

CIVILIAN POLICE OVERSIGHT AGENCY BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE

Dr. William Kass - Chair

Tara Armijo-Prewitt

Eric Olivas

Edward Harness, CPOA Executive Director

Thursday, March 4, 2021 at 4:30 p.m.
By Video Conference

Members Present:

Dr. William Kass

Tara Armijo-Prewitt (late)

Doug Mitchell

Members Absent:

Eric Olivas

Others Present

Ed Harness, CPOA

Valerie Barela, CPOA

Ali Abbasi, CPOA

Deputy Commander Sean Waite, APD

Patricia Serna, APD

Lt. Ray DelGreco, APD

Sgt. Michael Hernandez, APD

Sgt. Albert Sandoval, APD

Minutes

I. Welcome and Call to Order. Chair Dr. Kass called to the order the Policy and Procedure Review Subcommittee meeting at 4:31 p.m.

a. CPOA Board Member Mitchell attended the meeting in Lieu of Member Eric Olivas.

*****Member Armijo-Prewitt joined the meeting at 4:32 p.m.*****

II. Approval of the Agenda

a. Agenda approved.

III. Approval of the Minutes from February 4, 2021

a. Minutes from February 4, 2021 approved.

IV. APD K-9 Unit – Lt. DelGreco and Sgt. Hernandez

a. Lieutenant DelGreco, Sergeant Hernandez and Sergeant Sandoval gave a report on K-9 Unit practices and operational activities.

*****Member Mitchell left the meeting at 4:53 p.m.*****

V. Discussion Items

a. Policies presented at OPA February 10, 2021:

1. SOP 1-36 Officer K-Wellness Program
2. SOP 1-50 Gun Violence Reduction Unit
3. SOP 2-7 Damage to Civilian Property
4. SOP 2-36 Police Press Relations and Release of Police ID Photos
 - i. Chair Dr. Kass reported on the policies presented at the February 10, 2021 OPA meeting.

b. Polices presented at OPA February 24, 2021:

1. SOP 1-22 (Currently 2-89) Automated License Plate Reader Program
2. SOP 1-80 Prisoner Transport Unit
3. SOP 2-10 Use of Emergency Communications
4. SOP 3-50 Forms Control
5. SOP 2-69 Informants
 - i. CPOA Data Analyst, Ali Abbasi provided feedback to the subcommittee on the questions he presented at the OPA meeting related to SOP 1-22 and briefly discussed the other SOP's presented at the February 24, 2021 OPA meeting.

c. Policies reviewed at PPRB February 17, 2021:

1. Problem Oriented Policing Project Form (New)
2. SOP 1-15 Air Support Unit – Forwarded to 30-day recommendation (see attached)
3. SOP 1-56 Horse Mounted Unit – Forwarded to 30-day recommendation
4. SOP 2-1 Uniforms – Tabled at PPRB
 - i. Chair Dr. Kass reported on the following polices reviewed at PPRB to include Problem Oriented Policing Project Form, SOP 1-15 and SOP 1-56.
 - ii. The Policy and Procedure subcommittee did not have any recommendations for Problem Oriented Policing Project Form, SOP 1-15 and SOP 1-56 at this time.

d. Policy and Procedure Identified SOPs:

1. SOP 3-52 Policy Development Process
 - i. Deputy Commander Sean Waite provided an update on the status of SOP 3-52 and is waiting on City Legal to move forward with the policy.
2. SOP 1-64 K-9 Unit/SOP 2-23 Use of K-9 Unit
 - i. Chair Dr. Kass stated SOP 1-64 and SOP 2-13 is still in the information gathering stage and the subcommittee will continue to discuss the policy at a later time.

VI. NACOLE Surveillance Technology Presentation February 23, 2021

- a. Chair Dr. Kass gave an overview of the NACOLE Surveillance Technology webinar he attended.

VII. Other Business

- a. Chair Dr. Kass mentioned a SOP related to Pursuit Intervention Techniques (PIT).

VIII. Next meeting April 1, 2021 at 4:30 p.m.

IX. Adjournment

- a. The meeting adjourned at 5:28 p.m.

APPROVED:

DocuSigned by:
Dr. William J. Kass April 1, 2021
Dr. William J. Kass, Chair Date
Policy and Procedure Review Subcommittee

CC: Julian Moya, City Council Staff
Ethan Watson, City Clerk
Cynthia Borrego, City Council President (via email)

Minutes drafted and submitted by:
Valerie Barela, Administrative Assistant

ATTACHMENTS



~~15-12-1-15~~ — AIR SUPPORT UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

2-45 Pursuit by Motor Vehicle

B. Form(s)

None

C. Other Resource(s)

~~14 C.F.R. Part 61/01(?) (2020) (Title)~~

~~49 C.F.R. Part 61/01(?) (2020) (Title)~~

~~Albuquerque Police Department Air Support Unit Operations Manual~~

~~14 C.F.R. Part 61 Certification: Pilots, Flight Instructors, and Ground Instructors~~

~~14 C.F.R. Part 91 General Operating and Flight Rules~~

~~Air Support Unit Operations Manual~~

~~Current Federal Aviation Regulations US department of Transportation from Titles 14~~

~~Aeronautics and Space and 49, most specifically pParts 61 and 91.~~

D. Rescinded Special Order(s)

None

15-152-1 Purpose

~~The purpose of this policy is to provide for the safe and legal operation of the Air Support Unit.~~

~~The Air Support Unit will operate its aircraft in a safe and legal manner while providing surveillance services to ground units.~~

~~The Air Support Unit is to provide operating guidelines for the an airborne unit, utilizing modified fixed-wing aircraft and helicopters, to perform observation patrol, and assist the ground units in apprehensions, surveillance, searches, and calls for service.~~

1-152-2 Policy

~~It is the policy of the Albuquerque Police Department (Department) to operate its aircraft in a safe and legal manner, in accordance with all Federal Aviation Regulations. It is also the Department's policy and to promote provide for the public safety of the citizens of Albuquerque's public safety through a quick swift response to life-threatening incidents; to provide professional aerial support for the APD Department's units; and to and increase efficiency to detect, prevent,~~



~~-and reduce crime through effective aerial patrols.~~

N/A

~~5-2-21-12-3~~ Objectives

~~The primary objective of the unit is Air Support by means of observational assistance in criminal apprehension. By acting as an airborne observation post, the unit directs ground units to areas of criminal activity upon observation.~~

~~In addition to its primary mission, the unit can also assist in calls for service, searches, traffic, or crowd observation, and other purposes where its versatility is advantageous.~~

1-152-3 Definition (placed in alphabetical orders)

(Term): (definition)

A. Aircraft

Any category of flying apparatus, be it "fixed-wing" (airplane) or "rotorcraft" (helicopter), as categorized by the Federal Aviation Administration (FAA).

B. Aircraft Movement Area

Any area where aircraft movement is possible or probable, which includes all ramp areas, taxiways, and runways.

C. Flight Crew

At minimum, a Pilot in Command (PIC) and a Tactical Flight Officer (TFO). ~~shall be considered a standard flight crew; however, additional personnel may be assigned to the aircraft flight crew, if needed.~~

D. Pilot in Command (Pilot in Command)

A sworn employee who is an Air Support Unit (ASU)-certified Tactical Flight Officer ~~is a sworn employee, and an~~ who is an Federal Aviation Administration FAA-licensed individual qualified to operate the controls of the aircraft for which he/she they are in command.

~~The PIC is the sworn employee person aboard the aircraft who is ultimately and solely responsible for its operation and safety during flight. Department personnel shall (refer to the APD Department Air Support Unit ASU Operations Manual for complete, minimum pilot requirements, licensing, and certifications for PICs).~~

E. Tactical Flight Officer (TFO)



~~An ASU-TFO certified Air Support Unit ASU Officer TFO that who is assigned to conduct visual observation of ground activity and communicate such observations with other officers, sworn personnel and resources units working on the ground.~~

~~The TFO is will be responsible for the operation and documentation of calls the aircraft responds to and shall do so by utilizing the equipment in the TFO station of the aircraft, such as the "Inferred Camera System" (thermal imager / video camera) and police radio. (refer to the APD Department personnel shall refer to the Air Support Unit Operations SU Operations Manual for complete, minimum TFO requirements, licensing, and certifications) for TFOs.~~

7

~~Flight Crew~~

~~A Pilot (PIC) and a Tactical Flight Officer TFO shall be considered a standard flight crew; additional personnel may be assigned to the aircraft if needed.~~

~~Aircraft Movement Area~~

~~Any area where aircraft movement is possible or probable, this includes all ramp areas, taxiways and runways.~~

5-2-31-152-4

Rules and Responsibilities

A. Surveillance

- ~~1. ASU may, upon request from Department personnel, observe 1. Suspected criminals and known areas of criminal activity are placed under observation by the ASU unit for varying lengths of time based on crime trends, and Department needs.~~
- ~~2. ASU may, upon request from Department personnel, observe suspected individuals, vehicles, residences, businesses, or and areas.~~
- ~~ASU shall relay can be observed and information relayed to the patrol ground or investigative units who can then take appropriate action.~~
- ~~3. when conducting requested surveillance.~~

B. Searches

- ~~1. ASU shall assist C ground units are assisted by the ASU unit in searching for:~~
 - ~~a. Lost children;~~
 - ~~b. Missing persons;~~
 - ~~c. or Wanted persons;~~ and
 - ~~d. Escapees.~~



2. ~~The Unit~~ ASU may check various locations, particularly remote areas, for abandoned or stolen vehicles and car stripping activities.
3. ~~ASU#~~ may ~~also~~ provides nighttime illumination by searchlight for crime scene or area searches as is necessary.

~~C. C. Crowd Control Management~~

1. ~~The unit is ASU aircraft~~ may be used to observe civil disturbances, parades, marches, visits of dignitaries, or other events where crowd control management or intelligence is necessary. ~~Assistance to Other Agencies~~
2. The TFO ~~sh~~ will update the Incident Commander and ground units ~~assets~~ of the crowd's actions, movements and demeanor.
 - If the aircraft is ~~so~~ equipped with the video downlink system, the TFO ~~aircraft~~ ~~sh~~ will transmit video of the incident to the appropriate ~~resource~~ units if requested. ~~via equipped downlink system.~~
 - 3. ~~— Upon approval by~~ of the Air Unit ASU Lieutenant ~~Chain of Command~~, ~~he~~ aircraft ASU may render assistance to other agencies if requested.
 - 4. ~~— Upon authority of the Narcotics Lieutenant, the unit will assist other law enforcement agencies in emergency situations or when a situation is deemed more important than the unit's assigned missions. If the request is outside the Metro Area (Belen, Los Lunas, Rio Rancho, Bernalillo) the chain of command will be contacted through the Investigative Bureau Deputy Chief.~~

~~D. Special Events/-Traffic Management~~

1. ~~The Air Support Unit~~ ASU may be tasked with assisting the Field Services Bureau (FSB) or the Traffic Section ~~— during s~~ Special events or other events with traffic management.
2. When assisting on these events, the Air TFO ~~flight crew~~ ~~sh~~ will update ground ~~resource~~ units with traffic conditions, movements, and any other pertinent information that could impact the traffic flows.
3. ~~Air crew~~ The TFO ~~flight crew~~ ~~sh~~ will provide ~~over the radio~~ traffic re-routing recommendations and additional options ~~they may see observe during flight that might~~ which may assist FSB in re-routing traffic in order to ~~to~~ increase traffic flow efficiency and safety.



E. ~~Duty Assignments~~ Patrol-/Operations

1. PIC is ultimately and solely responsible for the aircraft's operation and safety during flight. Department personnel shall refer to ASU Operations Manual for complete, minimum requirements, licensing, and certifications for PIC.

~~E.2.~~ TFO is responsible for the operation and documentation of calls the aircraft responds to and shall do so by utilizing the equipment in the TFO station of the aircraft, such as the "Infrared ~~erred~~ Camera System" (thermal imager/video camera) and police radio. Department personnel shall refer to ASU Operations Manual for complete, minimum requirements, licensing, and certifications for TFOs.

7 ~~1. The assigned missions for the Air Support Unit are determined by the Investigative Bureau Deputy Chief or the Special Investigations Division Commander, by considering requests and information from other section and division commanders. It is the responsibility of the unit to ensure that the unit is assigned in the most productive and beneficial manner.~~

~~2. No unauthorized passengers shall be permitted in an aircraft assigned to APD. An unauthorized passenger is any person who, is not a member of the APD, Air Support Unit, or any ride along who does not have prior approval per policy.~~

3. The flight crew shall ~~aircraft shall go~~ "in-service", notwithstanding any mechanical problems or inclement weather, and assume aerial patrol responsibilities over the greater Albuquerque metropolitan area during assigned shift times.

4. ~~Aircrews~~ The flight crew shall conduct aerial observation patrol and also provide additional focused patrols on areas deemed as "hot spots," or areas the Department recognizes as having ~~of~~ high rates of crime rates.

6 ~~3. APD~~ Department aircraft shall not be used to transport any member of the public person from one predetermined location to another for commercial purposes (compensation or hire). ~~APD~~ Department aircraft may, however, be utilized to transport Department personnel in the course of Department duties, provided such personnel are on-duty and conducting Department or City business. This shall be approved by ~~and at the discretion of the Division Commander or his designee.~~ the Air Unit SU's chain of command.

5.

7 6. If another public safety agency requests the assistance of ASU outside the Albuquerque metropolitan area, the ASU Lieutenant shall approve or deny the request. ~~If a request is made to assist an agency outside the Albuquerque~~



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~~Metropolitan Area the request will go through the Air Support Chain of Command for approval prior to responding.~~

F. Pursuits

~~The~~

~~1. Air Support SU shall respond to calls involving~~ 1. Air Support SU shall respond to calls involving ~~of~~ active pursuits.

- ~~a. and~~ Once Air Support ASU has responded and confirms ~~has a visual observation of on the pursued vehicle, the Air Support Unit ASU shall be the primary unit of the authorized pursuit.~~
- ~~b. ASU and shall relay the direction of travel of the pursued vehicle to ground units; and.~~
- ~~c. Pursuing ground unit(s) shall stop the motor vehicle pursuit and provide enough distance so as not to affect the driving of the pursued vehicle, c. Consistent with SOP 2-45-Pursuit by Motor Vehicle.~~

~~The~~

~~Air Support SU shall direct the pursuing ground units to provide enough distance between themselves and the suspect's vehicle if they haven't already done so. ASU shall~~ Air Support SU shall direct the pursuing ground units to provide enough distance between themselves and the suspect's vehicle if they haven't already done so. ASU shall ~~then notify the supervisor in charge of the pursuit, if ground units have fail to provide enough distance if units are still following the suspect vehicle when distance should have already been made. -The pursuing ground police field units following the vehicle shall be identified by the unit number on the vehicle by Air Support ASU when possible.~~

~~2.~~

6

G. Response to Incidents at the Double Eagle II Airport

~~A. Department personnel shall be aware that ground and flight operations may continue during a call for service at the Double Eagle II Airport (airport), which is a general aviation airport governed by the Federal Aviation Administration (FAA).~~

~~1.~~

~~2. Department personnel shall use extreme care and caution at all times due to inherent dangers. Aircraft have the right of way at all times, unless otherwise directed by the Tower/Ground Control.~~

~~3. The ASU shall respond to calls for service incidents at the Double Eagle II Airport, which is a general aviation airport governed by the Federal Aviation Administration (FAA) airport.~~



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- If ASU is not available to respond, Department personnel shall contact Airfield Maintenance or the Tower/ Ground Control prior to entering any controlled area in the airport.

4.

~~The flight crew shall receive approval and direction from the Tower/Ground Control into areas within the airport that are governed by strict access policies that which regulate vehicle, pedestrian, and aircraft movement in the runways, taxiways, and ramp area. These policies prevent incursions between airplanes and ground vehicles or persons, is a general aviation airport governed by the Federal Aviation Administration (FAA). The airport has strictly enforced access policies for all vehicular and pedestrian traffic in and around aircraft movement area. These areas include the runways, taxiways and the ramp area. Vehicle, pedestrian and aircraft movement in these areas can only be accomplished with approval and direction from the Tower/Ground controllers. The reason for this is to prevent incursions between airplanes and ground vehicles or persons.~~

6

- a. ~~When responding to incidents requiring entry to these controlled areas (e.g., aircraft crashes, worksite injury incidents, ramp checks for missing aircraft, suspicious situations involving pilots/passengers, etc.),~~

~~Department personnel must~~ Department personnel ~~officers~~ shall only enter controlled areas with ~~contact the Double Eagle Tower/Ground Control approval prior to entering the access gates onto the ramp areas.~~

- Department personnel shall follow all Tower/Ground Control directions when in a controlled area.

b.

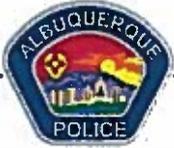
N/A

— Airport properties are marked with both ground signage and painted markings that are not easily understood if not trained. Department personnel shall use caution when working around or near aircraft for moving parts and non-visible hazards, such as propellers and jet blast.

i.

~~When responding to incidents and calls for service at the Double Eagle II Airport, personnel will not enter any aircraft movement area without prior approval from the control tower/Tower/Ground Control. All direction from the Tower/Ground Control control tower and/or airport personnel will be followed as instructed with no deviation. Even though there is an incident at the airport, Ground and flight operations may continue during an incident at the airport.~~

~~When in an aircraft port movement area, ASU and FSB personnel shall use extreme care and caution should be used at all times due to inherent dangers. Aircraft have the right of way at all times, unless otherwise directed by the Tower/Ground Control. Airport properties are marked with both ground signage and painted markings that are not easily understood if not trained. Tower/Ground Control personnel will be able to instruct/direct emergency personnel FSB personnel on a safe approach either in a vehicle or on foot. FSB personnel shall use Caution should be used when working around or near aircraft for moving parts and non-visible hazards, such as propellers and jet blast.~~



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~~—The Emergency Communications Center (ECC) immediately shall immediately contact The Albuquerque Police Department's Air Support Unit (ASU) personnel the flight crew immediately via radio or telephone and advise of any incidents at the Double Eagle II Airport. Depending on the incident in many cases, Air Support Unit (ASU) personnel flight crew may be able to handle the incident without assistance from FSB Department personnel field Services. Communications ECC shall attempt to contact the Air Support Unit (ASU) either via radio or telephone.~~

5.

6. Prior to arrival, dispatched personnel units shall attempt to make contact with ~~the Albuquerque Police Department Air Support Unit (ASU) via the following, in this (and in listed order):~~

- a. Hanger at 505-768-3999;
- b. On Dispatch ECC frequencies;
- c. The ~~Contact the ASU Sergeant (After hours or when there is no response at the hanger or via radio); and~~
- d. ~~Contact On-Call ASU Personnel (After hours or when there is no response at the hanger or via radio.)~~
 - i. ~~Communications~~ The ECC shall have ASU on-call roster.

7. Upon ~~arrival, Department personnel~~ Dispatched units shall:

- a. Engage their emergency lights when entering controlled area ~~an aircraft movement area;~~
- b. ~~If available, follow the Double Eagle II Airport airport personnel or Air Support Unit (ASU) member personnel, as directed and as available;~~
- c. Proceed with caution as directed by the Tower/Ground Control ~~tower or airport personnel; and;~~
- d. Remain in contact with Tower/Ground Control, ~~tower and airport or ASU personnel via:~~
 - i. Telephone;
 - ii. ~~Through APDD Department Communications~~ ECC to Tower/Ground Control ~~tower; or;~~
 - iii. Very High Frequency (VHF) ~~Radio, which is (Available from the Air Support Unit (ASU) personnel Officer at frequency 120.15.~~

→

~~1. Do not make any unauthorized movements in the controlled area without prior approval.~~

e.

~~Following the Post incident, The incident commander Department FSB units or ECC shall ensure advise that tower the Tower/Ground Control is notified personnel when all units are clear from aircraft movement controlled areas at the conclusion of the call for service.~~

8.

F. Operation



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~~1. The days off and the duty hours for the unit will be determined by the Special Investigations Division Commander.~~

~~2. Reasons preventing the aircraft from being airborne for this length of time include inclement weather, repair and maintenance, or pilot availability. Whenever the aircraft cannot be flown for one of these reasons, the crew will report to the unit supervisor, unit lieutenant or section commander (in that order) for reassignment for the remainder of the shift.~~

~~3. Mission assignments are issued periodically which reflect the flight hours and days off for the crew. Reassignment to special missions, particularly long surveillance, or other activities will be made by the unit supervisor, section lieutenant or division commander only.~~

G.H. On Call Call-Outs

7

1. ~~The Air Support Unit ASU shall be available via "on call" status subject to call-outs when not on regular duty times for the following, but not limited to:~~

- a. ~~Surveillance for felonious activities with existential circumstances~~ exigent circumstances or high profile conditions in which Air Support ASU coverage is needed for Department personnel officer safety (e.g., this includes surveillance on individuals, vehicles, residences, businesses, etc.);
- b. Searches for lost children, missing or wanted persons, perimeter searches for felons, and escapees. ~~The Air Unit ASU may also be called out to assist with Search & Rescue missions provided conditions are safe to do so.~~
- c. ~~Crowd Control Management~~ to assist in civil disturbances, parades, marches, dignitary visits or any event where crowd control management intelligence is needed; or,
- d. At the discretion of the ~~Division Commander or Deputy Chief ASU Unit Lieutenant or cCommand sStaff.~~

2. ~~Sworn personnel may only request ASU support for misdemeanor in special circumstances~~ The Air Support unit will not be called out for Misdemeanor events, (unless a special circumstance is presented).

- a. The ASU Sergeant or the ASU chain of command has final authority to authorize ASU support for misdemeanor events.
~~1. or falls under paragraph d. of this section).~~

3. ~~Flight crews may be held over for calls (meeting section 1 criteria)~~ provided such a hold over does not constitute a safety hazard or exceed any limits, consistent with as set forth by the Ffederal AaAviation Administration RrRegulations (14 C.F.R. Part 91 General Operating and Flight Rules).

3.



4. ~~In all cases, the Air ASU Unit Supervisor (Sergeant) shall~~ be responsible for determining if a flight crew ~~shall~~ be held over, or if a crew ~~shall~~ be called out ~~from home~~. Approval for flight crew call-outs ~~shall~~ be based upon the available resources, weather, and the conditions of the area of the call. ~~Final decision for the call-out response shall be determined by the Air Unit ASU Supervisor Sergeant and ultimately the "Pilot in Command" PIC for the mission.~~
 - a. ~~The Air Unit SU Supervisor (Sergeant) shall approve requests for ASU assistance during off-duty hours. be notified if the for all Air Support SU is Pilot Aircraft called out.~~ Requests for Air Support Unit ASU assistance during off-duty hours ~~shall~~ only be done after obtaining approval from the ~~Air Unit ASU Supervisor Sergeant or Acting supervisor Sergeant.~~
 - b. ~~If the Air Unit ASU Supervisor Sergeant cannot be reached, then the Section Air Unit ASU Lieutenant or Division Commander command staff shall be contacted (in that order).~~
5. ~~The Air Unit SU Supervisor Sergeant shall ensure that a current "ON CALL LIST" on-call list with contact numbers of current on-call ASU staff is will always be on file with APD Dispatch/Control the ECC.~~

~~II. Area of Assignment~~

~~The Air Support Unit will be in the air for only three reasons:~~

- ~~1. Flight missions~~
- ~~2. Training~~
- ~~3. City Personnel Transport (at division commander discretion)~~

~~1. Flight Routine~~

~~The following procedures are to be followed before, during, and at the termination of each flight:~~

- ~~1. Preflight the aircraft.~~
- ~~2. Check on supplies for aircraft (forms, flight logs, etc.).~~
- ~~3. The flight crew contacts the unit supervisor by telephone each day they are scheduled to work to advise him of any problems and to receive pertinent information.~~
- ~~4. The aircraft is prepared for take off at mission starting time.~~



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- ~~5. Communications is advised that the aircraft is in service at lift off.~~
- ~~6. The pilot maintains radio contact on VHF with FAA Air Traffic control and monitors the police 800 MHz frequencies (when it does not interfere with flight operations or safe operations of the aircraft).~~
- ~~7. The pilot and Tactical Flight Officer shall maintain the daily flight logs, making certain that it is complete and accurate. The log contains:
 - ~~a. Mission starting and ending time.~~
 - ~~b. Hobbs clock starting and ending reading.~~
 - ~~c. Crew members.~~
 - ~~d. Weather condition.~~
 - ~~e. All observations in which ground units are directed.~~
 - ~~f. All surveillance and special missions.~~
 - ~~g. Time expended and reasons for down time (weather, repairs, pilot unavailable, lunch, refueling, etc.).~~~~
- ~~8. The aircraft lands no earlier than the ending time of the mission assignment (unless doing so compromises the safety of the aircraft and crew).~~
- ~~9. The aircraft is refueled. Fuel tanks are always filled when the aircraft is in hangar to prevent condensation. The pilot may keep tanks at a lower capacity should it be determined that the excessive fuel weight would compromise aircraft performance and create weight and balance concerns for a call out or the next day's mission.~~
- ~~10. Post flight the aircraft.~~
- ~~11. The aircraft is cleaned, windows and search lights are cleaned, and coffee pot and relief containers are washed, etc.~~
- ~~12. Flight logs event logs, reports, and fuel logs are complete.~~
- ~~13. Oil changes are performed every fifty hour period on the fixed wing.~~
- ~~14. Helicopter will undergo all Airworthiness Directive, 100 hour, and Progressive inspections as proscribed by American Eurocopter.~~
- ~~J. Aircraft Inspections~~

~~Inspections will be scheduled by the Air Support Unit Supervisor and/or Mechanic as specified in the manufacturer's maintenance manual and the Federal Aviation Regulations.~~

~~Unit Evaluation of Performance Effectiveness ASU Data~~

~~1.~~



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~~1. ASU compiles and categorizes the following data: In order to determine the value of the unit, as well as its performance and effectiveness, data is compiled, categorized, and analyzed. The data is gathered from the flight and event logs and contains the following information:~~

- ~~1. Maintenance conducted costs per hour;~~
- ~~2. _____~~
 - ~~a. _____~~
 - ~~3. Gas and oil costs per hour.~~
 - ~~_____ b. _____~~
 - ~~4. Gas and oil consumption per hour;~~
 - ~~b. _____~~
 - ~~_____~~
 - ~~5. Down-time for weather, maintenance, and pilot unavailability; and~~
 - ~~c. _____~~
 - ~~_____~~
 - ~~6. d. Number of arrests realized by unit assistance (felony and misdemeanor).~~

~~K. Personnel~~

~~1. The flight crew consists of a Pilot and Tactical Flight Officer. Officers wishing to become part time Tactical Flight Officers may do so by the following selection process:~~

- ~~a. The Unit Supervisor will recruit candidates from within the Department through a written announcement.~~
- ~~b. Interested personnel shall respond by submitting a transfer request and a functional resume to Personnel/Payroll.~~
- ~~c. All TFO applicants must be sworn officers, and have no less than 5 years' experience with the Albuquerque Police Department and have no sustained disciplinary actions within the last 12 months to be considered qualified.~~
- ~~d. All qualified personnel will participate in an Oral Interview, written test and practical exercises as prescribed by Department Personnel Rules and Regulations.~~
- ~~e. The results of the Oral Interview will be forwarded to the Chief of Police and the candidate's Chain of Command along with the oral board's recommendation for his consideration.~~

~~2. Initial Tactical Flight Officer Training~~

- ~~a. Initial Tactical Flight Officer training must be completed prior to being permanently assigned to the Air Support Unit. This training will be conducted in house by the Air Support Unit.~~
- ~~b. Initial TFO Training will consist of a minimum of six months, excluding absences of scheduled vacation and extended leave.~~
- ~~c. The Initial TFO Training will expose the trainee to all aspects of the TFO's responsibilities and evaluate his/her aptitude for the position.~~



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- ~~d. Initial TFO Training is to be conducted on the job (on duty) by experienced ASU TFO's and APD's NMDPS Certified TFO Instructor.~~
- ~~e. The trainee must complete Initial TFO Training with a "Competent/Satisfactory" rating from the instructing ASU TFO's and certified TFO Instructor~~
- ~~f. There shall be a "trial period" of 1 year after the candidate becomes a Certified TFO in which he/she must continue to demonstrate proficiency in the operation of the aircraft equipment as well as the required TFO duties.~~
- ~~g. To maintain part time status as a TFO with the APD Air Support Unit, the TFO must maintain currency by working a minimum of 2 shifts per month with the ASU (as scheduled by the unit supervisor).~~

~~3. Only upon authorization by the Unit Supervisor, Section Lieutenant, or the Division Commander, may anyone other than personnel assigned to the unit, ride in the police aircraft. When such authorization is given, the individual, if other than an APD officer, will read and sign the liability waiver form provided for this purpose.~~

~~4. Section Lieutenant~~

- ~~a. The Section Lieutenant, with input from the Special Investigations Division Commander, will develop and set the goals for the unit members.~~
- ~~b. The Section Lieutenant is responsible for the overall efficiency and effectiveness of the Air Support Unit.~~
- ~~c. The Section Lieutenant will ensure that personnel assigned to the unit have received all the training necessary to operate the department aircraft and stay current through necessary updated training.~~
- ~~d. The Section Lieutenant will be responsible for assigning personnel throughout the unit to accomplish the division goals.~~

~~5. Unit Supervisor~~

- ~~a. Assign unit personnel to the flight.~~
- ~~b. Assure that daily line ups, weekly time sheets, and monthly reports are submitted correctly.~~
- ~~c. Inspect and evaluate the daily flight logs and compile them into monthly reports.~~
- ~~d. Evaluate the oil and fuel consumption logs for gas and oil consumption per hour figures to maintain an updated cost analysis and to determine the amount of oil and gas remaining in the storage tanks.~~
- ~~e. Assure that fifty hour oil changes and one hundred hour inspections are performed on the aircraft.~~
- ~~f. Arrange and schedule for any repairs or maintenance on aircraft.~~
- ~~g. Contact the appropriate company or firm for repair or replacement of defective parts that are under warranty.~~
- ~~h. Maintain accurate ledgers of expenses and records of transactions concerning the aircraft, hangar, or other related items. Assure that the aircraft is operated in strict accordance to FAA regulations as well as department regulations.~~
- ~~i. Maintain liaison with FAA personnel to ensure mutual cooperation and understanding.~~



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- ~~j. Assure that all unit personnel are kept informed on all section, division, and department orders and memoranda.~~
- ~~k. Maintain current pilot roster.~~
- ~~l. Ensure that personnel assigned to the Air Support Unit have all necessary training required to operate the department aircraft. Any deficiencies will be immediately reported to the Section Lieutenant.~~
- ~~m. Perform any other supervisory duties required in order to ensure the smooth operation of the Air Support Unit.~~

REVIEW



~~6. Pilots~~

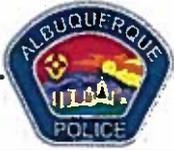
~~The primary duty and responsibility of the pilot is to ensure safe operation of the aircraft. His/her duties include, but are not limited to the following:~~

- ~~a. Perform complete preflight inspection of aircraft;~~
- ~~b. Preflight shall be conducted as prescribed for each aircraft by the manufacturer and as directed in the Pilot's Operation Handbook assigned to that aircraft.~~
- ~~c. Check that all communications equipment is working properly.~~
- ~~d. Adhere to all FAA regulations and policies during take off, while flying patrol patterns, and during landings.~~
- ~~e. Monitor the appropriate VHF channels to maintain contact with the FAA control tower for pertinent flight information. Monitor (when safe to do so), with the Tactical Flight Officer, 800 MHz radio to keep informed of police activities.~~
- ~~f. Maintain constant vigilance of other aircraft, altitude, air speed, and all other conditions affecting the safe operation of the aircraft.~~
- ~~g. Maintain the assigned surveillance area and pattern.~~
- ~~h. Coordinate flight patterns and maneuvers with observer for maximum observational effectiveness.~~
- ~~i. Perform complete post flight inspection of aircraft;~~
- ~~j. Assure that fuel logs, records, etc. pertaining to the operation of the aircraft are completed. If maintenance is needed, a squawk sheet should be completed and left for the unit mechanic.~~
- ~~k. Remain well informed of all FAA regulations, policies, procedures, and changes or alterations in them. Keep unit supervisor advised of any problems with aircraft or equipment.~~
- ~~l. When a safety issue comes up during flight, the pilot will have the final say as to how the flight will be handled.~~

~~7. Tactical Flight Officer~~

~~The duties and responsibilities of the Tactical Flight Officer are as follows:~~

- ~~a. Obtain assignment and other pertinent information from unit supervisor or unit commander, prior to each tour of duty.~~
- ~~b. Assure that the aircraft is properly equipped with the necessary logs, forms, maps, and other items or equipment necessary for proper completion of the flight.~~
- ~~c. Assure that Communications is advised that the aircraft is in service (airborne) and have the aircraft's call sign assigned to the TFO's man #. While airborne, the observer maintains constant vigilance of ground activities and coordinating movements of the aircraft with the pilot.~~
- ~~d. Tactical Flight Officer directs ground units and furnishes pertinent information to both dispatch and ground units responding to calls, observing suspicious activities, or in accomplishing any other assignment.~~
- ~~e. Maintains event logs and highlights, listing all required information pertinent to each call or incident, and assures that the log is entered into the database at the end of each shift.~~



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~~f. While airborne, the observer maintains constant vigilance of ground activities and coordinating movements of the aircraft with the pilot.~~

~~L. Pilot Assignment~~

~~1. All personnel serving as "pilot in command" for the APD ASU must hold licenses and certificates as required by the FAA FAR's Part 61 for the type of aircraft flown. In addition to the appropriate medical certificate the following are the APD ASU's minimum requirements to act as "pilot in command" for the department aircraft.~~

~~2. Fixed Wing Aircraft (AIR 5-C 182R)~~

~~a. Pilot must hold a minimum rating of Private Pilot for "Airplane Single Engine Land" and may operate department aircraft under this rating pursuant to FAR Part 61.113 (b)(1)(2), in addition to:~~

~~b. Pilot must be "High Performance Endorsed".~~

~~c. Pilot must have a minimum of 100 hours flight experience logged in "High Performance Aircraft" (Any logged flight experience prior to pilot achieving Private Pilot rating will not be counted).~~

~~d. Pilot must conduct a flight with the unit supervisor and/or unit senior fixed wing pilot to demonstrate ability to safely and proficiency operate that aircraft prior to being approved to operate as "PIC".~~

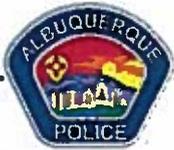
~~e. Pilot must have a minimum of 5 hours logged in APD Fixed Wing (in addition to paragraphs a, b, c and d).~~

~~f. To operate APD fixed wing for night operations, pilot must have a minimum of 20 hours logged night flight experience in APD's Fixed Wing Aircraft (pilot may only fly night missions without the required 20 hour minimum if an APD pilot approved to be night "PIC" accompanies in flight, stationed at the dual controls).~~

~~g. All APD Fixed Wing Pilots shall attend / complete annual "recurrence training".~~

~~h. It is the continued goal of APD to encourage all sworn Fixed Wing Pilots continue to train and work toward achieving a commercial pilots rating to add to professionalism and experience.~~

~~i. Any contractual pilot working for the APD ASU must hold a minimum rating of Commercial Pilot for "Airplane Single Engine Land" pursuant to FAR Part 61.123 (a) to operate department aircraft.~~



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~~3. Rotor Craft Helicopter (AIR 1 EC 120B)~~

- ~~a. Pilot must hold a minimum rating of Private Pilot for "Rotorcraft Helicopter" and may operate department aircraft under this rating pursuant to FAR Part 61.113 (b)(1)(2) in addition to:~~
- ~~b. Pilot must have a minimum of 200 hours of logged flight experience in a "turbine helicopter" (any logged time prior to achieving private pilot rating will not be counted).~~
- ~~c. Pilot must have a minimum of 100 hours of logged flight experience at night in a "turbine helicopter" (any logged time prior to achieving private pilot rating will not be counted).~~
- ~~d. Pilot must have attended and successfully completed American Eurocopter's EC 120B Transition School and received a certificate as "Type Rating" for the EC20B "Colibri" Helicopter (this may not be substituted).~~
- ~~e. Pilot must conduct a flight with the unit supervisor and/or unit senior rotorcraft helicopter pilot to demonstrate ability to safely and proficiency operate that aircraft prior to being approved to operate as "PIC".~~
- ~~f. Pilot must have a minimum of 5 hours logged in the APD Helicopter (in addition to paragraphs a, b, c, d and e).~~
- ~~g. All APD Rotorcraft Pilots shall attend / complete Bi-annual "recurrence training".~~
- ~~h. All APD pilots should attend and become trained in flying helicopter with Night Vision Goggles for added safety and mission readiness.~~
- ~~i. It is the continued goal of APD to encourage all sworn rotorcraft helicopter pilots to work toward and train to achieve a commercial pilot rating to add to professionalism and experience.~~
- ~~j. Any contractual pilot working for the APD ASU must hold a minimum rating of Commercial Pilot for "Rotorcraft Helicopter" pursuant to FAR Part 61.133 (a) to operate department aircraft.~~

~~M. APD Night Vision Goggle Operation and Pilot Use~~

- ~~1. APD will strive to follow the FAA recommended policies of Night Vision Goggle (NVG) use in an aircraft cockpit that is "Non NVG Compliant" or "Non NVG compatible."~~
- ~~2. No ASU sworn or contractual pilot shall be allowed to intentionally operate/fly a department aircraft utilizing NVG's under the following:~~
 - ~~a. The aircraft's cockpit instrumentation is not FAA certified as being "NVG Compliant".~~
 - ~~b. If the pilot is not trained or certified to fly an aircraft utilizing NVG (must be an approved NVG certification program).~~
 - ~~c. Pilots not NVG trained, or pilots in an aircraft not certified for NVG operations shall not conduct any flights that would require the use of NVG to safely complete the mission (such as flights at night over areas with poor unlit visual reference like the West Mesa, Rio Puente, Sandia Foothills etc.).~~
- ~~3. Exceptions to the Above~~
 - ~~a. Any APD ASU pilot sworn or contractual may have NVGs attached to their helmet with a live battery pack in the stowed position for emergency only regardless of pilot NVG~~



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~~training or aircraft being NVG Compliant. This is due to the large unlit area of open mesa between AEG (Double Eagle II) airport and the city, any area in which flight is unavoidable for operations.~~

- ~~b. If a pilot should have an emergency in an area as listed in paragraph (d) (such as the need to conduct an autorotation or make an off site precautionary landing) he/she may utilize NVG at his/her discretion to safely land the aircraft.~~
- ~~e. Any APD ASU pilot sworn or contractual pilot that is NVG certified (by approved course) may operate/fly under NVG at their discretion as needed in any FAA approved "NVG Compliant" aircraft.~~
- ~~d. APD ASU Helicopter Air 1, registration number N120PD, serial number 1230 is FAA certified as an "NVG Compliant Aircraft"~~

~~N. APD Response to Calls for Service at Double Eagle II Airport~~

- ~~1. Double Eagle II Airport is a general aviation airport governed by the Federal Aviation Administration (FAA). The airport has strictly enforced access policies for all vehicular and pedestrian traffic in and around aircraft movement area. These areas include the runways, taxiways and the ramp area. Vehicle, pedestrian and aircraft movement in these areas can only be accomplished with approval and direction from the Tower/Ground controllers. The reason for this is to prevent incursions between airplanes and ground vehicles or persons.~~
- ~~2. When responding to incidents requiring entry to these controlled areas (aircraft crashes, worksite injury incidents, ramp checks for missing aircraft, suspicious situations involving pilots/passengers etc.) officers must contact the Double Eagle Tower/Ground Control prior to entering the access gates onto the ramp areas.~~
- ~~3. For the purpose of this section Aircraft/Airport Movement Area refers to any area where aircraft movement is possible or probable. This is to include all ramp area, taxiways and runways.~~
- ~~4. When responding to incidents and calls for service at Double Eagle II Airport, personnel will not enter any aircraft movement area without prior approval from the control tower. All direction from the control tower and/or airport personnel will be followed as instructed with no deviation. Even though there is an incident at the airport, ground and flight operations may continue.~~
- ~~5. When in an airport movement area extreme care and caution should be used at all times for inherent dangers. Aircraft have the right of way at all times unless otherwise directed by the tower. Airport properties are marked with both ground signage and painted markings that are not easily understood if not trained. Tower personnel will be able to instruct/direct emergency personnel on a safe approach either in a vehicle or on foot. Caution should be used when working around or near aircraft for moving parts and non-visible hazards such as propeller and jet blast. This is the high speed air caused by aircraft engines.~~



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~~6. Communications will contact The Albuquerque Police Department's Air Support Unit Personnel immediately and advise of any incidents at Double Eagle II Airport. In many cases Air Support Unit personnel may be able to handle the incident without assistance from Field Services Bureau. Communications will attempt to contact the Air Support Unit either via radio or telephone.~~

~~7. Prior to Arrival Dispatched Units Shall:~~

~~Attempt contact with The Albuquerque Police Department Air Support Unit Via the following (and in listed order):~~

- ~~a. Hanger: 505 833 6083~~
- ~~b. On Dispatch Frequencies~~
- ~~c. Contact ASU Sergeant (After hours or no response at hanger or via radio)~~
- ~~d. Contact On Call Personnel (After hours or no response at hanger or via radio) Communications has ASU on call roster.~~

~~8. Upon Arrival Dispatched Units Shall:~~

- ~~a. Once entering an aircraft movement area engage emergency lights.~~
- ~~b. If available, follow Airport Personnel or Air Support Unit Member as directed.~~
- ~~c. Proceed with caution as directed by tower or airport personnel.~~
- ~~d. Remain in contact with tower and airport personnel via:
 - ~~(i) Telephone~~
 - ~~(ii) Through APD Communications to control tower.~~
 - ~~(iii) IComm Radio (Available from Air Support Unit Member Frequency 120.15)~~
 - ~~(iv) Albuquerque Fire Department "Alarm" channel (Located in FIRECITY bank of APD unit radios).~~~~
- ~~e. Do not make any unauthorized movements without prior approval.~~
- ~~f. Follow Department SOP on handling Aircraft Incidents~~
- ~~9. Post incident dispatched units shall advise tower personnel when all units are clear from aircraft movement areas.~~