08-001 Use of Departmental Aircraft

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services

USE OF DEPARTMENTAL AIRCRAFT

PURPOSE

This directive outlines appropriate uses for departmental aircraft and establishes a process for the evaluation of non-routine requests for the use of aircraft.

POLICY AND PROCEDURES

This directive applies to all aircraft owned, or operated by, the Los Angeles County Sheriff's Department.

The following uses of departmental aircraft are considered "routine." The assignment of aircraft and personnel to meet these requirements is governed by Aero Bureau Manual:

- Aerial patrol and surveillance operations in support of ground Law Enforcement operations in Los Angeles County or required Mutual Aid situations.
- Search and rescue operations. Medical evacuation and transportation missions.
- Transportation of personnel, performing official duties, using in-service aircraft.
- Transportation of prisoners
- Emergency transportation of county employees
- Transporting family members of critically injured department members
- Orientation training provided to members of law enforcement agencies
- Training of Aero Bureau personnel
- Aircraft Maintenance
- Public Relations Displays
- Funeral "fly-overs"
- Flight requests initiated by the Sheriff

Requests for the use of departmental aircraft, not addressed above, shall be directed to the Aero Bureau Unit Commander. Such requests shall describe the services requested and must contain a statement of justification specifying the departmental benefit to be gained. Approved requests shall require notification to the Chief, Office of Homeland Security (OHS) and a notation made on Aero Bureau Shift Summary Log. Aero Bureau shall maintain copies of all requests for a period of two years.

Requests for the use of departmental aircraft made by other County and Government agencies, not addressed

above, must be made according to the procedures established by the County of Los Angeles, Chief Executive Office.

Requests to transport a passenger, whether or not a Department member, from one destination to another, requires prior approval from the Aero Bureau Unit Commander.

Persons who are not being transported on official government business shall complete a “Waiver of Liability” form before boarding a departmental aircraft. Waivers will not be sought from persons being transported under rescue and/or emergency conditions.

AFFECTED DIRECTIVES

Manual of Policy and Procedure 2-06/060.05 (Aero Bureau) - Additional duties are added.

Manual of Policy and Procedure 3-05/030.35 (Transportation to/from Catalina Island) - Additional policy guidance is provided.

CITES/REFERENCES

Correspondence of the Los Angeles County Chief Administrative Officer, dated 12-19-1991 (County Aircraft Policy).

ATTACHMENTS

“Waiver of Liability” form