hour after the ETA, the weather reports or forecasts, or any combination of them indicate

(1) The ceiling will be at least 2,000 feet above the airport elevation and;

(2) Visibility will be at least 3 statute miles. No person may include an alternate airport in an IFR flight plan unless current weather forecasts indicate that at the ETA at the alternate airport, the ceiling and visibility at that airport will be at or above the following alternate airport weather minimums:

(a) Published minimums

(b) Precision approach procedure: ceiling 600 feet and visibility 2 statute miles.

(c) Nonprecision approach procedure: ceiling 800 feet and visibility 2 statute miles.

(d) If no instrument approach procedure has been published, the ceiling and visibility minimums are those allowing descent from the MEA approach, and landing under basic VFR.

HELICOPTER BASIC VFR: 1 mile, clear of clouds

HELICOPTER BASIC IFR: Not Applicable.

FUEL REQUIREMENTS

FUEL REQUIREMENTS

FAR 91.151 Fuel requirements for flight in VFR conditions:

(A) No person may begin a flight in an airplane under VFR conditions unless (considering wind and forecast weather conditions) there is enough fuel to fly to the first point of intended landing vand, assuming normal cruise speed –

(1) During the day, to fly after that for at least 30 minutes.
(2) At night, to fly after that for at least 45 minutes.

FAR 91.167 Fuel requirements for flight in IFR conditions:

(A) Except as provided in paragraph (b) of this section, no person may operate a civil aircraft in IFR conditions unless it carries enough fuel (considering weather reports and forecasts and weather conditions) to –

(1) Complete the flight to the first airport of intended landing;
(2) Fly from that aiport to the alternate airport; and
(3) Fly after that for 45 minutes at normal cruise.

FAR 91.151b Fuel requirements for flight in VFR conditions (rotorcraft).

No person may begin a flight in a rotorcraft under VFR conditions unless there is enough fuel to fly to the first point of intended landing and, assuming normal cruise speed, fly after that for at least 20 minutes.

FLIGHT PLANNING

FLIGHT PLANS:

A flight plan will be filed with the local FSS prior to all flights out of the local area (50 NM).

In addition, a weather briefing will be obtained for the entire route of flight and will cover the period of time from 1 hour before take off to 1 hour after ETA.

All flight plans should be filed IFR when prisoners are on board, but is left up to the discretion of the PIC.

IFR flights will be conducted and filed as per FAR 91.169.

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

FLIGHT PLAN

(FAA USE ONLY) ☐ PILOT BRIEFING ☐ VNR ☐ STOPOVER

TIME STARTED | SPECIALIST INITIALS

1. TYPE	2. AIRCRAFT IDENTIFICATION	3. AIRCRAFT TYPE/ SPECIAL EQUIPMENT	4. TRUE AIRSPEED	5. DEPARTURE POINT	6. DEPARTURE TIME		7. CRUISING ALTITUDE
					PROPOSED (Z)	ACTUAL (Z)	
VFR			KTS				
IFR							
DVFR							

8. ROUTE OF FLIGHT

9. DESTINATION (Name of airport and city)	10. EST. TIME ENROUTE		11. REMARKS
	HOURS	MINUTES	

12. FUEL ON BOARD		13. ALTERNATE AIRPORT(S)	14. PILOT'S NAME, ADDRESS & TELEPHONE NUMBER & AIRCRAFT HOME BASE	15. NUMBER ABOARD
HOURS	MINUTES			
			17. DESTINATION CONTACT/TELEPHONE (OPTIONAL)	

16. COLOR OF AIRCRAFT

CIVIL AIRCRAFT PILOTS. FAR Part 91 requires you file an IFR flight plan to operate under instrument flight rules in controlled airspace. Failure to file could result in a civil penalty not to exceed $1,000 for each violation (Section 901 of the Federal Aviation Act of 1958, as amended). Filing of a VFR flight plan is recommended as a good operating practice. See also Part 99 for requirements concerning DVFR flight plans.

FAA Form 7233-1 (8-82)

CLOSE VFR FLIGHT PLAN WITH _____ FSS ON ARRIVAL

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

FLIGHT PLAN

(FAA USE ONLY) ☐ PILOT BRIEFING ☐ VNR ☐ STOPOVER

TIME STARTED | SPECIALIST INITIALS

1. TYPE | 2. AIRCRAFT IDENTIFICATION | 3. AIRCRAFT TYPE/ SPECIAL EQUIPMENT | 4. TRUE AIRSPEED | 5. DEPARTURE POINT | 6. DEPARTURE TIME | 7. CRUISING ALTITUDE

VFR / IFR / DVFR

PROPOSED (Z) | ACTUAL (Z)

KTS

8. ROUTE OF FLIGHT

9. DESTINATION (Name of airport and city) | 10. EST. TIME ENROUTE (HOURS / MINUTES) | 11. REMARKS

12. FUEL ON BOARD (HOURS / MINUTES) | 13. ALTERNATE AIRPORT(S) | 14. PILOT'S NAME, ADDRESS & TELEPHONE NUMBER & AIRCRAFT HOME BASE | 15. NUMBER ABOARD

17. DESTINATION CONTACT/TELEPHONE (OPTIONAL)

16. COLOR OF AIRCRAFT

CIVIL AIRCRAFT PILOTS. FAR Part 91 requires you file an IFR flight plan to operate under instrument flight rules in controlled airspace. Failure to file could result in a civil penalty not to exceed $1,000 for each violation (Section 901 of the Federal Aviation Act of 1958, as amended). Filing of a VFR flight plan is recommended as a good operating practice. See also Part 99 for requirements concerning DVFR flight plans.

FAA Form 7233-1 (8-82)

CLOSE VFR FLIGHT PLAN WITH _____ FSS ON ARRIVAL

CREW COORDINATION
&
RESPONSIBILITIES

PILOT-IN-COMMAND (PIC):

The Pilot-In-Command is responsible for the safe and effective completion of the flight and is ultimately responsible for the safety of the crew and passengers. The PIC may delegate duties to other crewmembers. In the event a flight is cancelled or altered due to the judgement of the PIC, his or her decision cannot be overruled.

SECOND-IN-COMMAND:

The Co-pilot will assist the PIC as necessary and as directed. The co-pilot can and should fly the aircraft in order to build time and experience and can occupy either left or right seat.

COCKPIT COORDINATION:

The pilot and co-pilot will work together as a team to ensure that each flight is completed in the safest and most effective means possible.

During run-up, taxi, line-up, take-off, climb out, cruise, level-off, pre-descent, descent, pre-landing, landing, after landing, and shut down, the checklist will be used to confirm that all requirements have been completed.

In the event of an emergency, the necessary emergency steps will be initiated and then when able, verified by the use of the checklist.

The crewmember seated at the pilots station will complete all take-off's and landing (with the exception of the Chief Pilot), anytime passengers are on board. In the event the crewmember at the co-pilot station is flying the aircraft during an actual instrument approach, the crewmember at the pilots station will take the controls and execute the landing when the landing environment is in site and a landing is assured. If at DH, MDA, or time, the landing environment is not in site, the crewmember not flying will announce missed approach and assist in the missed approach procedure. This includes radio calls, cleaning up the aircraft, and verifying the missed approach procedure. During an approach or landing (VFR/IFR), the pilot not on the controls will complete the required checks and position the levers/switches as required, but only when directed by the pilot on the controls.

In the event of an in-flight emergency, the pilot on the controls at the time the emergency occurs will initiate the immediate steps required to stabilize the aircraft. The PIC can then, if he feels it necessary, assume control of the aircraft and complete the flight and landing. Except to recover the aircraft from an unsafe attitude or an impending crash, the transfer of controls should not be initiated until the initial immediate emergency steps are completed. All emergency procedures will be verified by the use of the checklist as soon as possible.

At the time of control change, a positive change will be supportedf and verified by verbally and visually acknowledging the tranfer of controls.

AIRCRAFT SERVICING
PROCEDURES & POLICIES

AIRCRAFT MAINTENANCE AND REFUELING:

The following items are authorized to be purchased with the aircraft credit cards;

1. Fuel
2. Oil
3. Tie down fees
4. Hangar space
5. De-ice
6. Pre-heat
7. Required publications
8. Landing fees
9. Passenger condiments

PILOT APPROVED MAINTENANCE:

(1) A maximum limit of $250.00 can be used for EMERGENCY mainteance repairs. However, the Chief Pilot may approve any minor or major repairs to the aircraft. It is requested that the Chief Pilot be notified anytime a mainteance function is required on the aircraft.

AIRCRAFT SERVICING:

During aircraft servicing, the co-pilot will monitor the servicing of the aircraft to ensure that proper fuel and lubrication are put into the aircraft. During the servicing, the PIC will obtain (as necessary) a weather update, and relay any changes to the flight plan to Flight Service. In the event the itinerary of a flight changes a considerable amount (1 or more hours), the PIC will also contact the department and notify them of the changes.

The co-pilot will also coordinate hangar space, pre-heat, de-ice, tie down, or any other maintenance requirements deemed necessary by the PIC.

FUEL PURCHASING POLICY:

Both the helicopter and airplane have blue logbooks on board with AvCard and Multi-Service credit cards for aircraft servicing. Each time the credit cards are used, the receipts need to be signed and returned to the Chief Pilot at the end of the flight.

Additionally, when purchasing fuel away from Indianapolis, flight planning should be accomplished accurately to determine the amount of fuel required to complete the flight, and only that amount of fuel should be purchased. (IFR/VFR plus reserve). This policy is to ensure that fuel costs are kept to a minimum. If fuel is available at a rate lower than our discount rate (price rate available through Chief Pilot), then the PIC may purchase as much fuel as the aircraft is capable of holding (within weight and balance specifications).

When completing the invoices, ensure that all purchases are checked for accuracy (ie type fuel, oil etc) and itemized. This is to evaluate fuel and oil consumption rates for mainteance purposes.

R.O.N. STANDARDS

R.O.N. (REMAIN OVER NIGHT) STANDARDS:

In the event the PIC feels that due to weather, physical abilities, or aircraft condition, a flight should be discontinued, the PIC will contact the Chief Pilot as soon as possible.

Anytime the aircraft is away from home base and is going to remain overnight, the PIC will attempt to hangar the aircraft. If tie downs are the only means available to secure the aircraft, the co-pilot will ensure that the aircraft is properly secured with the pilots seat belt. The co-pilot will also ensure that all windows and doors are closed and locked. The Fiexed Base Operator (FBO) is to be given the phone number of where the crew can be contacted.

Upon arriving at the aircraft prior to departure, the crew will carefully pre-flight the aircraft and look for damage, vandalism, theft, etc. Also ensure that the side engine cowling are removed and that the engines are inspected for birds nests, etc.

AIRCRAFT FORMS AND RECORDS

AIRCRAFT LOGBOOK:

Contents:

(1) Aircraft flight log and maintenance log
(2) Aviation fuel and services credit cards
    1. AvCard
    2. Multi-Service
(3) V.O.R. check forms

(1) Aircraft Flight Log:
    (a) The aircraft flight log is used to document aircraft hours and maintenance deficiencies.
    (b) In addition, the log also indicates the hour level when the next inspection and oil change is due.
    (c) The Maintenance Notes section of the bottom of the form should be used to document any maintenance deficiencies.
    (d) The daily totals must be completed at the end of the day and the hours must be forwarded to the next flight log.
    (e) The maintenance log is utilized for documenting maintenance activities and is to filled out by the Chief Pilot only.

(2) For security reasons, the Chief Pilot has the credit cards in his possession.

(3) V.O.R. Check forms:
    (a) The V.O.R. check forms are in the front of the log book and are required to be checked to ensure that the aircraft is legal for IFR flight.

AIRCRAFT FLIGHT LOG

NEXT INSPECTION DUE _____ NEXT OIL CHANGE DUE _____

DATE	PILOT	AGENCY	HOBBS START	HOBBS END	TOTAL TIME	TOTAL ACFT. FORWARDED
						TOTAL HOBBS FORWARDED

MAINTENANCE NOTES: TOTAL TIME TODAY

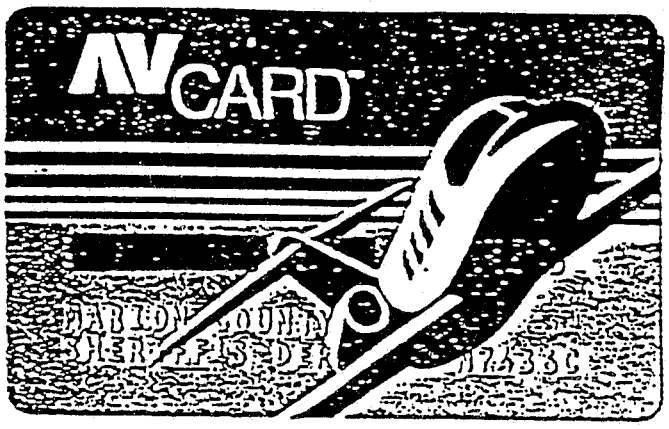
DATE	PILOT	AGENCY	MAINTENANCE DEFICIENCIES

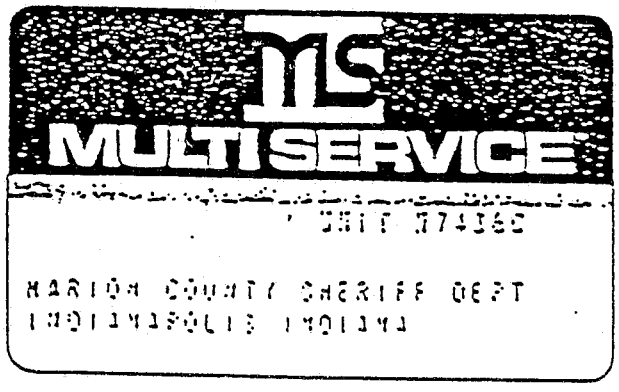
AIRCRAFT MAINTENANCE LOG

DATE ENTERED	MAINTENANCE DEFICIENCIES	DATE REPAIRED

NEXT INSPECTION DUE AT

NEXT OIL CHANGE DUE AT


AVCARD


MS
MULTISERVICE
MARION COUNTY SHERIFF DEPT
INDIANAPOLIS INDIANA

AIR WING
INCIDENT AND MAINTENANCE REPORTS

AIR WING INCIDENT AND MAINTENANCE REPORTS:

INCIDENT/ACCIDENT REPORTS:

The incident and accident reports should be completed and turned in anytime a problem occurs with the aircraft, or, operation of the aircraft resulting in a delay, near accident, or an actual mishap.

The form shown should be completed at the earliest possible time and should be completed as accurately as possible. In the event that the FAA is required to be contacted, the Chief Pilot will make that notification.

MAINTENANCE REPORTS:

The maintenance report is to be used when a flight is delayed, cancelled, or is required to make an unscheduled stop due to a maintenance or suspected maintenance problem.

The PIC should only complete the SYMTOM and DESCRIPTION section of the report. The remaining portions will be completed by the Chief Pilot.

M.C.S.D. AIR WING
INCIDENT REPORT

Report No: _____ FAA Notified: yes ___ no ___ n/a ___
Classification: _____ ATC Notified: yes ___ no ___ n/a ___
Page #: 1 of _____

INSTRUCTIONS: Complete all applicable statements. Place a (x) next to the appropriate declaration. (Operational affect may have multiple (x)'s.

ACFT MODEL: _____ REGISTRATION NUMBER: _____ ACFT. T.T. _____

PILOT NAME: _____ UNIT #: _____

DATE/ TIME: _____/_____ NUMBER OF PASSENGERS: _____

INCIDENT LOCATION: _____ INJURIES: YES ___ NO ___

OPERATIONAL AFFECTS

Unschd Ldg: ___ Flt Delay: ___
Hard Ldg : ___ Flt Cxld : ___
Accident : ___ A/C Replc: ___
Incident : ___ Other : ___

WHEN DISCOVERED

Preflight : ___ Level Flt: ___
Daily Insp: ___ Test Flt : ___
Ground Run: ___ Approach : ___
Takeoff : ___ Landing : ___
Other : ___

DETAIL OF ITEMS CHECKED "OTHER": _____

WIND DIRECTION: _____ VISIB: _____ NM
VELOCITY : _____ KNOTS
GUSTS : _____ KNOTS

DESCRIPTION OF WHAT HAPPENED IN DETAILED CHRONOLOGICAL ORDER. ATTACH ADDITIONAL SHEETS AS REQUIRED:

Pilots Signature: _____ Date: _____ Unit#: _____

M.C.S.D. AIR WING
INCIDENT REPORT
(MAINTENANCE)

Report No: _____
Page #: _____ of _____ (continuation of pilot incident report)

INSTRUCTIONS: Complete all applicable statements. Place an (x) next to the appropriate declaration.

SYMPTOM:

Leaking	: ___	Fluctuates	: ___	Remove & Replace	: ___
Worn	: ___	Noisy	: ___	Adjust	: ___
Broken	: ___	Burned	: ___	Inspect	: ___
Low Power	: ___	Intermitt	: ___	Repair	: ___
Vibration	: ___	Missing	: ___	Defer	: ___
Smoking	: ___	Weak	: ___		
Cracked	: ___	Binding	: ___		
Inop	: ___	Feedback	: ___		
Loose	: ___	By-Pass	: ___		

ACTION TAKEN:

CORRECTIVE ACTION:

_____

_____

DESRIPTION OF MAINTENANCE PROBLEM: _____

_____

_____

_____

_____

_____

_____

_____

PRIMARY FAILED PART:

ITEM	NOMENCLATURE	MFG PART NO.	SERIAL NO.	WARRANTY
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____

DESCRIPTION OF ACTION TAKEN: _____

_____

_____

_____

_____

_____

_____

_____

Signature: _____ Date: _____

DAILY DUTY AND FLIGHT TIME
LOG / TRAINING

DAILY DUTY ANF FLIGHT TIME LOG / TRAINING:

The daily and Flight Time Log is used to maintain statistical data on individual crewmembers and should be updated at least weekly.

The remarks section of the form can be utilized for anything of importance (i.e. training, check-rides, test flights, etc.)

The sample of the form is attached on the following page and any questions as to the proper method for completing the form should be addressed to the Chief Pilot.

TRAINING:

Per the M.C.S.D. and I.A.A. contract, all pilots operating the department fixed wing aircraft are required to receive a flight review every 90 days. At present, the I.A.A. will provide the FAA Examiner.

In additionto the above requirements, all M.C.S.D. pilots are required to attend Aviation Safety Seminars presented by the FAA (Wings Program) on an annual basis.

Flight training / crew coordination training is to be accomplished as needed to maintain currency as per the applicable FAR's / policies. Specific training requests outside the standard requirements require approval of the Chief Pilot.

The reading file, located in the Chief Pilot's office, contains safety related issues and all pilots are required to read the information contained within the file, and initial by the month that the file was reviewed. This is a monthly requirement.

DAILY DUTY AND FLIGHT TIME LOG

MONTH _____

DATE	NAME	UNIT #	DUTY TIME		TOTAL DUTY HOURS	TOTAL FLT TIME HOURS	REMARKS
			IN	OUT			

ACCIDENT REPORTING PROCEDURES

REFERENCE: NTSB Part 830

830.5 Immediate notification:

The operator of an aircraft shall immediately, and by the most expeditious means available, notify the nearest National Transportation Safety Board (NTSB) field office when:
(a) An aircraft accident or any of the following listed incidents occur;
(1) Flight control system malfunction or failure;
(2) Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness;
(3) Failure of structural components of a turbine engine excluding compressor and turbine blades and vanes;
(4) In-flight fire; or
(5) Aircraft collide in flight.
(6) Damage to property, other than the aircraft, estimated to exceed $25,000.00 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.

830.6 Information to be given in notification:

The notification required in 830.5 shall contain the following information, if available;
(a) Type, nationality, and registration marks of the aircraft;
(b) Name of owner, and operator of aircraft;
(c) Name of Pilot-in-command
(d) Date and time of accident
(e) Last point of departure and point of intended landing of the aircraft;
(f) Position of the aircraft with reference to some easily defined geographical point;
(g) Number of persons aboard, number killed, and number seriously injured;
(h) Nature of the accident, the weather and the extent of damage to the aircraft, so far as is known; and
(i) A description of any explosives, radioactive material, or other dangerous articles carried.

Subpart C - Preservation of Aircraft Wreckage, Mail, Cargo and Records

830.10 Preservation of Aircraft Wreckage

(a) The operator of an aircraft involved in an accident or incident for which notification must be given is responsible for preserving to the extent possible, any aircraft wreckage, cargo, mail aboard the aircraft, and all records, including all recording mediums of flight, maintenance, and voice recorders, pertaining to the operation and maintenance of the aircraft andto the airman until the Board takes custody thereof or a release is granted pursuant to 830.12(b) of this chapter.
(b) Prior to the time the Board or its authorized representative takes custody of aircraft wreckage, mail or cargo, such wreckage, mail or cargo may not be disturbed or moved except to the extent necessary;
(1) To remove persons injured or trapped,
(2) To protect the wreckage from further damage or;
(3) To protect the public from injury.

(c) Where it is necessary to move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original positions and condition of the wreckage and any significant impact marks.
(d) The operator of an iarcraft shall file a report on Board form 6120.1 (CMB No. 3147-005) or board 7120.2 (CMB No. 3147-0001) within 10 days after an accident, or after 7 days if an overdue

aircraft is still missing. A report on an incident for which notification is required by 830.5(a) shall be filed only as requested by an authorized representative of the Board.

(b) Crewmember statement: 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 incident as they appear to him. If the crewmember is incapacitated, he shall submit the statement as soon as he is physically able.

830.20 Reports to be filed

The operator of a public aircraft other than an aircraft of the Armed forces or Intelligence Agencies shall file a report on NTSB Form 6120.1 (CMB No. 3147-001) within 10 days after an accident or incident listed in 830.5(a). The operator shall file the report with the field office of the Board nearest the accident or incident.

HELICOPTER OPERATIONS

Duties and Responsibilities:

Same as Fixed Wing procedures and policies.

Weather Minimums:

Day VFR - 300 / 1/2
Night VFR - 500 / 1 1/2

Wind Limits: 25 knots or 15 knot gust spread

Icing: Aircraft not be flown in known icing.

Use of seat belts:

Seat belts will be used by both crewmembers and all passengers anytime the aircraft is running.

Altitude restrictions:

Minimum enroute altitude is 500 ACL. After arriving on the scene, altitude will be situational dependent but must be at an altitude that will allow a safe descent and landing in the event of an emergency without jeopardizing injury or damage to personnel or property.

Precautionary / Forced Lamnding:

In the event the crew feels that a precautionary landing is required, the aircraft will be landed in the nearest suitable landing area. If time permits, the observer ill notify control of the aircrafts position, problem, and anticipated assistance required. The pilot will communicate with ATC. Once the aircraft is on the ground, control must be contacted and advised of situation. If a forced landing is required, attempt to land the aircraft that would result in the least amount of damage to personnel or property.

Hazardous or hostile environment:

If, while on the scene of a situation, shots are exchanged, the aircraft will immediately exit the area as quickly as possible and reposition a safe distance away. If additional assistance is needed for the officers on the ground, the crew can assist, once the aircraft is safely repositioned. With the exception of EXTREMELY DANGEROUS situations, shots are not to be returned from the aircraft.

HELICOPTER REQUEST PROCEDURES

R E V I S I O N S

CHANGE 1
04-22-91
PA23-250 CHECKLIST CHANGE:

For improved safety, the following addition has been made to the aircraft checklist;

BEFORE STARTING ENGINES

MASTER SWITCH	-	ON
GEAR HANDLE	-	CHECK 3 GREEN LIGHTS
*GEAR HANDLE	-	CHECK HANDLE DOWN
*HAND PUMP	-	EXTEND AND PUMP HANDLE UNTIL GEAR SELECTOR HANDLE RETURNS TO NEUTRAL.
*HAND PUMP	-	STORE

CHANGE 2
07-08-91
REFUELING OPERATIONS:

Aircraft refueling at home station will be accomplished in the following manner;

The 5000 gallon truck located at the Indianapolis International airport is to be utilized for refueling the aircraft. There are two clip boards located in the cab of the refueler which must be completed curing each fueling. ONLY TRAINED PERSONNEL are authorized to service the aircraft using the refueler.

The forms in the cab are self explanatory and will keep an accurate record of fuel placed into the aircraft. Refueling away from Indpls will be completed as required. To assist in reducing costs, only the fuel required to return to Indpls plus required reserve should be purchased.