



**Division of State Patrol  
Policy and Procedure**

Number  
**16-1**

Subject <b>AIRCRAFT</b>	
Author/Originator Bureau of Field Operations Special Operations Section	Approved by <b>Superintendent</b> <i>Anthony L. Burrell</i>
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**I. PURPOSE**

The purpose of this policy is to establish guidelines for the use of manned aircraft in the Division of State Patrol operations.

**II. POLICY**

It is the policy of the Division of State Patrol (DSP) to utilize manned aircraft primarily for traffic enforcement and public safety missions. The Wisconsin State Patrol provides aviation support services for homeland security related missions including evacuation, site/area security, detection and monitoring of actual or potential criminal and/or terrorist activity, search and locate efforts for missing/abducted persons, and status/damage assessments during and after critical incidents, crises or other events.

Aircraft are operated by sworn Division pilots in accordance with all applicable Federal Aviation Administration (FAA) Regulations, the Wisconsin Department of Administration (DOA) Air Operations Manual and the Wisconsin Department of Transportation (WisDOT) Flight Operations Manual.

**III. DEFINITIONS**

A. **Air Coordination Group (ACG)** – the state-level management asset that coordinates the use of fixed wing, rotary wing and Unmanned Aircraft Systems (UAS) aircraft during response efforts supporting federal agencies, state, local and tribal governmental entities, and voluntary organizations requiring or providing aviation assistance during a disaster or other emergency.

B. **Air Support Unit (ASU)** – the designated group of authorized DSP pilots, supervisory and other personnel that conduct manned and unmanned aviation operations including flights, scheduling, management and/or coordination of the DSP aviation program.

- C. **Air Support Unit Coordinator** – a designated DSP sergeant responsible for coordinating the daily operational needs of the ASU.
- D. **Air Support Unit Safety Officer** – a designated DSP pilot who has received an instructor rating and who serves as a flight instructor for the unit. Duties include establishing, administering and evaluating a flight accident / incident prevention program.
- E. **Air Support Unit Supervisor** – a designated DSP lieutenant responsible for the oversight of the ASU. Duties include liaison with Division management, the WisDOT Bureau of Aeronautics, the Wisconsin DOA, the FAA, and others.
- F. **Division Manned Aircraft Pilot** – a designated State Patrol employee who possesses at least a valid private pilot certificate, at least a second-class medical certificate, and has at minimum, the following flight experience prior to such designation:
  - 1. 100 hours total flight time, and
  - 2. 10 hours make and model (CESSNA 172)
- G. **Tactical Flight Officer (TFO)** – a trained flight crew member who serves as an airborne observer, is certified in the operation of applicable communications, speed detection and other specialized equipment/devices, and has successfully completed a Division-approved TFO familiarization program.

#### IV. GENERAL PROVISIONS

- A. Recommendations for selection and designation of Division manned aircraft pilots may be made by the applicable Captain and are approved by the BFO Majors in consultation with the Air Support Supervisor as applicable.
- B. The respective Region Commanders will ensure that authorized requests for sworn personnel assigned to their respective region/section/office who are designated ASU pilots and/or TFOs are accommodated in a manner that facilitates ASU operations to include emergency flight missions, required flight training and certification, and pertinent meetings/planning sessions as applicable.
- C. ASU manned aircraft pilots shall comply with applicable FAA regulations relating to pre-flight and post-flight mechanical checks, filing of flight plans, etc. Flight operations are conducted in accordance with Part 91 of the Federal Aviation Regulations.
- D. In addition to applicable FAA regulations, ASU manned aircraft pilots shall observe the requirements as listed in the WisDOT Flight Operations Manual.

- E. Division manned aircraft pilots will also comply with the following:
1. ASU pilots are delegated absolute authority over the operation of the aircraft both in the air and on the ground.
    - a. The decision of the pilot with reference to weather conditions and airports shall be final.
    - b. The Air Support Unit Supervisor or designee may cancel any or all flights at his/her discretion.
  2. Pilots shall carry only Department authorized passengers in the State Patrol aircraft that are necessary to accomplish the mission.
    - a. Division employees, sworn officers of other law enforcement agencies, representatives of the Wisconsin Department of Natural Resources (DNR), the Wisconsin Department of Military Affairs (DMA), FAA, judiciary, news media, and other agencies/personnel when approved by the Air Support Unit Supervisor as necessary to support the law enforcement mission.

## V. PROCEDURE

- A. The Air Support Unit Coordinator shall plan, direct and coordinate all aircraft operations on a statewide basis through the efficient utilization and deployment of ASU personnel.
- B. **Emergency requests** for ASU assets shall be made through the Air Coordination Group by contacting the Wisconsin Emergency Management Duty Officer at 1-800-943-0003. These emergency requests will be accommodated in accordance with the State of Wisconsin Air Coordination Group guidelines.

**Non-emergency** requests for flight missions shall be received and processed via the Traffic Management Center using the designated Wisconsin State Patrol Resource Request Line at 1-844-WSP-HELP (1-844-977-4357). These non-emergency requests will be assigned a CFS# by dispatch and accommodated in accordance with TMC standard operating procedures.

- C. ASU manned aircraft pilots shall observe the following guidelines:
1. Prior to flying any mission the ASU pilot will complete the Flight Risk Assessment Tool (FRAT). A score of 11 and higher will require a discussion with the Flight Safety Officer or designee prior to the flight.
  2. Determine departure time allowing enough time for preflight planning.
  3. Cancel flight when conditions make such action necessary.

4. ASU pilots shall receive additional flight pay in accordance with the labor contract as applicable for each hour of aircraft log time during which this duty is performed.
5. ASU pilots shall, during time spent flying the aircraft, notify the applicable DSP Communications Center when commencing flight duty time and terminating flight duty time.
6. If any non-flight duty activity (court, enforcement with patrol vehicle, etc.) occurs during a flight duty day, the non-flight time shall be charged to the appropriate PeopleSoft activity code.
7. ASU pilots and/or TFOs will follow established procedures for clocking vehicles over markers and for reporting non-speed violations, vehicle crashes or persons in distress.
8. The Air Support Unit Coordinator or designee(s) (i.e., ASU pilots) are responsible for making the necessary arrangements with the WisDOT Bureau of Aeronautics and DOA aviation mechanics to assure that all maintenance and repairs on the aircraft are completed in accordance with FAA regulations and DOA policies.
9. ASU pilots may use their assigned P-Card for fuel and emergency maintenance needs where the normal fuel card is not accepted.
10. Obtain annual and semi-annual flight checks from the WisDOT Bureau of Aeronautics or designee.
11. File pilot currency of qualifications information (flight certificates and ratings, medical certificate, and required flight checks) with the WisDOT Bureau of Aeronautics.

## VI. REFERENCES

Federal Aviation Administration Regulations  
Wis. Department of Transportation Flight Operations Manual