

<b>SUBJECT:</b>	<b>AIRCRAFT</b>
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**AIRCRAFT**

- A. The Assistant Director for Support Services will review the use of Bureau aircraft on a monthly basis and report to the Director.
- B. Only approved Bureau Pilots will operate Bureau aircraft.
- C. No alterations will be made to any Bureau aircraft or the avionics, without prior approval by the Chief Pilot and the Assistant Director for Support Services.
- D. Priority For Bureau Aircraft Use
  - 1. Enforcement Activities
    - a. Category I investigations and crime scene searches;
    - b. Special Response Team activities;
    - c. Surveillance;
    - d. Undercover officer protection and cover; or
    - e. Searches for suspects and/or victims, including missing persons
  - 2. Enforcement-Related Activities
    - a. Reconnaissance flights for search planning;
    - b. Search for contraband, including marijuana;
    - c. Photography relating to investigations; or
    - d. Transportation of witnesses and prisoners
  - 3. Administrative
    - a. Management Needs; or
    - b. Training
- E. Within the priorities, consideration will be given to:

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1. Aircraft and pilot availability;
2. Expedience;
3. Cost and availability of commercial airline service; and
4. Time of request

F. In-State Requests

In-State requests for use of Bureau aircraft must be made to the Assistant Director for Support Services or to the Chief Pilot.

G. Out-of-State Requests

Out-of-State requests for Bureau aircraft assistance must be approved by the appropriate Assistant Director.

## PILOT REQUIREMENTS AND RESPONSIBILITIES

A. Pilot Requirements

Assignment as a Bureau Pilot requires a minimum of two years experience as an Agent (unless waived by the Director), recommendation by a review board, and favorable flight evaluation by the Chief Pilot.

B. Pilot Responsibilities

Responsibilities of a Bureau Pilot include:

1. Proper care and maintenance of assigned aircraft;
2. Aircraft repairs in excess of \$500.00 shall be approved by the Chief Pilot or the Assistant Director for Support Services;
3. The proper care and operation of all aircraft used by the Bureau and notification to the Chief Pilot of any discrepancies noted before, during or after flight;

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4. Inspection of the aircraft before and after each flight;
5. Each Pilot shall keep the Chief Pilot informed, at all times, of the condition of any aircraft to which he is assigned;
6. All decisions concerning the safe operation of Bureau Aircraft will be the responsibility of the Pilot-in-Command;
7. Prior to any flight, the Pilot shall brief all passengers on emergency procedures;
8. No Pilot will accept any assignment unless he/she is confident that he/she is physically fit and capable of the assignment;
9. No Pilot will operate any Bureau Aircraft if he/she has consumed any alcoholic beverages during the eight (8) hour period prior to the flight;
10. No acrobatics will be attempted at any time, except for training purposes while accompanied by an instructor;
11. Each Bureau-assigned Pilot shall possess at least a Commercial Pilot's License with an Instrument Rating and a current Class II medical certificate;
12. Each Bureau-assigned Pilot shall maintain continuous knowledge, understanding and compliance with all Federal Aviation Regulations and Rules;
13. All assigned Bureau Pilots shall be subject to an evaluation every twelve (12) months or as considered necessary by the Chief Pilot;
14. Aircraft repair bills will be signed by the Pilot and forwarded to the Chief Pilot for approval and forwarding for payment; and
15. The Chief Pilot, the Assistant Director for Support Services, or the Director may ground any Pilot for violation of any of the above procedures and/or for any reason considered necessary to ensure safe flight operation of Bureau aircraft.
16. Under no circumstances will any alcoholic beverages be consumed or

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transported on Bureau aircraft.

**PILOT REPORTS**

- A. Each Pilot of a Bureau aircraft shall submit an Aircraft Mission Report to the Chief Pilot as soon as practical after each flight.
- B. Pilots shall prepare and submit a monthly Aircraft Expense Log to the Chief Pilot for approval and forwarding for payment.