

MARION COUNTY  
SHERIFF DEPARTMENT  
"AIR WING"

INDIANAPOLIS, INDIANA



OPERATIONS MANUAL

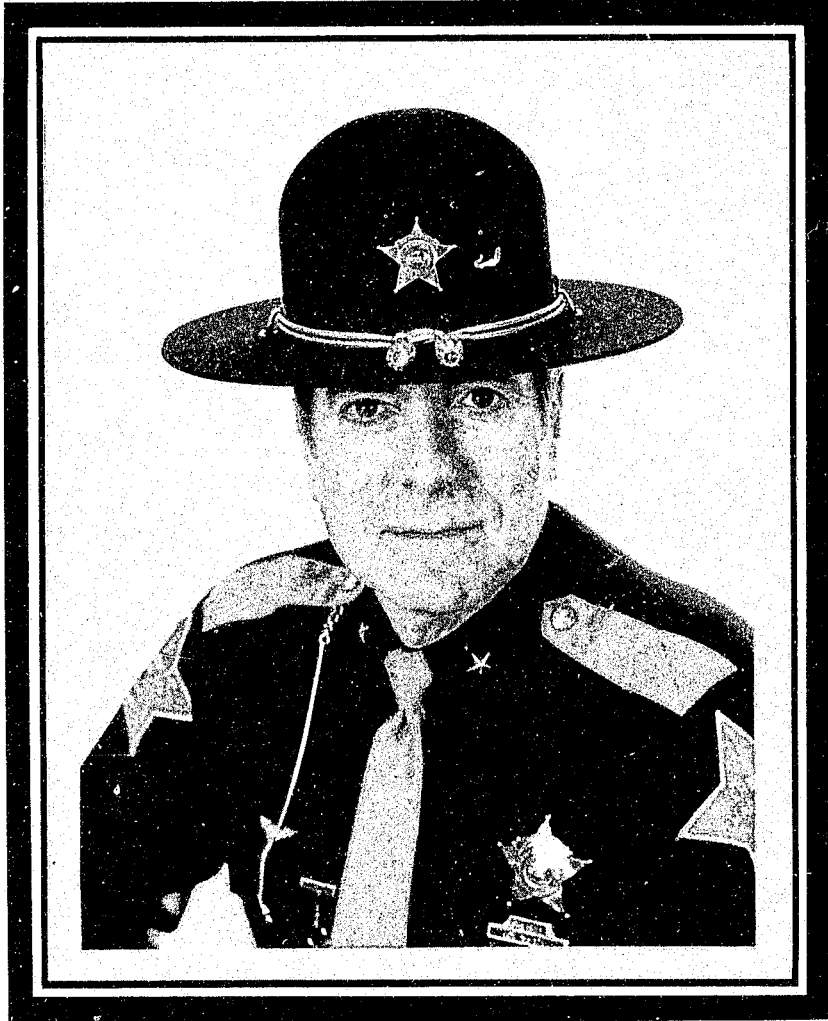
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written by:

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CHIEF PILOT

1993

143493



*Joseph G. McAtee*  
*Sheriff*

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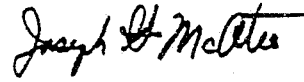
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## OPERATIONS MANUAL

The Operations Manual has been designed and developed in order to standardize the effective operation of the aircraft in regards to the Marion County Sheriff Department. Specific guidelines have been implemented into this manual to ensure that proper operation of the aircraft is conducted in a safe and controllable manner. In addition to fixed wing aircraft, this manual has been written to accommodate rotary wing aircraft as well.



Joseph G. McAtee  
Sheriff

## SCOPE OF MISSION

The mission of the Marion County Sheriff Department's "Air Wing" is to provide expeditious and cost effective transportation and aviation law enforcement support to the Sheriff department as necessary to complete required departmental business requirements.



## PILOT QUALIFICATIONS / MEDICAL REQUIREMENTS

### PILOT-IN-COMMAND

Commercial Instrument Multi-Engine Land  
Commercial Instrument- Helicopter  
100 Hrs P.I.C. Make and Model (or) per insurance  
Class II Medical Certificate

### SECOND-IN-COMMAND

Private Instrument Multi-Engine Land  
Helicopter- Trained Observer  
Class II Medical Certificate for Multi-Engine

### OPEN PILOT WARRANTY

1500 Total Time  
500 Multi-Engine  
50 Make and Model

APPROVING AUTHORITY

The Approving Authority are the individuals delegated by the Sheriff or his representative authorized to approve flights based on the following breakdown:

Sheriff McAtee	1-2-3-4-5-6
Colonel Chappell	"
Colonel Cottey	"
Lt. Bart McAtee	"
Chief Pilot	"



POSITION DESCRIPTIONS  
&  
RESPONSIBILITIES

PILOT-IN-COMMAND

The Pilot-In-Command is responsible for the safe and effective completion of the flight and is ultimately responsible for the safety of the crew, passengers, and aircraft. The Pilot-in-command may delegate duties to other crew members. In the event a flight is cancelled due to the judgement of the P.I.C., his or her decision cannot be overruled. This includes environmental factors, aircraft systems failures, compatibility of destination airports, crew limiting factors, etc.

SECOND-IN-COMMAND

The Co-pilot will assist the P.I.C. as necessary or as directed. When not on the controls, the co-pilot will activate and close out the flight plans with flight service, and handle radio communications and navigation with the appropriate air traffic control facility. The co-pilot will also assist in monitoring aircraft systems instruments and complete all checklist items as directed by the P.I.C. The co-pilot will also monitor the loading and unloading of passengers and baggage as well as monitor aircraft servicing.

CHIEF PILOT /DIRECTOR OF OPERATIONS

This individual is responsible for the department Air Wing. This includes budgeting, determination of cost effectiveness, priority breakdown, cost comparisons with commercial and ground transportation fees, establishing of record keeping documents and the accurate following of such for both audit and Federal Aviation Administration requirements. Establishing and maintaining of crew training files and training seminar attendance, develop and maintain a crew reading file, coordinate aircraft maintenance requirements, negotiations of insurance, fuel, oil, and support services costs, outside agency billing, as well as approving all aircraft billing received for payment, and ensuring that all billing is forwarded to the finance office in a timely manner. This individual will also provide on a monthly, mid-year, and end-of-year basis, a written report indicating the aircraft activity for the appropriate time frame, to include, hours flown, priority breakdown of those hours, fuel and oil used and purchased, maintenance completed and costs involved, and the estimated hourly operating cost of the aircraft for that time period.

Additionally, this individual will coordinate all flight requests and verify that the aircraft is available and able to complete the request. He or she will determine flight times, availability of airports and airport services, ground transportation if requested, hotel accommodations, and notify the requestor of any problems or questions.

## FORMS AND RECORDS USED

The following pages contain the forms and records used to maintain detailed statistical data and information pertaining to the Air Wing:

MONTHLY AIRCRAFT

STATUS REPORT

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

AIRCRAFT TAIL NUMBER: N \_\_\_\_\_

AIRCRAFT SERIAL NUMBER: \_\_\_\_\_

TOTAL AIRCRAFT HOURS FLOWN: \_\_\_\_\_  
 M.C.S.D. HOURS: \_\_\_\_\_  
 I.A.A. HOURS: \_\_\_\_\_

TOTAL GALLONS FUEL PURCHASED: \_\_\_\_\_  
 AVERAGE PRICE PER GALLON: \_\_\_\_\_  
 M.C.S.D. GALLONS: \_\_\_\_\_  
 M.C.S.D. TOTAL COSTS: \_\_\_\_\_  
 I.A.A. GALLONS: \_\_\_\_\_  
 I.A.A. TOTAL COSTS: \_\_\_\_\_  
 TOTAL QUARTS OIL PURCHASED: \_\_\_\_\_  
 AVERAGE PRICE PER QUART: \_\_\_\_\_  
 TOTAL FUEL AND LUBRICATION COSTS: \$ \_\_\_\_\_

MAINTENANCE REPAIR ITEMS:

\_\_\_\_\_ COST: \_\_\_\_\_  
 \_\_\_\_\_ COST: \_\_\_\_\_  
 \_\_\_\_\_ COST: \_\_\_\_\_  
 \_\_\_\_\_ COST: \_\_\_\_\_  
 \_\_\_\_\_ COST: \_\_\_\_\_  
 SUB-TOTAL COST: \_\_\_\_\_

TOTAL MISC. EXPENSES: (ie. Hangar, De-ice) COST: \_\_\_\_\_

TOTAL MAINTENANCE COSTS:.....\$ \_\_\_\_\_

TOTAL MAINTENANCE COST BREAKDOWN BY % AND \$  
 M.C.S.D. % \_\_\_\_\_ COST: \$ \_\_\_\_\_  
 I.A.A. % \_\_\_\_\_ COST: \$ \_\_\_\_\_

MONTHLY PRIORITY BREAKDOWN:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_

TOTAL SAVINGS COMPARED TO COMMERCIAL TRAVEL: \$ \_\_\_\_\_

TOTAL MONTHLY AIRCRAFT COST: \$ \_\_\_\_\_

MISC. REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

MONTHLY USAGE BREAKDOWN AND COST COMPARISON

MONTH \_\_\_\_\_

TOTAL NUMBER OF FLIGHTS REQUESTED: \_\_\_\_\_ OUTSIDE AGENCY REQUESTS: \_\_\_\_\_

TOTAL TRIPS COMPLETED: ..... \_\_\_\_\_ TOTAL TRIPS COMPLETED : \_\_\_\_\_

TOTAL COMMERCIAL COST: \_\_\_\_\_  
TOTAL MEALS : \_\_\_\_\_  
TOTAL RENTAL CAR : \_\_\_\_\_  
TOTAL OVERTIME : \_\_\_\_\_

TOTAL HOTEL ACCOMMADATIONS: \_\_\_\_\_

TOTAL MANHOURS LOST : \_\_\_\_\_  
TOTAL MANHOURS GAINED: \_\_\_\_\_

TOTAL DEPT. VEHI. COST: \_\_\_\_\_  
TOTAL MEALS : \_\_\_\_\_  
TOTAL RENTAL CAR : \_\_\_\_\_  
TOTAL OVERTIME : \_\_\_\_\_

TOTAL HOTEL ACCOMMADATIONS: \_\_\_\_\_

TOTAL MANHOURS LOST : \_\_\_\_\_  
TOTAL MANHOURS GAINED : \_\_\_\_\_

TOTAL DEPT. ACFT. COST: \_\_\_\_\_  
TOTAL MEALS : \_\_\_\_\_  
TOTAL RENTAL CAR : \_\_\_\_\_  
TOTAL OVERTIME : \_\_\_\_\_

TOTAL HOTEL ACCOMMADATIONS: \_\_\_\_\_

TOTAL MANHOURS LOST : \_\_\_\_\_  
TOTAL MANHOURS GAINED : \_\_\_\_\_

COMMERCIAL TOTAL COST: \_\_\_\_\_

DEPT. VEH. USAGE COST: \_\_\_\_\_

DEPT. ACFT. USAGE COST: \_\_\_\_\_

TOTAL MONTHLY SAVINGS: \_\_\_\_\_















## FLIGHT SCHEDULING PROCEDURES

Flight scheduling will be accomplished as follows:

Upon receiving a request for aircraft support, complete the Mission Request Form. Ensure that all available information is included;

- A. Name
- B. Telephone number (Office/Home)
- C. Destination point (City and State. Airport will be selected or approved by pilot)
- D. Date required
- E. Alternate dates if possible
- F. Reason for request
- G. Passenger Manifest with names, weight, location, title)
- H. Approximate time of departure (or) time required to be back in Indianapolis
- I. Any special requests (ie. rental car, hotels, etc.)

After completing the Mission Request Form, determine the priority of the flight. The following are the standard priority breakdowns;

- PRIORITY 1: TIME ESSENTIAL: Placed as a priority in order to adhere to specific time constraints or to keep scheduled appointments. Salaries should be considered.
- PRIORITY 2: COST EFFECTIVE: Time considerations, cost comparisons, etc., are evaluated and it is more cost effective to utilize the department aircraft versus commercial or ground transportation.
- PRIORITY 3: PRISONER TRANSPORT: Used for transportation and extradition of prisoners to and from Marion County for the department and other agencies.
- PRIORITY 4: INVESTIGATIVE: Used to transport investigators to areas outside Marion County that require their personal involvement such as interviews, and evidence collection. This also includes narcotic surveillance.
- PRIORITY 5: ADMINISTRATIVE: Designated for flights used to transport departmental personnel outside Marion County that are necessary for departmental purposes, but do not fall into any of the above categories.
- PRIORITY 6: TRAINING: Used for aircrew training to include currency, bi-annual flight reviews, recurrent training, and departmental pilot check outs. These flights must be approved by the Chief Pilot.

FLIGHT REQUEST

DATE REQUESTED \_\_\_\_\_

PHONE # OF REQUESTOR \_\_\_\_\_

DATE REQUIRED \_\_\_\_\_

NAME OF REQUESTOR \_\_\_\_\_

PURPOSE OF FLIGHT: \_\_\_\_\_

DEPARTURE POINT: \_\_\_\_\_

DESTINATION POINT: \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_

ARRIVAL TIME: \_\_\_\_\_

DEPARTURE POINT: \_\_\_\_\_

DESTINATION POINT: \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_

ARRIVAL TIME: \_\_\_\_\_

DEPARTURE POINT OF CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DESTINATION POINT OF CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PASSENGER MANIFEST:

NAME	LOCATION	STATUS/RANK	WEIGHT	UNIT #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MISC. INFORMATION: \_\_\_\_\_

RON: \_\_\_\_\_ ( ) RENTAL CAR: \_\_\_\_\_ ( ) RESERVATIONS: \_\_\_\_\_ ( ) \*(X) = REQUEST CONFIRMED\*

\*\*\*\*\*

FLIGHT PRIORITY 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

ROUTE OF FLIGHT: \_\_\_\_\_

DEPART _____	ETD _____	ETA _____	FLIGHT CANCELLED DUE TO: ____ WEATHER ____ MAINTENANCE ____ REQUESTOR ____ OTHER (SPECIFY) _____
DEPART _____	ETD _____	ETA _____	
DEPART _____	ETD _____	ETA _____	
DEPART _____	ETD _____	ETA _____	

MISC. INFORMATION: \_\_\_\_\_

APPROVING AUTHORITY: \_\_\_\_\_ DATE: \_\_\_\_\_

COST EFFECTIVE PRIORITY

01/11/77

DEPART \_\_\_\_\_ DESTINATION \_\_\_\_\_

REQUIRED ARRIVAL TIME: \_\_\_\_\_ REQUIRED RETURN TIME: \_\_\_\_\_

AIRLINE SCHEDULE:

DEPART _____	ARRIVE _____
DEPART _____	ARRIVE _____
DEPART _____	ARRIVE _____
DEPART _____	ARRIVE _____
DEPART _____	ARRIVE _____
DEPART _____	ARRIVE _____

NUMBER OF SEATS REQUIRED: R/T \_\_\_\_\_ @ \$ \_\_\_\_\_ P/SEAT = \$ \_\_\_\_\_  
 O/W \_\_\_\_\_ @ \$ \_\_\_\_\_ P/SEAT = \$ \_\_\_\_\_

TOTAL AIRLINE COST: \$ \_\_\_\_\_

MEALS \_\_\_\_\_ X \_\_\_\_\_ P/MEAL = \$ \_\_\_\_\_  
 LODGING \_\_\_\_\_ X \_\_\_\_\_ NIGHTS = \$ \_\_\_\_\_  
 RENTAL \_\_\_\_\_ X \_\_\_\_\_ DAYS = \$ \_\_\_\_\_

OVERTIME \_\_\_\_\_ HRS. X \_\_\_\_\_ P/HR = \$ \_\_\_\_\_  
 OVERTIME \_\_\_\_\_ HRS. X \_\_\_\_\_ P/HR = \$ \_\_\_\_\_

\*\*\*TOTAL COMMERCIAL COST\*\*\* \$ \_\_\_\_\_

DEPARTMENTAL AIRCRAFT USE:

DEPART _____	ARRIVE _____
DEPART _____	ARRIVE _____
DEPART _____	ARRIVE _____
DEPART _____	ARRIVE _____

TOTAL FLIGHT TIME \_\_\_\_\_

HOURLY AIRCRAFT COST \_\_\_\_\_ X \_\_\_\_\_ HRS = \$ \_\_\_\_\_

MEALS \_\_\_\_\_ X \_\_\_\_\_ P/MEAL = \$ \_\_\_\_\_  
 LODGING \_\_\_\_\_ X \_\_\_\_\_ DAYS = \$ \_\_\_\_\_  
 RENTAL \_\_\_\_\_ X \_\_\_\_\_ DAYS = \$ \_\_\_\_\_

OVERTIME \_\_\_\_\_ HRS X \_\_\_\_\_ P/HR = \$ \_\_\_\_\_  
 OVERTIME \_\_\_\_\_ HRS X \_\_\_\_\_ P/HR = \$ \_\_\_\_\_

\*\*\*TOTAL DEPARTMENT AIRCRAFT COSTS\*\*\* \$ \_\_\_\_\_

\*\*\*\*\*

TOTAL COMMERCIAL COSTS: \$ \_\_\_\_\_  
 TOTAL DEPT. ACFT COSTS: \$ \_\_\_\_\_

TOTAL SAVINGS \$ \_\_\_\_\_  
 TOTAL EXPENDITURES \$ \_\_\_\_\_

COST EFFECTIVE: YES \_\_\_\_\_ NO \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COST ANALYSIS BASED ON  
DEPARTMENTAL VEHICLE USE

DEPARTURE POINT: \_\_\_\_\_ DESTINATION POINT: \_\_\_\_\_

TOTAL ROAD MILES: \_\_\_\_\_ ESTIMATED DRIVING TIME: \_\_\_\_\_ ( 2 hours misc.)

ESTIMATED GALLONS OF FUEL REQUIRED:  
ESTIMATED COST OF FUEL P/GALLON: \$ 1.05 X \_\_\_\_\_ GALLONS = \$ \_\_\_\_\_

NUMBER OF OFFICERS REQUIRED:  
ESTIMATED OVERTIME P/OFFICER: \_\_\_\_\_ HOURS P/OFFICER X \$ \_\_\_\_\_ P/HR = \$ \_\_\_\_\_

\*OVERTIME COSTS: \$ \_\_\_\_\_ X \_\_\_\_\_ OFFICERS = \$ \_\_\_\_\_ TOTAL OVERTIME COST.

LODGING: \$ \_\_\_\_\_ X \_\_\_\_\_ NIGHTS X \_\_\_\_\_ ROOMS = \$ \_\_\_\_\_

MEALS: \$ \_\_\_\_\_ P/DAY X \_\_\_\_\_ DAYS = \$ \_\_\_\_\_ (Officers)  
           \$ \_\_\_\_\_ P/DAY X \_\_\_\_\_ DAYS = \$ \_\_\_\_\_ (Prisoner)  
 TOTAL MEAL EXPENSE : ..... \$ \_\_\_\_\_

TOTAL HOURS LOST TO DEPARTMENT DUE TO TRAVEL:

VEHICLE USE OVERTIME TOTAL: ..... HOURS (+/-)  
 AIRCRAFT USE OVERTIME TOTAL: ..... HOURS (+/-)  
 TOTAL HOURS SAVED(+) / LOST(-)..... HOURS

\*\*\*\*\*

TOTALS:

VEHICLE COSTS: ..... \$ \_\_\_\_\_  
 OVERTIME COSTS: ..... \$ \_\_\_\_\_  
 LODGING COSTS: ..... \$ \_\_\_\_\_  
 MEALS: ..... \$ \_\_\_\_\_  
 TOTAL TRIP COST: ..... \$ \_\_\_\_\_

Prepared by \_\_\_\_\_ DATE . \_\_\_\_\_

Vehicle Cost breakdown is based on an average EPA of 10 highway miles per gallon with an average fuel cost of \$ 1.05 per gallon.

SCHEDULING BOARD

MONTH \_\_\_\_\_



M.C.S.D.



I.A.A.



SCII. MAINT.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## NOTIFICATION / STANDBY ROSTER

The Notification / Standby Roster is to be utilized to determine crew selection. The Notification Roster should be designed to determine the flight crews responsible for scheduled flights and should be based on a monthly rotational basis. The Notification Roster should contain current notification procedures for crew members and their alternates. It is the responsibility of each crew member to provide current information to the Chief Pilot / Director of Operations.

The Standby Roster will be utilized for alternate crew selection in the event the primary crew becomes unavailable.



CONTRACT MAINTENANCE, FUEL  
&  
CREDIT CARDS

MAINTENANCE:

Contract Maintenance will be conducted per agreement with local maintenance facilities and will be handled by the Chief pilot. When possible, rates will be compared with other facilities to ensure the lowest costs possible, and all efforts will be used to keep the maintenance inside of Marion County.

FUEL:

Contract fuel will be used as determined by the Chief Pilot. Unless required for safety considerations, or out of town purchases, the fuel truck located at the hangar will be used for fueling the aircraft.

CREDIT CARDS:

The credit cards will be utilized whenever needed for aircraft servicing. The cards can be used for aircraft maintenance away from Indianapolis but must be approved by the Chief Pilot. The following are approved to be purchased with the credit cards:

- A. Fuel
- B. Oil
- C. Tie down fees
- D. Hangar space
- E. De-ice service
- F. A.P.U. starts
- G. Landing fees
- H. Publications
- I. Catering
- J. Hotel accommodations
- K. Rental car