

# STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

AVIATION DETAIL

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### MASTER INDEX

<u>SUBJECT</u>	<u>TAB</u>
MPD BADGE COVER SHEET	
ENDORSEMENT SHEET	i
4	
MASTER INDEX	INDEX
LETTER OF PROMULGATION	A
ORGANIZATION CHART	B
MISSION STATEMENT AND OBJECTIVES	C
DUTY HOURS AND DRESS	D
DUTIES AND RESPONSIBILITIES OF MEMBERS	E
BASE OF OPERATIONS	F
PRE-FLIGHT INSPECTIONS AND POST FLIGHT PROCEDURES	SOP 1
HELIPAD AND AIRPORT OPERATIONS	SOP 2
SAFETY RULES FOR APPROACHING / LEAVING THE HELICOPTER	SOP 3
LANDING SITES	SOP 4
UNIFORMS AND PROTECTIVE EQUIPMENT	SOP 5
CREW PHYSICAL CONDITION	SOP 6
FLIGHT SAFETY	SOP 7
PROHIBITED AND RESTRICTED MANEUVERS	SOP 8



MASTER INDEX  
(Continuation)

OUT OF AREA (CROSS COUNTRY) FLIGHTS	SOP 9
REFUELING PROCEDURES	SOP 10
USE OF FUEL CARD	SOP 11
HELICOPTER PATROL OPERATIONS	SOP 12
FLIGHT DURATIONS AND MINIMUM FUEL REQUIREMENTS	SOP 13
EMERGENCY MOBILIZATION	SOP 14
OBSERVERS/PASSENGERS	SOP 15
CITIZEN COMPLAINTS	SOP 16
MAINTENANCE STANDARDS	SOP 17
AVIATION UNIT COMMANDER AND SUPERVISOR INITIAL TRAINING	SOP 18
TACTICAL FLIGHT OFFICER TRAINING STANDARDS	SOP 19
PILOT TRAINING STANDARDS	SOP 20
PILOT SELECTION	SOP 21
TACTICAL FLIGHT OFFICER SELECTION	SOP 22

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# MIAMI POLICE DEPARTMENT AVIATION UNIT STANDARD OPERATING PROCEDURES



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## AVIATION UNIT STANDARD OPERATING PROCEDURES

### ENDORSEMENT SHEET

First Quarter Inspection	<u></u> Unit Commander	Date <u>1/31/18</u>
Second Quarter Inspection	<u></u> Unit Commander	Date <u>5/24/18</u>
Third Quarter Inspection	<u></u> Unit Commander	Date <u>8/22/2018</u>
Fourth Quarter Inspection	<u></u> Unit Commander	Date <u>12/22/18</u>
Annual Inspection	<u></u> Unit Commander	Date <u>12/27/18</u>





# City of Miami



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City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### ENDORSEMENT SHEET

First Quarter Inspection	 _____ Detail Commander	Date <u>3/27/19</u>
Second Quarter Inspection	 _____ Detail Commander	Date <u>6/19/19</u>
Third Quarter Inspection	_____	Date _____
Fourth Quarter Inspection	_____	Date _____
Annual Inspection	_____	Date _____



# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

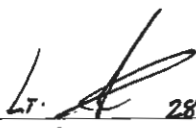
### LETTER OF PROMULGATION

TO: ALL PERSONNEL, MIAMI POLICE AVIATION DETAIL

This S.O.P. is established to provide guidelines for the operation and management of the Miami Police Aviation DETAIL, City of Miami Police Department.

Procedures incorporated into this S.O.P. are not meant to supersede, but to supplement published Departmental Orders. Conflicts between documents will be arbitrated by the Section Commander.

Personnel assigned to the Miami Aviation DETAIL are required to read and follow the procedures as set forth by this manual, Departmental Orders and any pertinent directives.

  
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Lt. A. 28113  
Commander  
Aviation Detail

9/3/19  
\_\_\_\_\_  
Date



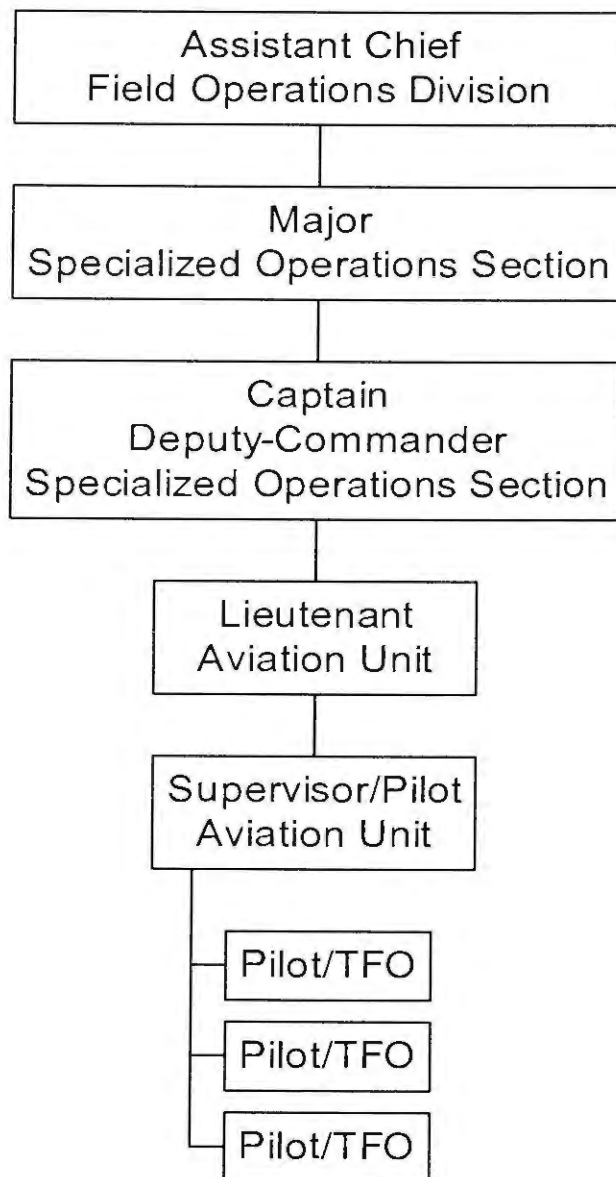
# City of Miami



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City Manager

## AVIATION UNIT STANDARD OPERATING PROCEDURES

### ORGANIZATIONAL CHART





# City of Miami



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City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### MISSION STATEMENT AND OBJECTIVES

#### MISSION STATEMENT

The mission of the Miami Police Aviation Detail is to protect the homeland, reduce crime, enhance officer safety and mitigate natural or man-made disasters through professional airborne law enforcement in the safest manner possible.

#### OBJECTIVES

The Aviation Detail is responsible for, but not limited to:

- I. Providing homeland security by reducing vulnerability to terrorism by enhancing patrols of critical infrastructure locations and mitigating the consequences of a terrorist attack via the deployment of rapid response teams and command and control personnel;
- II. Providing assistance to incident commanders during unusual occurrences, disasters and special events.
- III. Providing increased police presence in high crime areas and critical infrastructure targets subject to criminal activity or terrorist attack;

  
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Commander  
Aviation Detail

9/3/19  
Date



STANDARD OPERATING PROCEDURE  
MISSION STATEMENT AND OBJECTIVES  
(Continuation)

- IV. Providing an aerial platform or command post and downlink video transmissions during special events, civil disorders, disasters, etc;
  - V. Enhancing patrol coverage and domestic security over areas of the City inaccessible to ground details (i.e. fenced compounds, roofs, parking lots);
  - VI. Searching for lost or stranded persons and/or suspects and enhancing search and rescue operations for persons and vessels in distress;
  - VII. Reducing the inherent liability to the City for certain police activities (i.e. high-speed vehicle chases);
  - VIII. Enhancing officer safety by illuminating nighttime operations;
  - IX. Reducing man-hours searching for suspects attempting to conceal themselves by utilizing on board infrared video.
  - X. Assisting with traffic control in all Net Areas.
  - XI. Coordinate operations with the Fire Department to support firefighters during high-rise fires.
  - XII. Providing the following special air support functions to details of the Department for the accomplishment of their missions with the approval of the Specialized Operations Section Major:
    - A. Flying photographic missions as required for gathering evidence, planning, critiquing, and surveying;
    - B. Transportation of detectives and other City and Departmental personnel, when appropriate;
    - C. Providing aerial security of V.I.P. and foreign dignitaries as required.
  - XIII. Any other missions deemed necessary by the Chief of Police.
-

# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### DUTY HOURS AND DRESS

#### I. DUTY HOURS

- A. B-Shift 1400- 0000 Hours / Subject to change

#### II. GUIDELINES

- A. All grooming, dress, and uniform guidelines are set forth in the Department Procedures and are applicable to personnel assigned to the Aviation Detail.

#### III. UNIFORM EXCEPTION

- A. Officers who are assigned to the Aviation Detail are authorized to wear flight suit and protective equipment as stated in the Aviation Detail's SOP 6 provided by the department.
- B. Officers who are assigned to the Aviation Detail are authorized to wear the aviation wing insignia.
- C. The wing insignias will recognize the pilots in the following manner:

  
\_\_\_\_\_ 2813

Commander  
Aviation Detail

9/3/19  
Date



STANDARD OPERATING PROCEDURE  
DUTY HOURS AND DRESS  
(Continuation)

1. Pilots will wear Pilot Wings provided by the department.
  2. Tactical Officer Wings provided by the department shall be worn by certified Tactical Flight Observers.
  3. Wings for Aviation Detail Members of the rank of Sergeant and above will be gold plated. Wings for Aviation Detail members of the rank of Officer will be silver plated.
- D. The wings will be worn only on the class A & B uniform shirt and/or jacket, centered just above the nametag and/or award ribbons.
- E. Officers who are assigned to the Aviation Detail and are required to appear in court will comply with Departmental Orders for dress. Flight suits are not authorized for court appearances when the officer is testifying in a trial.
- F. Any deviations from this policy must have prior approval of the Lieutenant.
- G. Any personnel assigned to the Aviation Detail may wear the issued dark blue polo with BDU pants if the helicopter is down for maintenance or any other related event which must be approved by Detail Commander.
-

# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### DUTIES AND RESPONSIBILITIES OF MEMBERS

#### I. LIEUTENANT

- A. The Lieutenant in command of the Aviation DETAIL reports to the Deputy Commander of the Specialized Operations Section. He/She will administer, inspect, plan and budget for the DETAIL.
- B. Ensure all department law enforcement officer training is conducted
- C. Coordinate operations, training and maintenance
- D. Compile monthly COMPSTAT Reports
- E. Maintain Aviation DETAIL training records for all flight personnel, regarding helicopter training including copies of appropriate medical certificates and pilot's licenses
- F. Identify and evaluate safety problem areas
- G. Maintain a viable aviation and industrial safety program for the Aviation DETAIL. Coordinate the formation and implementation of safe operating procedure criteria with the Safety Officer
- H. Conduct quarterly safety meetings and orientation for new personnel.

LT. [Signature] #28113

Commander  
Aviation Detail

9/3/19  
Date



STANDARD OPERATING PROCEDURE S.O.P.  
DUTIES AND RESPONSIBILITIES OF MEMBERS  
(Continuation)

- I. Ensure that mishaps involving the helicopter are properly investigated.
- J. Coordinate media inquiries with the Public Information Office.
- K. Maintain liaison with the Budget DETAIL.
- L. Maintain a current list of eligible personnel on the Police Department who have indicated a desire to transfer to the Aviation DETAIL.
- M. Ensure liaison with all area Commands.
- N. Track and maintain financial records for the maintenance of all ground support equipment for trend analysis.

## **II. SERGEANTS**

The Aviation DETAIL Sergeants are responsible for the day-to-day operation of the detail. Those duties include:

- A. Supervise all Aviation DETAIL personnel, equipment and maintenance.
  - B. Train and coordinate training for personnel as required, by the Chief of Police.
  - C. Ensure all Federal Aviation Administration (FAA) mandated training parameters are met in the training plan for all aircraft crew members.
  - D. Evaluate qualification status of each crewmember. Verify all performance standards are met.
  - E. Maintain appropriate training/qualification records in compliance with FAR Part 61 and department standards.
  - F. Ensure all department law enforcement officer training is conducted.
  - G. Ensure Aviation DETAIL personnel comply with department rules and regulations, Federal Aviation Regulations, or public laws, when applicable.
  - H. Ensure aircrews maintain current knowledge of crime problems citywide
-

**STANDARD OPERATING PROCEDURE S.O.P.**  
**DUTIES AND RESPONSIBILITIES OF MEMBERS**  
(Continuation)

- I. Ensure all forms of documentation are completed.
- J. Review daily activity of the DETAIL.
- K. Perform flight crew duties as needed, if qualified.
- L. Establish and assess flight standards and DETAIL training standards
- M. Supervise and coordinate the schedule for operations, training, and maintenance

**VI. PILOT-IN-COMMAND**

- A. The primary duty of the Pilot in Command is the safe and effective operation of department aircraft in accordance with Federal Aviation Regulations, Departmental Orders, Aviation DETAIL's SOP's, the Aircraft Operator's Manual, and all pertinent laws when applicable.
- B. The Pilot in Command is the ultimate authority aboard the aircraft, regardless of the rank of any other person aboard.
- C. Only pilots who have been approved by the Chief of Police or his designee may be assigned as the Pilot in Command.

**VII. TACTICAL FLIGHT OFFICER (TFO)**

- A. Assist the Pilot in Command as needed
  - B. Monitor critical engine instruments during take off and landing
  - C. Scan for air traffic; and Monitor air traffic communications during takeoff, departure, approach and landing.
  - D. The TFO's primary duty is ensuring the aircraft is properly outfitted with all equipment necessary to accomplish its mission
  - E. Monitoring the police radio
  - F. Observe activity on the ground
  - G. Direct tactical operations of the aircraft
-

**STANDARD OPERATING PROCEDURE S.O.P.**  
**DUTIES AND RESPONSIBILITIES OF MEMBERS**

(Continuation)

- H. Advise the Pilot in Command where to fly via geographic points and when to orbit when engaged in any police activity
- I. Operate all special equipment (lights, NVG's, FLIR, etc.)
- J. Pre-boarding briefing of passengers, to include briefing checklist and waiver form, boarding and disembarking the aircraft.
- K. Safety and security of the aircraft on the ground.



# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### BASE OF OPERATIONS

- II. The base of operations for the Miami Police Aviation Detail shall be the U.S. Coast Guard Air Station located at Opa-Locka Airport.
- III. The Aviation Detail administrative office is the repository of aircraft records, manuals and personnel aviation training records.
- IIII. In the event the U.S. Coast Guard Air Station is not accessible, the base of operations for the Miami Police Aviation Detail shall be the roof top heliport on the Miami Police Central Station. The coordinates for the helipad are 25-46-41.65N, 80-11-54.33 W.

  
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Commander  
Aviation Detail

9/3/19  
Date



# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### PRE-FLIGHT INSPECTIONS AND POST FLIGHT PROCEDURES

S.O.P. 1

SUBJECT: Pre-flight inspections and post flight procedures

PURPOSE: To establish guidelines for pre-flight inspections and post flight procedures

SCOPE:

I. Pre-Flight

A. Prior to all flights, the Pilot-in-Command is responsible for ensuring that the following tasks are completed.

1. The aircraft is in airworthy condition.

 #28113

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9/3/19  
Date



STANDARD OPERATING PROCEDURE S.O.P. 1  
(Continuation)

2. A pre-flight inspection in accordance with manufacturers' operator's manual has been conducted; and
3. The aircraft status board and appropriate logbooks have been reviewed.
4. A daily weather brief has been obtained from the FAA Flight Service Station (FSS) for the vicinity or route of flight.

II. Post Flight

- A. After all flights, the Pilot in Command is responsible for ensuring that the following tasks are completed.
  1. The aircraft will be refueled with the next scheduled flight mission;
  2. All fluid levels will be checked;
  3. Overall inspection for damage, strikes, defects, or oil leaks;
  4. Whenever the helicopter is stopped or parked unattended, the TFO shall secure the main rotor blade with the approved tie-down straps and cover the aircraft with the appropriate sun shield.
- B. Any flight restricting condition to the aircraft must be reported to the Maintenance Officer or the supervisor as soon as practical, and logged in the aircraft discrepancy book; and
- C. All discrepancies will be entered in the appropriate aircraft maintenance logbook.

III. Logbooks

- A. Each departmental aircraft will have a flight log assigned to it, and the log will be updated after each flight.
- B. The aircraft maintenance logbook is the final authority regarding the flight status of an aircraft.

# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### HELIPAD AND AIRPORT OPERATIONS

S.O.P. 2

SUBJECT: Helipad and Airport Operations

PURPOSE: To establish guidelines for Helipad and airport operations

SCOPE:

- I. HELIPADS – Departmental aircraft have continuous use of the Miami Police Helipad and the Opa-Locka U.S.C.G. Air Station Miami which are the current operations bases for the Detail. The MPD Helipad meets the FAR requirements for day and night operations.
  - A. The Miami Police Aviation Detail has sole authority for aviation operations (clearance to land, guest aircraft, etc.) on the rooftop heliport. The Building Manager has the authority to close the helipad for scheduled and unscheduled maintenance. The Building Manager shall coordinate all

 #28113

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Aviation Detail

9/3/19  
Date



STANDARD OPERATING PROCEDURE S.O.P. 2  
(Continuation)

closures with the Aviation Detail Lieutenant who shall ensure heliport closures are published via the Staff Email and a copy of the closure is posted on the Communications Complaint Bridge.

- B. The MPD Helipad is equipped with CO2 portable fire extinguishers and a wet standpipe fire hose. All members of the Aviation Detail shall be proficient in the use of the firefighting equipment.
  - C. In the event of a fire, the TFO shall evacuate all passengers from the aircraft and helipad, sound the fire alarm, and then attempt to extinguish the fire.
  - D. The PIC shall communicate the emergency and follow the manufacturer's checklist procedures for FIRE ON BOARD as much as practical before evacuating the aircraft.
  - E. The MPD Helipad lies within the Miami Class Bravo airspace and is controlled by the Miami Air Traffic Control Tower (ATC). Clearance to takeoff from and land to the MPD Helipad must be obtained from ATC.
  - F. The Control Tower frequency is 118.3. Aircraft operating to, from or within the Class B airspace shall maintain two-way radio communication with ATC as required by FAR 91.87(b). Pilots will advise the ATC Tower of their direction of flight prior to liftoff.
  - G. The Watson Island Heliport lies just outside the core of the Miami Class B airspace and is classified as Class G Airspace. The airspace is shared with the Miami Seaplane Base. The published frequencies for Watson Island aerodrome are 123.05 for helicopters and 122.8 for the seaplanes. It should be noted that most helicopter operators monitor the Helicopter Unicom frequency 123.025 when transiting this airspace. Flight crews shall guard these frequencies when operating near Watson Island.
  - H. Aircraft will be flown at an altitude directed by the ATC Tower or to minimize, to the greatest extent possible, aircraft noise to the surrounding commodities.
- II. HELIPADS/AIRPORTS - Pilots are expected to make published helicopter entry to the requested airport(s), airport helipad pinnacles, confined areas or landing zones and depart on published routes, unless otherwise directed by the ATC Tower.
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# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### SAFETY RULES FOR APPROACHING/LEAVING THE HELICOPTER

S.O.P. 3

SUBJECT: Safety rule for approaching and leaving helicopter

PURPOSE: To establish guidelines for Safety rule for approaching and leaving the helicopter

SCOPE:

- I. Prior to boarding the aircraft, passengers will be briefed by a qualified crewmember.
  - A. All persons should be kept at least fifty (50) feet away from the aircraft while the rotor blades are in motion unless specifically authorized by the PIC.

LT. [Signature] #25113

Commander  
Aviation Detail

9/3/19  
Date



STANDARD OPERATING PROCEDURE S.O.P. 3  
(Continuation)

- B. If passengers are to be loaded while the aircraft running, the engine will be reduced by the pilot to flight idle rpm. ALL PERSONS MUST BE ESCORTED BY A QUALIFIED FLIGHT CREWMEMBER OF THE AVIATION UNIT WHEN APPROACHING OR DEPARTING THE AIRCRAFT WHILE THE ROTORS ARE IN MOTION. All persons must be escorted by a qualified flight crewmember from the front or side, so the PIC can see them at all times. Under no circumstances will anyone approach the helicopter without being escorted by a qualified flight crewmember.
- C. Anyone approaching the helicopter when the rotors are in motion shall stand directly in front of the helicopter, outside of the rotor disk and make eye contact with the pilot and proceed to the helicopter once the pilot has approved the approach through a hand or light signal.
- D. Extreme caution should be exercised to avoid walking into moving main rotors and tail rotors. The height above the ground of these rotors may vary with changes in terrain.
- E. Persons departing the helicopter while the rotor blades are in motion will walk directly away and to the front of the aircraft. Non-flight crewmembers will be escorted by a qualified flight crewmember or a Tactical Flight Officer until they are at least fifty (50) feet away, if practical. Under no circumstances will anyone walk to the rear of the helicopter.
- F. In the unlikely event of a crash or uncontrolled landing, aircrew and passengers should use a point directly in front of the helicopter nose to reassemble after exiting the aircraft.
- G. Anyone who accompanies a passenger scheduled for an observation flight in the helicopter and remains as a bystander while the rotors are in motion must be briefed by a flight crewmember to remain within a safe distance away from the helicopter and must not approach the helicopter without being escorted by a qualified flight crewmember.

# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### LANDING SITES

S.O.P. 4

SUBJECT: Landing sites

PURPOSE: To establish guidelines for Landing Sites

SCOPE:

#### I. AUTHORIZED LANDING SITES

A. The Pilot in Command of a helicopter is authorized to land at the following off air/heliport locations:

1. Private or public property for static display. Prior permission to land must be obtained from the property owner and the Chief of Police or his designee.

 #28113

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Aviation Detail

9/3/19  
Date





## STANDARD OPERATING PROCEDURE S.O.P. 4

(Continuation)

2. At any location when providing emergency services where the site is free of obstructions and precautions have been taken to prevent personal injury or property damage if the PIC has the proper authorization.

### B. Precautionary Landings

1. When the PIC decides a precautionary landing is necessary, the PIC will make a normal landing at a safe landing site. Air Traffic Control and Police Communications should be notified of the intentions prior to landing, if possible. The Aviation Detail Supervisor will be contacted immediately after landing and advised to the status.

### C. Emergency Landings

1. Should an emergency require the pilot to make an immediate landing or an autorotation, the PIC will make every effort to safely touchdown. Time and control permitting, the same communication procedures as outlined in the previous paragraph will be followed. The Lieutenant will be dispatched to the scene and will be responsible for ensuring that appropriate notifications are made.
  2. After receiving notification, the Lieutenant will go to the scene and assess the incident. The Lieutenant will determine if necessary repairs can be made in the field or if the aircraft must be transported to a repair facility. If any aircraft damage may have occurred, a mechanic will closely examine the aircraft before it is moved or flown.
  3. The Pilot in Command will be responsible for the completion of all reports after a precautionary or emergency landing.
  4. The Lieutenant will be responsible for ensuring the notification and liaison with the National Transportation Safety Board and the Federal Aviation Administration.
  5. The Lieutenant will be responsible for ensuring that Risk management is notified when necessary
-

# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### UNIFORMS AND PROTECTIVE EQUIPMENT

S.O.P. 5

SUBJECT: Uniform and protective equipment

PURPOSE: To establish guidelines for Uniform and protective equipment

SCOPE:

I. GENERAL GUIDELINES

- A. All grooming, dress, and uniform guidelines are set forth in the Departmental Orders and are applicable to personnel assigned to the Aviation Detail.

II. FLIGHT CREW PROTECTIVE EQUIPMENT

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Lt.  #28113

Commander  
Aviation Detail

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9/3/19  
Date



STANDARD OPERATING PROCEDURE S.O.P. 5  
(Continuation)

A. The following protective clothing items will be provided by the Department and shall be worn by the flight crews when operating the helicopter:

1. Flight helmets;
2. Flight suit made of Nomex fire retardant material navy blue in color with Miami Police patches;
3. Flight jacket made of Nomex fire retardant material jacket;
4. All Unit personnel shall wear Nomex fire retardant gloves during take-off, landing and all helicopter flight-training operations.

B. OFF SHORE OPERATIONS

1. Flight crews are required to don Personal Floatation Devices (PFD's) during actual or anticipated off shore flights.
2. Crewmembers engaged in extended off-shore operations shall have successfully completed a formal water emergency egress and survival training course and be equipped with a HEED SCUBA device.

C. HEARING AND EYE PROTECTION

1. Hearing and eye protection shall be provided for all personnel who assist with the loading and unloading of passengers or cargo, or who work near operating helicopters.

# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### CREW PHYSICAL CONDITION

S.O.P. 6

SUBJECT: Crew Physical Condition

PURPOSE: To establish guidelines for Crew Physical Condition

SCOPE:

- I. Crewmembers are to ensure that their physical condition is maintained at a sufficient level to complete their mission. This includes:
  - A. Sufficient rest and nourishment and maintaining an exercise regiment by providing (1) hour of regular exercise during the regular tour of duty.

LT. [Signature] #28113

Commander  
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9/3/19  
Date



STANDARD OPERATING PROCEDURE S.O.P. 6  
(Continuation)

- B. The use of alcohol and altering medication 8 (eight) hours before a flight is prohibited. In accordance with Federal Air Regulations aircrews shall not operate an aircraft with a blood alcohol of .04 or greater.
- C. Unit Personnel who are using any medication will report the use to the Supervisor/Lieutenant prior to any duty assignment
- D. Blood donations are not allowed for seventy-two (72) hours prior to any flight.
- E. A crewmember is generally prohibited from:
  - 1. Flying more than eight (8) hours in any given shift
    - a. If circumstances arise where a crewmember anticipates exceeding either the maximum flight time and/or maximum duty day, the crewmember must brief the Supervisor or Lieutenant as to the circumstances and receive approval to exceed these limits.
    - b. Every attempt should be made by the Supervisor or Lieutenant to relieve the crew member(s) as soon as possible.
    - c. Whenever possible, Crewmembers should be provided a nine (9) hour, uninterrupted, rest period between scheduled shifts. This does not include emergency call back assignments.
- F. Crewmembers are often the best gauges of their own physical and mental state. As such, they should carefully assess their ability to perform their duties safely prior to accepting such an assignment.

# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### FLIGHT SAFETY

S.O.P. 7

SUBJECT: Flight Safety

PURPOSE: To establish guidelines for Flight Safety

SCOPE:

#### I. CREW CONDUCT

- A. All Aviation Detail personnel will conduct themselves in a professional and safety conscious manner. Safety is the first consideration in all operations.
- B. Operations will be conducted in accordance with existing Department Orders and Aviation Detail's SOP's, Federal Aviation Regulations; the aircraft

  
\_\_\_\_\_ #28113

Commander  
Aviation Detail

9/3/19  
Date



## STANDARD OPERATING PROCEDURE S.O.P. 7 (Continuation)

manufacturer's operating manual, procedures outlined in this manual, or public law when applicable.


### II. PILOT'S LICENSE / MEDICAL CERTIFICATE

- A. Pilots must maintain a current Commercial Pilot's License, and Class II medical certificate in accordance with Federal Aviation Regulations.
- B. Copies of certificates must be kept on file in the officer's training file in Aviation Detail office.

### III. FLIGHT SAFETY

- A. Detail flights will be performed in a manner deemed to be safe by the Pilot-In-Command and the Detail sergeant.
- B. The Pilot in Command will ensure the aircraft flight controls are only manipulated by crewmembers assigned to the Aviation Detail.
- C. Public, crew, and aircraft safety are the principle considerations in determining whether or not a particular request is performed. Good judgment and common sense must prevail.

### IV. FLIGHT CANCELLATION

- A. The Pilot-in-Command may cancel a scheduled flight for a legitimate reason.
  - B. The Communications Desk and the Detail Lieutenant are to be notified as soon as practical. The reason for the cancellation will be noted in detail on the daily journal, and the daily flight schedule annotated.
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# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### PROHIBITED OR RESTRICTED MANEUVERS/FAR'S REGULATIONS

S.O.P. 8

SUBJECT: Prohibited or Restricted Maneuvers/Federal Aviation Administration Regulations.

PURPOSE: To establish guidelines for safe operations in compliance with Federal Aviation Regulations and departmental policies. The Miami Police helicopter is governed by appropriate Federal Aviation Regulations. Parts 61 & 91, as applicable. All Federal Aviation Regulations and manufacturer's operating manual guidelines are to be followed under normal operations.

Scope:

- I. The Miami Police helicopter is a civil aircraft and governed by appropriate Federal Aviation Regulations. All Federal Aviation Regulations and manufacturer's manual guidelines are to be followed under normal operations.

  
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Commander  
Aviation Detail

9/3/19  
Date





STANDARD OPERATING PROCEDURE S.O.P. 8  
(Continuation)

- II. With the exception of scheduled training and maintenance flights, practice power-off maneuvers in helicopters are prohibited without prior approval from an Aviation Detail Lieutenant.

A. Prohibited/Restricted Maneuvers

1. Careless or reckless maneuvers are prohibited.
2. Practice of power-off maneuvers in helicopters is prohibited without prior approval and supervision of a certified flight instructor.

B. Minimum VFR Ceiling and Visibility Requirements for Flight Operations

1. One Thousand (1000') feet ceiling and one (1) mile visibility within the Miami Class B Airspace.
2. In compliance with FAA cloud clearance and visibility regulations outside of the Miami Class B airspace.
3. In compliance with FAA regulations for Special Visual Flight Rules (SVFR).

C. Minimum Flight Altitudes

1. In accordance with Federal Air Regulations, no pilot shall operate a helicopter at an altitude that in the event of an emergency, a landing may pose an undo hazard to persons or property on the ground.
  2. 500' AGL during routine operations within the Miami Class B Airspace or as cleared by Miami Tower ATC.
  3. 500' AGL daytime outside of the Miami Class B Airspace.
  4. 800' AGL night time outside of the Miami Class B Airspace.
  5. When covering officers on the ground during routine patrol operations, the pilot should not descend below four hundred (400) feet AGL in case of an autorotation landing and for noise considerations, remaining at that lower altitude for as little time as is deemed reasonable while maintaining an airspeed at or above 50 knots.
-

STANDARD OPERATING PROCEDURE S.O.P. 8  
(Continuation)

6. The first crewmember regardless of rank that notices the aircraft approaching the altitude limit shall make a verbal call out to the pilot in command of the altitude, as read on the aircraft's altimeter.
7. FLIR operations should be conducted at or above 600 feet AGL in order to enhance the FLIR's capability when searching for subject(s).

D. Flight/Operational Limitations

- 1.. The aircraft shall not be flown on routine patrol in sustained winds that exceed 25 knots, or when the gust spread exceeds 15 knots. The aircraft shall not be flown in winds that exceed 25 knots or when the gust spread exceeds 15 knots. The maximum velocity for starting and stopping the rotor system is 45 knots. No landings shall be conducted on elevated structures (i.e. the headquarters rooftop Helipad) in winds exceeding 20 knots.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### OUT OF AREA FLIGHTS

S.O.P. 9

SUBJECT: Out of Area Flights

PURPOSE: To establish guidelines for Out of Area Flights

SCOPE:

- I. Prior to all out of City flights, the PIC will obtain:
  - A. Authorization from the DETAIL Lieutenant when the flight is fifty (50) miles or less from the Miami Police Department Helipad.
  - B. Authorization from the Chief of Police or his designee when the flight is more than fifty (50) miles from the Miami Police Helipad;
  - C. Current route and destination charts;

\_\_\_\_\_ 28113

Commander  
Aviation Detail

\_\_\_\_\_ 9/3/19  
Date



STANDARD OPERATING PROCEDURE S.O.P. 9

(Continuation)

- D. Present and forecast weather information for all reported points along the projected route; and
  - II. File a VFR flight plan for flights over 100 nautical miles from the base of operations. Request Flight Following on cross country flights over 50NM or any extended flight over the Everglades or water.
  - III. Close the VFR flight plan upon arrival at the destination and contact the DETAIL Commander or Complaint Sergeant to confirm arrival or advise of an in-flight delay.
  - IV. FAA procedures for over due aircraft shall be initiated. The DETAIL Commander shall contact the planned landing sites listed on the flight plan to locate the last known position of the aircraft. Jurisdictions within the probable flight path of the overdue aircraft shall be notified and placed on standby for assistance.
-

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### REFUELING PROCEDURES

S.O.P. 10

SUBJECT: Refueling procedures

PURPOSE: To establish guidelines for refueling procedures

SCOPE:

- I. The Pilot in Command is responsible for ensuring that the aircraft is refueled properly and in compliance with Federal, State and Local laws and specific procedures outlined by the aircraft manufacturer.
- II. All Aviation Detail Personnel shall receive training and demonstrate proficiency in the use of Self-Service fueling facilities and / or the procedures for fueling from a tanker truck before being permitted to refuel a departmental aircraft to include the use of firefighting equipment. Documentation of this training shall be maintained in the Aviation Detail's training records.


 #28113

Commander  
Aviation Detail

9/3/19  
Date



STANDARD OPERATING PROCEDURE S.O.P. 10  
(Continuation)

- A. At the time of this printing, the Miami Police Department Aviation Detail does not authorize to store or dispense fuel.
- III. A qualified flight crewmember, predominantly the Tactical Flight Officer must ensure that the refueling truck keeps a safe distance away from the helicopter prior to refueling when the aircraft's rotors are in motion. Once the aircraft rotors have stopped, the qualified flight crewmember, predominantly the Tactical Flight Officer will position himself/herself adjacent to the helicopter's main rotors in order to signal the refueling truck to a safe location where refueling can be conducted. Under no circumstances will a flight crewmember leaves the helicopter unattended during refueled. The flight crewmember conducting the refueling must ensure that the refueling truck has the proper placards for the fuel required. The use of static grounding straps / cables to the aircraft is mandatory during all refueling operations. During the beginning of the first flight of the day, the designated pilot in command must test the fuel using the aircraft's fuel draining system and procedures in order to minimize any contamination in the fuel tank of the helicopter.
- IV. Hot refueling of the aircraft is permissible ONLY IN AN EXTREME EMERGENCY and shall prior to and during the refueling be at the sole discretion of the Pilot in Command. If the "Hot Re-fueling" is authorized, the TFO shall retrieve the fire extinguisher and position him/her self in the pilot's view on the fueling side of the aircraft.
- V. All passengers and nonessential personnel will be removed from the helicopter and remain at least 50 feet from the aircraft during any refueling.
- VI. NO SMOKING within 50 feet of Detail aircraft at any time.
- 

# City of Miami



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City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### USE OF FUEL CARD

S.O.P. 11

SUBJECT: Use of Fuel Card

PURPOSE: To establish guidelines for use of fuel card

SCOPE:

- I. The following criteria will apply to any use of the Aviation Detail credit card.
  - A. The Pilot in Command is authorized to use the credit card for fuel and fluid purchases as needed for approved flights.
  - B. Food and beverages are NOT to be purchased under any circumstances with the credit card under any circumstances

  
\_\_\_\_\_ #28113

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9/3/19  
Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### HELICOPTER PATROL OPERATIONS

S.O.P. 12


SUBJECT: Helicopter Patrol Operations

PURPOSE: To establish guidelines for helicopter patrol operations

SCOPE:

I. Patrol Policy – Mission Priorities

- A. The primary purpose of the Aviation Detail is to protect citizens and critical infrastructure by using the DETAIL's capabilities to detect, interdict, and prevent acts of terrorism.
- B. The Aviation detail's secondary mission includes aerial support for patrol officers. Officer safety will be the first consideration and increasing officer effectiveness through aerial observation.

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LT.  #28113

Commander  
Aviation Detail

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9/3/19  
Date





STANDARD OPERATING PROCEDURE S.O.P. 12  
(Continuation)

C. In the event of simultaneous requests, the aircrew will determine which call to respond to based on the following:

- i. Protection of life
- ii. Protection of property
- iii. Patrol calls for service in the Net Areas.
- iv. Weather conditions, and
- v. Distance to the call (response time vs. effectiveness)

D. Good judgment should prevail on the part of the PIC when prioritizing calls for service. However, consideration should be made based on information received by the patrol units on the ground.

## II. Flight Crews

- A. All helicopter flights will have a full flight crew consisting of a PIC (Pilot in Command) and a TFO (Tactical Flight Officer).
- B. Deviation from this protocol can be made with the approval of the detail Lieutenant.

## III. Deployment Priorities

- A. Daily patrol areas will be based on the following criteria:
    1. Homeland Security issues or concerns
    2. Dispatched calls for service in the Net Areas.
    3. Special patrol requests, and
    4. Known crime problems/trends (Hot Spots).
  - B. Special event requests may occasionally take priority over routine missions.
-

STANDARD OPERATING PROCEDURE S.O.P. 12  
(Continuation)

IV. Standby Readiness

- A. When not airborne, on-duty flight crews will be available to respond to any emergency.
- B. Flight Crews shall monitor the channel 1 when on standby and notify the Complaint Sergeant accordingly (when on standby vs. when in the air).

V. Vehicle Pursuits

- A. The helicopter will be notified as soon as possible by the dispatcher and or communication personnel of a vehicle pursuit.
- B. When a timely response is probable, the helicopter will respond to the area of the pursuit.
- C. The helicopter will broadcast pursuit information such as direction of travel, impending road hazards, school zones and other potentially unsafe road conditions.
- D. When practical, the helicopter may advise the ground units to back away from the pursuit, allowing the driver/occupants of the vehicle involved in the pursuit to abandon their vehicle.
- E. If a pursuit does not fall within the departmental policy or the ground units are advised to discontinue the pursuit by a Supervisor, the helicopter will attempt to maintain visual contact with the vehicle and track its location.
- F. Ground units will continue to monitor the radio, noting the direction of travel, and remain available to respond as quickly as possible to assume a perimeter position should it be necessary.
- G. When the driver/occupants of the vehicle abandon the vehicle, the helicopter will try to maintain visual contact with the occupants of the vehicle (primarily the driver or advised offender) and advise ground units of their direction of travel.
- H. The helicopter will assist ground units in strategically setting up a perimeter and utilize their specialized equipment accordingly to apprehend the offenders.

VI. Availability of Specialized Equipment

- A. Illumination
-

STANDARD OPERATING PROCEDURE S.O.P. 12  
(Continuation)

1. As a norm, the helicopter will have the Night Sun or searchlight on during night operations if deemed necessary in order to assist the ground units
2. Upon arrival at a location, or during a perimeter, the helicopter will coordinate with the ground details in determining the area(s) to be illuminated.
3. The searchlight (Night Sun) is extremely bright. Caution should be used to avoid directly illuminating ground details, drivers or residents.
4. When illuminating moving vehicles an effort should be made to illuminate the vehicle from the rear or side.

B. Thermal Imager Device (FLIR) and camera

1. Use of the FLIR (Forward Looking Infra-Red) will be dictated by the type of mission being flown.
2. Tactics and coordination with ground details will determine how and when the FLIR is used.
3. An extreme effort will be made to avoid the possibility of the FLIR looking into a structure not directly involved in a police-related action.

C. Video Recording Procedure

1. The helicopter is equipped with a digital recorder, capable of recording images from either the camera, or FLIR.
    - a. Operating either camera increases the observer's workload significantly and may not always be possible. Workload permitting, the following events should be recorded:
  2. Incidents that are of possible evidentiary value in criminal cases (IE: pursuits);
  3. Special events for historical documentation.
  4. Any incident which will enhance the operation of the Police Department or contribute to future Department training.
-

STANDARD OPERATING PROCEDURE S.O.P. 12  
(Continuation)

D. Disposition of Recordings

1. When recordings from the helicopter are requested for court purposes, the following procedures will be adhered to:
  - a. Two copies are to be made of the recording.
  - b. One copy will be retained by the Aviation detail.
  - c. The other copy will be given to the requesting detail.
  - d. The original recording will be turned into the Property detail.
2. Recordings of pending cases shall not be released to anyone other than the investigating officer/detective or appropriate detail, once its evidentiary value has been determined.
3. If an officer requests a copy of a recording (not for court purposes), once approved by the detail lieutenant, the copy will be made by the Aviation detail when practical and given to the officer.
4. Occasionally, a copy of a recording may be requested by the media. All media requests for recordings must be made through the PIO office. The PIO Lieutenant will evaluate each request and coordinate the release of said recording with the Aviation detail Lieutenant.
5. General recordings not of evidentiary value are to be stored by the Aviation detail for a minimum of 30 days.

VII. Off Shore / Over Water Operations

- A. The purpose of this procedure is to set guidelines for the operation of the helicopter over water, including ocean and inland waters, in and around the City of Miami.
    1. No flight should be conducted over water unless circumstances exist which would justify the risks involved.
    2. No flight will be conducted over water when the helicopter is out of autorotation range of shore, unless the crew and all passengers are wearing appropriate personal floatation devices.
    3. The Police Helicopter is equipped for over water searches, but it is not equipped for water rescue.
-

STANDARD OPERATING PROCEDURE S.O.P. 12  
(Continuation)

4. Rescues of persons in the water will not be attempted.

VIII. Communication Radios

- A. The helicopter, in addition to the FAA required VHF radio, is equipped with radios to communicate with the Communications Section and ground units of the Miami Police Department. The helicopter also has the capability to communicate with most police and fire agencies within Miami-Dade County.
- B. If a agency's dispatch and/or tactical frequency is not available on the helicopter, an effort should be made on the part of the ground units to identify an alternative frequency, reducing the workload of the helicopter while in the air.
- C. The helicopter crews will monitor Dispatch 1 while on the ground and the respective channel of the area they are over while in the air.
- D. The helicopter must notify the dispatcher of what channel they are always monitoring.

IX. Down Link Capabilities

- A. The helicopter is equipped with video down link capabilities that allows images being seen by the helicopter to be transmitted to the station and field units via a field monitoring receiver.
  - B. After the PIC established cruise flight, as soon as practical an effort should be made to extend the down link antenna and turn on the FLIR.
  - C. Images should be continuously transmitted while the helicopter is in the air.
  - D. The communications bridge supervisor will be responsible for ensuring the designated monitor is set to receive the helicopter signal.
-

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### FLIGHT DURATION AND MINIMUM FUEL REQUIREMENTS

S.O.P. 13

SUBJECT: FLIGHT DURATION AND MINIMUM FUEL REQUIREMENTS

PURPOSE: To establish guidelines for flight duration and minimum fuel requirements

SCOPE:

I. FLIGHT DURATION

- A. The Aviation Unit Lieutenant will coordinate and assign the patrol flight paths and durations. On average, patrol flight duration will be 1.0 to 1.5 hours. However, several factors including, but not limited to; weather, maintenance, and calls for service may affect this schedule.

  
\_\_\_\_\_ #28113

Commander  
Aviation Detail

9/3/19  
Date



STANDARD OPERATING PROCEDURE S.O.P. 13  
(Continuation)

II. MINIMUM FUEL REQUIREMENTS

- A. All helicopter flights will terminate with a minimum of a 30-minute fuel reserve.
- B. The PIC shall not leave the helicopter with less than a  $\frac{1}{2}$  of a tank of fuel at the end of the shift.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### EMERGENCY MOBILIZATION

S.O.P. 14

SUBJECT: Emergency Mobilization

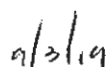
PURPOSE: To establish guidelines for emergency mobilization

SCOPE:

- I. The Miami Police Aviation Detail shall respond to any situation that occurs in the City of Miami or any other location, as approved by the Commanding Officer, which results in a threat to public safety. The Detail's objective is to provide airborne support to any situation that requires emergency mobilization. To affect this objective, the resources of the Aviation Detail will be committed to reducing the danger to life and property, search and recovery, and all lawful measures will be taken to restore law and order.

  
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Date





STANDARD OPERATING PROCEDURE S.O.P. 14  
(Continuation)

- II. Upon institution of any operation phase, the authorizing Incident Commander (IC) shall establish a Command Post (CP). The IC should establish the CP in a location adequate for all support agencies including a helicopter-landing zone (LZ). Some other responsibilities of the IC are as follows:
  - A. When a helicopter is needed the IC should notify the Complaint Sergeant of the situation and of the request for an air Detail.
  - B. Prior to the helicopter's arrival, the IC should contact the Aviation Detail regarding necessary ground support such as personnel to direct the helicopter into the LZ, LZ lighting, wind direction and radio communications with the helicopters.
- III. Flight crews shall maintain and monitor communications with the CP, report intelligence to the CP and provide timely information to ground officers during emergency situations.
- IV. Because of the many variables inherent to the use of helicopters, the Aviation Detail Commanding Officer, if warranted and time permitting shall deploy a liaison officer from the Detail to the CP to assist the IC;
  - A. Coordinate relief of pilots and aircraft.
  - B. Ensure communications are maintained between the CP and the Departmental aircraft.
  - C. Ensure that an LZ is cleared at, or as near as possible, to the CP.
  - D. When needed during an emergency mobilization, the Aviation Detail shall provide aerial observation, information gathering and assistance to the Incident Commander of the Field Command Post.
  - E. Additionally, the Detail shall maintain a contingency plan for the city-wide assessment of damage following a hurricane
- V. Part 91.137 of the FAA Regulations states that flights entering an area of an unusual event, or incident creating a high degree of public interest, must operate in accordance with temporary restrictions regarding the designation area. Part 91.137 must be invoked by the administrator of the FAA via a Notice to Airmen (NOTAM). Aviation Detail personnel can advise the PIC of the procedures necessary to invoke part FAR 91.137.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### OBSERVERS/PASSENGERS

S.O.P. 15


SUBJECT: Observer/Passengers

PURPOSE: To establish guidelines for passengers riding in helicopter

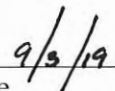
SCOPE:

#### OBSERVATION FLIGHTS

- I. The Miami Police Department Aviation Detail utilizes a ride along program in the helicopter, which is consistent with Departmental Orders. Miami Police Officers, law enforcement officers from other jurisdictions, City volunteers and employees, FAA employees and civilians may conduct observation flights under specific guidelines for purposes which benefit the Aviation Detail and the Department as deemed by the Detail Lieutenant.

  
\_\_\_\_\_ #28113

Commander  
Aviation Detail

  
Date \_\_\_\_\_



STANDARD OPERATING PROCEDURE S.O.P. 15  
(Continuation)

- II. All observation flights are scheduled and approved by the SOS Major, and or his/her designee.
- III. City of Miami employees on duty, City volunteers and FAA employees with their supervisor's approval must be approved by the Detail Lieutenant to ride along.
- IV. The Detail Lieutenant or Pilot in Command may decline any ride along due to the volume of requests, operational limitations, mission requirements, safety reasons, and overall security.
- V. In all cases pertaining to safety, the Pilot-in-Command will be the final authority on whether passengers are to be carried on any flight. As always, safety is the overriding consideration in all operations.
- VI. Prior to the boarding of new passengers, a weight and balance calculation will be done to ensure that the weight and center of gravity are within the limits recommended by the helicopter manufacturer.
- VII. Passenger pre-flight briefing.
  - A. Scheduled passengers will be advised to be at the Detail facility approximately fifteen minutes prior to the scheduled departure time. The telephone number and weight of the ride along should be noted on the master schedule. The ride along will be advised that the flight will not wait if they are late.
  - B. Safety procedures – The passengers will be briefed on the use of seatbelts, door operation, dangers of the tail rotor, hand signals, forced landings, and other associated hazards.
  - C. Communication – Operation of the intercom (ICS), and Tactical Flight Officer hand signals.
  - D. Location of the “sick sacks,” and instructions to notify the crew if they are becoming ill.
- VIII. The Tactical Flight Officer or other Detail members will assist the passenger into the helicopter. The operations of the seatbelts, doors, and headsets will again be covered.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### CITIZEN COMPLAINTS

S.O.P. 16

SUBJECT: Citizen Complaints

PURPOSE: To establish guidelines for citizen complaints

SCOPE:

- I. Complaints about noise or operating procedures will be forwarded to the Lieutenant for follow-up. The Lieutenant will determine if the complaint merits an inquiry or formal response. The Lieutenant will log all complaints requiring an investigation and their disposition.

 #28113

Commander  
Aviation Detail

9/3/19  
Date



# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### MAINTENANCE STANDARDS

S.O.P. 17

SUBJECT: Maintenance Standards

PURPOSE: To establish guidelines for maintenance standards

SCOPE:

I. AIRCRAFT MAINTENANCE STANDARDS: The Miami Police helicopter is a Certificated Civil Aircraft and governed by appropriate Federal Aviation Regulations. Parts 61 & 91, as applicable. All Federal Aviation Regulations and manufacturer's operating manual guidelines are to be followed under normal operations. The Detail helicopter shall be maintained in accordance with applicable Federal Aviation Regulations.

A. Continued Airworthiness Program: To maintain the airworthiness of civil aircraft, the Detail must maintain them in accordance with FAR Parts 43,

 #28113

Commander  
Aviation Detail

9/3/14  
Date



STANDARD OPERATING PROCEDURE S.O.P. 17  
(Continuation)

61, 91 and 135 where applicable, Airworthiness Directives (AD), Service Bulletins (SB) and, in accordance with the airframe and powerplant manufactures maintenance requirements.

- B. All AD & SB shall require mandatory compliance in a timely manner. The Detail Maintenance Officer shall maintain a file of all AD, SB and Supplemental Type Certificates (STC) and/or Field Approvals and a log recording the date received and date of compliance.
  - C. Outsourced Maintenance: If the Detail out sources aircraft maintenance, the Detail Lieutenant will ensure that the service facility and technicians are FAA certified and that they will comply with all the provisions of this section.
  - D. Aircraft Maintenance Records: Accurate aircraft record keeping is essential to safe operating practices and ensures compliance with Federal Aviation Regulations. Without such a policy, the airworthiness of the Detail's aircraft cannot be verified.
    - 1. The PIC shall be responsible for maintaining aircraft maintenance records. Logbook entries shall be made in accordance with the Federal Aviation Regulations.
  - E. Maintenance Discrepancy Reporting (Squawks): An aircraft maintenance logbook shall be kept for each individual aircraft. The purpose of the maintenance logbook is to keep a timely account of all maintenance deficiencies associated with each aircraft. These logbooks shall be kept in the Detail office and shall be accessible to all Detail crew and Maintenance Technicians. The Command Pilot is responsible for making a proper entry in the logbook as soon as practical after an aircraft deficiency is noted. The maintenance logbook shall accompany the Departmental aircraft to a contract maintenance facility.
    - 1. The PIC shall review the entries in the logbook (Squawks) at the beginning of each tour of duty or as soon as notified of the deficiency. The PIC / Maintenance Technician shall indicate the date and time notified of the deficiency, correction action taken, flight status of the aircraft and / or any deferred or scheduled maintenance for that squawk.
    - 2. The PIC shall comply with all FAA and NTSB reporting procedures for aircraft deficiencies as applicable
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STANDARD OPERATING PROCEDURE S.O.P. 17  
(Continuation)

3. Prior to the first start up of the shift, the PIC shall review the logbook for previously reported squawks, flight status, and scheduled maintenance or inspections.
4. The PIC has the authority to remove an aircraft from service (ground) if he / she believes that the aircraft is not airworthy. A grounded aircraft shall not be returned to flight status until a Technician has inspected it, and the PIC notified. The Detail Lieutenant shall resolve any dispute regarding that airworthiness of an aircraft.

# City of Miami



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City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### DETAIL COMMANDER AND SUPERVISOR TRAINING STANDARDS

S.O.P. 18

SUBJECT: Detail Commander and supervisor training standards

PURPOSE: To establish guidelines for Detail Commander and supervisor training standards

SCOPE:

- I. Supervisory personnel assigned to the Aviation Detail must be familiar with the fundamental operation of the Detail. This familiarization should be accomplished as soon as possible after being assigned to the Detail. Formal aviation management training should immediately follow as a building-block method of training. The Detail Commander and supervisor's training program shall be completed within one year after being assigned to the Detail.

LT. [Signature] #28113

Commander  
Aviation Detail

9/3/19  
Date





STANDARD OPERATING PROCEDURE S.O.P. 18  
(Continuation)

- A. Detail Commander and Supervisor(s) Initial Training: Detail Commanders and Supervisor(s), or personnel acting in a command or supervisory capacity shall successfully complete a formal training program, to include:
1. 40-hour Airborne Law Enforcement Orientation course.
  2. Fundamentals of Airborne Law Enforcement and Aviation Detail Management.
  3. Applicable Federal Aviation Regulations (FAR's).
  4. Public Aircraft Operations (Public laws affecting airborne law enforcement).
  5. Aviation training, safety and Detail management as it relates to Aeronautical Decision Making.
  6. Liability and Legal Issues.
- II. Aviation Detail managers oversee personnel, missions, training, maintenance and safety issues, which require specific training to be effective. Several outside sources are available to provide this type of training, and the use of these resources is recommended in aviation subjects. Professional development in aviation subjects should be provided and documented for all Detail managers and supervisors. At a minimum, there should be annual specific training appropriate to the Detail's mission statement and scope of service.

# City of Miami



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## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### TACTICAL FLIGHT OFFICER TRAINING AND STANDARDS


S.O.P. 19

SUBJECT: Tactical Flight Officer Training and Standards

PURPOSE: To establish guidelines for Tactical Flight Officer Training and Standards

SCOPE:

- I. A comprehensive and objective TFO training program is essential to the safe and effective operation of the Unit helicopter. The duties and responsibilities of the TFO have become significantly more difficult as more advanced technology has been integrated into the cockpit.
- II. Tactical Flight Officer (TFO) Initial Training - Tactical Flight Officers (TFO) assigned to the Aviation Unit in a full time or auxiliary capacity shall successfully complete a formal and documented training program. The training must be

  
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Commander  
Aviation Detail

9/3/19  
Date



STANDARD OPERATING PROCEDURE S.O.P. 19  
(Continuation)

documented, and objective performance standards met in the form of Practical Test Standards. The training shall include, but not be limited to:

- A. Aircraft Issues: Normal operating procedures relevant to the TFO's duties, including:
1. Aircraft pre-flight procedures
  2. Aircraft re-fueling procedures
  3. Proper use of aircraft checklists
  4. Sterile cockpit procedures
  5. Assist the PIC in passenger briefing, including, but not limited to:
    - a. Loading and unloading of passengers while the aircraft is operating and not operating. (With specific attention on the hazards associated with rising terrain)
    - b. Seatbelt and shoulder harness operation
    - c. Hazards associated with loose objects in the cabin
    - d. Carrying/Securing firearms or chemical agents (i.e. Pepper spray)
    - e. Passenger door operation
    - f. Passenger inter-communications systems (ICS)
  6. Unit Standard Operating Procedures
  7. Terrain and Weather
  8. Orientation to airports
  9. Risk Management
  10. Crew Resource Management
- B. Mission Training - The following shall apply to all full time and part time TFO's:
-

STANDARD OPERATING PROCEDURE S.O.P. 19  
(Continuation)

1. All TFO's shall be trained on the proper use of all mission equipment in the aircraft that he/she is expected to operate. This includes tactical equipment, rescue equipment, communications equipment, etc.)
  2. Patrol Tactics
  3. Legal Issues
- C. Emergency Procedures Training - TFO's shall be trained on the following emergency procedures:
1. Passenger briefing for in-flight and ground emergencies
  2. Water egress procedures for all occupants (if applicable)
  3. Location and use of aircraft emergency/survival equipment
  4. Emergency radio communications procedures
  5. In-flight fire considerations
  6. Pilot incapacitation
- III. Tactical Flight Officer Recurrent Training - On an annual basis TFO's should receive formal recurrent training, relevant to the TFO's duties.

# City of Miami



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City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### PILOT TRAINING STANDARDS

S.O.P. 20

SUBJECT: Pilot Training Standards

PURPOSE: To establish guidelines for Pilot Training Standards

SCOPE:

I. Pilot-in-Command (PIC) Initial Training - In addition to the requirements of the Federal Aviation Regulations, before a pilot may act as PIC of an aircraft performing law enforcement missions, they shall complete the 40-hour Airborne Law Enforcement Orientation Course and receive training that consists of at least the following verifiable and documented training:

A. Terrain and weather considerations specific to the Detail's geographical area.

  
\_\_\_\_\_ #28113

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Aviation Detail

9/3/19  
Date



STANDARD OPERATING PROCEDURE S.O.P. 20  
(Continuation)

- B. Orientation to airports in the local operating area.
  - C. Orientation to the controlled airspace in the local operating area.
  - D. Risk Management, Aeronautical Decision Making (ADM) and Crew Resource Management (CRM), which includes:
    - 1. Judgment and Decision Making
    - 2. Risk Assessment
    - 3. Human Factors
    - 4. Delegation of responsibilities
    - 5. Prioritization and crew coordination
    - 6. Workload Management
    - 7. Situational Awareness
- II. Pilots shall successfully complete a training program on safe and effective flight profiles while performing missions that are relevant to the Detail's mission statement and scope of service. The following shall apply:
- A. The safe operation of the aircraft throughout all phases of flight shall be the primary concern of the pilot in command during all missions. All other mission requirements shall be secondary in priority.
  - B. An in-house training program should be coordinated with an external training program, if available, to ensure, to the greatest possible extent, the most up-to-date training.
- III. Upon being found proficient to meet the standards for Tactical Pilot or Command Pilot, and receiving an endorsement from a Instructor Pilot, the candidate shall successfully demonstrate competency in the Areas of Operation for the applicable Practical Test Standards in Appendix B on this document.
- IV. Pilot-in-Command (PIC) Recurrent Training: In addition to FAA mandated check rides and flight reviews, the Detail shall have an annual formal evaluation program to evaluate the practical performance of PIC's for Detail missions. The program shall include documented and objective performance standards relevant to the
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STANDARD OPERATING PROCEDURE S.O.P. 20  
(Continuation)

duties of the PIC, the Detail's mission statement and scope of service. The following shall apply:

- A. The safe operation of the aircraft throughout all phases of flight shall be the primary concern of the PIC during all missions. All other mission requirements shall be secondary in priority.
  - B. PIC's shall successfully complete a recurrent check ride at least once each year administered by an appropriately rated FAA Certified Flight Instructor
  - C. The recurrent check ride will include, but not limited to, the following:
    1. The proper and effective use of aircraft checklists
    2. Effective cockpit communications
    3. Effective crew coordination
    4. The safest and most effective flight profile when tactical equipment is being used.
    5. Detail policies and procedures
    6. Demonstrated pilot proficiency in the operation of the aircraft in accordance with the applicable Pilot's Operational Handbook (POH), and standard maneuvers performed to Appendix B Command Pilot Standards.
  - D. Risk Management, Aeronautical Decision Making (ADM) and Crew Resource Management (CRM), including, but not limited to:
    1. Judgment and decision-making
    2. Risk Assessment
    3. Stress management in all phases of flight
    4. Interpersonal communications between crewmembers, to include prioritization and crew coordination.
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# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### PILOT SELECTION

S.O.P. 21

SUBJECT: Pilot Selection

PURPOSE: To establish guidelines for selection of pilots in the Aviation Detail

SCOPE:

- I. The following are the minimum qualifications for applicants to the Aviation Detail as a pilot:
  - A. The applicant (as a norm) must be off probation and have a minimum of three years in the Police Department.
  - B. Satisfactory performance evaluations for the past two years
  - C. Excellent attendance, driving and Internal Affairs record.

 #28113

Commander  
Aviation Detail

9/3/19  
Date





STANDARD OPERATING PROCEDURE S.O.P. 21  
(Continuation)

- D. Commanding Officer recommendation
- E. Above average verbal skills
- F. Possess an FAA Commercial Pilot Certificate for helicopter
- G. Possess a current FAA Class II medical certificate
- H. An FAA instrument rating is highly recommended, but not required for pilot applicants.
- I. The Aviation Detail's applicants will be required to meet the following minimum physical standards:
  - 1. Two hundred (200) yard swim using any stroke and no time limit;
  - 2. Applicant must be able to tread water for fifteen (15) minutes.
  - 3. Swim underwater for twenty-five (25) yards on one breath and no time limit.
  - 4. Be able to do a twenty-five (25) yard rescue swim of a disabled or injured crewmember and no time limit.
  - 5. Be able to perform a 1.5 mile run in fifteen minutes
  - 6. Be able to perform twenty-seven (25) sit-ups in one (1) minute.
  - 7. Be able to perform eighteen (20) pushups in one (1) minute.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## AVIATION DETAIL STANDARD OPERATING PROCEDURES

### TACTICAL FLIGHT OFFICER SELECTION

S.O.P. 22

SUBJECT: Tactical Flight Officer Selection


PURPOSE: To establish guidelines for the selection of tactical flight officers in the Aviation Unit.

SCOPE:

- I. The following are the minimum qualifications for applicants to the Aviation Unit TFO Program:
  - A. The applicant must be off probation and have a minimum of three years in the Police Department
  - B. Satisfactory performance evaluations for the past two years

  
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Commander  
Aviation Detail

  
\_\_\_\_\_ 9/3/19  
Date



STANDARD OPERATING PROCEDURE S.O.P. 22  
(Continuation)

- C. Excellent attendance, driving and Internal Affairs record.
- D. Commanding Officer recommendation
- E. Above average verbal skills.
- F. The ability to decisively communicate and perform multiple task in the dynamic, focused environment of a helicopter
- G. Aviation experience is not required, but is desirable
- H. The Aviation Unit's applicants will be required to meet the following minimum physical standards:
  - 1. Two hundred (200) yard swim using any stroke and no time limit;
  - 2. Applicant must be able to tread water for fifteen (15) minutes.
  - 3. Swim underwater for twenty-five (25) yards on one breath and no time limit.
  - 4. Be able to do a twenty-five (25) yard rescue swim of a disabled or injured crewmember and no time limit.
  - 5. Be able to perform a 1.5 mile run in fifteen minutes
  - 6. Be able to perform twenty-seven (25) sit-ups in one (1) minute
  - 7. Be able to perform eighteen (20) pushups in one (1) minute.