

YOLO COUNTY SHERIFF'S AERO SQUADRON

STANDARD OPERATING PROCEDURES

1. The general squadron meetings shall be held on the fourth Wednesday of each month or as designated by the Executive Board. General meetings shall start at 1900 hours (7PM) at the Cameron Training Building located at the Yolo County Sheriffs Department.

Executive Board meetings shall be held on the first Tuesday of each month or as designated by the Executive Board. Executive Board meetings shall start at 1900 hours (7PM) at a location designated by the Executive Board.

2. All Aero Squadron members must abide by the Standard Operating Procedures, all FAA regulations, including Federal Aviation Regulations (FAR) and any airport rules and regulations that exist when transiting an area.
3. No one other than Yolo County Sheriff's Aero Squadron members in good standing may fly or fly in the Squadron aircraft. Only members will be allowed to participate in patrol missions. Special authorization by a member of the Executive Board is required for non-squadron members.

4. Fees:

Application Registration Fees:

Initiation Fee.....\$125

Background Check.....\$ 50

Annual Dues: \$360, payable semi-annually

All persons becoming members on or after January 1, 1999, will be required to sign a memo of understanding, pertaining to the return of their badge and identification card upon termination from the Aero Squadron.

5. An application for membership in the Aero Squadron must be completed and submitted with the initiation and background check fees. Acceptance to the Aero Squadron shall be reviewed by the Executive Board and action taken to approve or disapprove membership. In addition to approval by the Executive Board, applicants must attend three meetings/events prior to Aero Squadron membership. Acceptance shall entitle the applicant to all privileges afforded the members of the Aero Squadron.
6. A background investigation will be accomplished by the Yolo County Sheriff's Office and reported to the Executive Board.
7. All members are required to fly at least one two hour mission every two months. If a member fails to do so, a refresher flight with a designated member is required. Missions must be documented with a Missions Data Sheet and may fall in one of the

following categories: Patrol, SAR, Photo, or Surveillance.

8. All members shall be required to fly a minimum of six two hour missions each calendar year. Any member not meeting this requirement may be subject to loss of privileges, up to and including termination of membership from the Aero Squadron.
9. No night flying is authorized without prior approval by a member of the Executive Board. If a night flight is authorized, it is the pilot's responsibility to maintain night currency according to the current Federal Aviation Regulations, including Section 61.57 and all related sections.
10. All night flights, if any, (even local) are required to obtain a weather briefing from the Flight Service Station or other FAA approved weather source. Night flying over or to and from airports within the Sierra Nevada Mountains is PROHIBITED in the Aero Squadrons' aircraft.
11. Animals may not be transported in aircraft operated by the Aero Squadron.
12. All missions must be pre-scheduled; flight recorded in the log book and the mission report completed and filed in the appropriate location. Any deviations shall be examined by the Executive Board.
13. All scheduled missions must be flown by the pilot who scheduled said mission. If the pilot who schedules to fly a particular mission cannot fly that mission, it is that pilot's responsibility to cancel the scheduled flight with a minimum four-hour notification.
14. All members shall utilize the appropriate check list provided in the aircraft on every flight and shall be knowledgeable of the information in the Aero Squadron flight binder.
15. Unless in an emergency, the Aero Squadron aircraft may land only at airports listed in the Airport/Facility Directory. Although listed in said directory, the Guinda and Clarksburg Airstrips may not be used by the Squadron aircraft. Other locations may be used only with flight mission approval by a member of the Executive Board.
16. Passengers may not load or unload from the Aero Squadron aircraft while the engine is running.
17. Members may not hand-prop or jump-start the Squadron aircraft.
18. Mechanical difficulties in any Squadron aircraft will be reported to the Operations Officer, and immediately and recorded in the mission data sheet.
19. All members must record the Hobbs time in the aircraft log book. Flight time will be logged in hours and tenths. The highest number appearing on the Hobbs meter, even though only partly visible, will be recorded.

20. Members will be billed for their semi-annual dues on July 1st and January 1st. Accounts will be considered delinquent after July 31st and January 31st. Members may pay for the entire year on July 1st. *Any new member who is approved for membership after July 1st will pay a pro-rated dues starting with the month after their acceptance.*
21. A member with a delinquent account balance is subject to removal from the Aero Squadron. Special arrangements for payment may be made at the discretion of the Executive Board or the Squadron Commander. Termination from the Aero Squadron will only take place after two weeks written notification is sent by the Treasurer or the Executive Board.
22. If a member has received a termination letter due to lack of payment to the squadron, then that member has 30 days from said termination date to pay the balance and may be reinstated with a \$50 administration fee. If a member pays the balance due 30 days after said termination date, that member must submit a new application and pay the initiation and background fee.
23. Any member who issues a check to the Aero Squadron for any payment and the check is returned for insufficient funds, will automatically be charged a \$25 processing fee.
24. Aero Squadron members in good standing shall be allowed to go on inactive status for up to one year upon proper request. No inactive status shall extend beyond one year without approval of the Executive Board. The request must be made in writing to the Commander or Executive Board, explaining the reason of the request. During the period of inactive status, the member must surrender their badge and ID card; shall not be allowed to attend or participate as a member in any Aero Squadron functions and shall not wear the Aero Squadron uniform.
25. Aero Squadron members who resigns or goes inactive from the squadron in good standing and wish to come back to active status within one year from the date of termination, may return to active status with a waiver of the initiation/background fee and waiver if the three meeting requirement, upon approval from the Executive Board. A current application must be completed and all dues collected before the applicant can be reactivated.
26. For a member to be a patrol qualified pilot, he/she must hold a valid pilot's license issued by the Federal Aviation Administration designating said person as a private pilot or higher with airplane category and single engine land rating, and who has a minimum of 500 hours total time and 25 hours in type aircraft and holds a current medical certificate. These are the minimum requirements mandated by the Aero Squadron insurance coverage.
27. All flying of the Aero Squadron aircraft must be conducted from the left seat of the aircraft. Nobody is authorized to fly from the right seat unless they are a certified

flight instructor or they have been checked off and signed off with specific authorization to fly from the right seat. The check off and authorization must be conducted by a certified flight instructor who is a current member of the Aero Squadron, the Commander, Operations Officer, or the Executive Officer.

28. Each pilot shall be responsible for securing the aircraft at the completion of each flight. The aircraft must be tied down or hangared, control locks installed, chocked and master switch turned "off." Pilots who leave the master switch on may be charged for recharging the dead battery. In the event that the airplane is tied down, the aircraft doors must be locked; when the aircraft is hangared, the hangar doors must be locked.
29. Each pilot shall be responsible for refueling the aircraft, checking the oil, washing the windshield, and wiping down the aircraft after a mission so that the aircraft will be "**mission ready**." (The Squadron credit card for refueling will be kept in the flight logbook.)
30. The Squadron aircraft is not authorized for IFR flights.
31. Proper scheduling must be completed prior to any patrol mission or other flight request.
32. In the event that a flight mission is scheduled properly but the second member does not show up, the mission will not be flown with one pilot unless prior authorization has been given by a member of the Executive Board.
33. The primary mission requirement is to have two qualified Aero Squadron members on board or one Patrol Qualified pilot with one law enforcement personnel acting as flight observer.
34. If a mission is flown with more than two persons, the PIC must do a complete weight and balance calculation.
35. The Aero Squadron aircraft shall not be operated with logging-on with Yolo County Sheriff Dispatch immediately prior to take-off, and remain logged-on throughout the duration of the flight, and logging-off upon final landing. The only exceptions for not logging-on would be if the aircraft is being flown to and from maintenance, air shows, or off site training seminars (i.e. FAA Safety Seminar).
36. The Aero Squadron aircraft will not fly outside of Yolo County unless the mission has been set up prior to the flight. If a call for assistance outside Yolo County is received, mission requirements should be fulfilled. Pilots may land at Sacramento Executive Airport or Sacramento International Airport for a relief break as long as dispatch is notified.
37. All occupants of the Aero Squadron aircraft or any aircraft utilized for Aero Squadron

missions must wear glasses or safety glasses during flight operations. Sunglasses, reading glasses, safety goggles, and/or range goggles are all acceptable.

38. All flights must be accomplished in accordance with Squadron SOPs, Executive Orders, CRM (Crew Resource Management), special notices, Rules and Regulations of the Yolo County Sheriff's Office and all applicable FAA flight regulations.
39. The financial affairs of a member are a private matter and not for publication or discussion with other members by the Executive Board. No Member of the Executive Board shall discuss a member's financial matters including fly bills, dues, or delinquency of any account with other general members of the Aero Squadron.
40. All members shall be in uniform for all Aero Squadron functions including general meetings, patrol, air shows, county fair, or as dictated by the Aero Squadron uniform policy. Uniforms are preferred for emergency callout missions if time permits.
41. Only squadron members will be permitted at Aero Squadron functions, except meetings or when otherwise stated by the Commander and/or a member of the Executive Board. This includes all patrols, hangar duty, air show, and static displays.
42. Members of the Aero Squadron involved in incidents that result in property damage (including to the Squadron aircraft) shall be required to report the incident to the Executive Board immediately. They are also required to submit written reports to the Commander within 48 hours of the occurrence of the damage.

The reports shall include but not be limited to the following:

- Date of report
- Name of reporting member & assigned crew.
- Location/Date of Incident
- Injuries – to include number of injured, names, disposition
- Damage – Squadron & Civilian A/C, property
- List of Involved & contact information
- List of Witnesses & contact information

Incidents resulting in damage to the Squadron aircraft shall require the aircraft to be grounded until the damage has been personally inspected by the Commander or their designee. The aircraft shall remain grounded until the Commander reinstates it to service.

Squadron members involved in the incident may be ordered to appear before the Executive Board to provide testimony as to their actions and observations. Members who refuse or ignore reasonable requests to appear maybe subject to disciplinary procedures. Failure to appear before the Executive Board may result in the investigation continuing and the findings of the Executive Board without the member's testimony.

Squadron Members who are found to be at fault in preventable accidents or due to an act of negligence maybe held financially responsible. They may also be subject to disciplinary procedures in those circumstances. Squadron member who are subject to financial penalties or disciplinary proceedings shall be notified in writing of the decision of the Executive Board. Members may appeal the findings in writing within 14 days.

All members must sign a form stating that they acknowledge the receipt of the above item and may be held financially responsible for damages in the event of a "Preventable Accident" or act of negligence.

43. **Information Systems Officer (ISO):** As non-voting member of the Executive Board, the ISO will maintain the website of the Aero Squadron. The websites shall be linked to the YoloCounty Sheriff's Office website. The website shall include information as to "who we are", a mission statement; current copy of the Aero Squadron Newsletter, a calendar of events and other miscellaneous information. A firewall shall be established for members and Yolo County Sheriff's Office personnel to allow them to access information pertaining to Aero Squadron members, including name, address, phone number, and email addresses.

As additional duties, the ISO shall maintain and keep current all pertinent information as to the members on ScheduleMaster.

The ISO shall be responsible for all above mentioned tasks, as well as any other tasks that maybe dictated by the Commander. The Commander shall appoint the ISO as he/she deems necessary.

44. **Events Coordinator:** The duties of the Events Coordinator will be the following.
1. To ascertain the dates of all events normally attended by the Aero Squadron included, but not limited to:
 - a. The Almond Festival
 - b. West Plainfield Fire Department Pancake Breakfast
 - c. Davis Picnic
 - d. Woodland Watts Air Show
 - e. Winters Family Day
 - f. UC Davis Earth Day
 - g. Yolo County Double Century Bike Event
 - h. Woodland Cruise Night
 - i. Davis Bike Race
 - j. Yolo County Fair
 - k. Travis Air Show
 - l. Beale Air Show
 - m. Executive Air Show
 - n. Any other events as may be appropriate.
 2. The degree of our involvement or participation.
 3. Secure the necessary, prior permission, approval or other authorizations to land

our aircraft at military bases and to participate in various air shows.

4. Secure sites for static display
 5. Acquire all necessary materials for static display, including handouts.
 6. Secure the use of static display, including picture displays, patrol vehicle and other necessary items to further the Squadron's presence in the event. The Events Coordinator will be responsible for picking up these items from the Yolo County Sheriff's Office; transporting them to the event site; setting up all necessary display materials and returning materials to the Yolo County Sheriff's Office at the conclusion of the event.
 7. Set up all necessary assistance from members, including scheduling time slots for full membership participation.
 8. Coordinate the Aero Squadron involvement with Yolo County Sheriff's personnel, as needed.
 9. Attend briefing and debriefing meetings, as necessary.
 10. Any other related duties as dictated by the Commander.
- The Commander shall appoint an Events Coordinator as he/she deems necessary.
45. Failure to comply with any of the above operational procedures will be deemed sufficient grounds for termination of membership in the Yolo County Sheriff's Aero Squadron.