



General Order 71.6 - Prisoner Transportation

PURPOSE: Establish the policy and guidelines for the operation of the Sedgwick County Sheriff's Office aircraft.

DATE OF APPROVAL: 1/26/09

DATE OF ISSUE: 1/26/09

EFFECTIVE DATE: 1/26/09

REVIEW DATE: Annual

AMENDS:

THIS ORDER CANCELS: 71.6 Approved 2/28/08

ISSUED BY : Sheriff Robert Hinshaw

REVIEWED BY: Judicial Division

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71.6.1 MISSION STATEMENT

- A. The Sedgwick County Sheriff's Office aircraft will be operated under strict rules of policy and procedure. The operating policy and guidelines will be mandated by the Sedgwick County sheriff and will not be changed or amended without permission of the sheriff.

- B. If the aircraft is available and not needed for an assignment, the aircraft may be used for training or to transport members of this department, elected officials, or other Sedgwick County department heads as the need may arise. The Sedgwick County sheriff or undersheriff must be aware of the use of the aircraft for these purposes and must have given permission.

71.6.2 AIRCRAFT, PILOT REQUIREMENTS/PROFICIENCY FLIGHTS

- A. The basic requirements to qualify as pilot in command for the sheriff's office aircraft will be set by the sheriff in accordance with FAA regulations.
- B. For those pilots in the sheriff's office organization not possessing the minimum in-model/aircraft type requirements, an individual pilot training program may be established to meet the required standards.

71.6.3 AIRCRAFT, PILOT S.O.P./PILOT RESPONSIBILITIES

- A. All pilots will operate the departmental aircraft in accordance with the established standard operating procedures, the operating limitations, and the emergency procedures contained in the owner's manual accompanying the aircraft, as well as the appropriate FAA regulations.
- B. The pilot in command will be responsible for noting any aircraft discrepancies during pre-flight inspections, during flight, or during post-flight inspections. All discrepancies will be logged on the daily flight record and reported as soon as possible to the Judicial Division designee.
- C. Upon the completion of each flight, the pilot in command will be responsible for filling out the daily flight record kept in the aircraft.
- D. It shall be each pilot's responsibility to maintain a current and up-to-date flight log book, current F.A.A. license, and current medical certificate in accordance with F.A.A. regulations. Copies of current licenses and medical certificates will be kept on file with the Judicial Division designee.
- E. The pilot in command is directly responsible for and has the final authority as to the operation of the aircraft. The pilot will be responsible for conducting all flights in a manner that affords maximum safety for the aircraft, its occupants, and all life and property.
- F. The pilot in command shall have authority to refuse compliance with an order of any superior deputy when weather, aircraft condition, crew, or related flying conditions could, in his/her judgment, be hazardous to the safety of the flight or which is in violation of any flight rule. A deputy's report containing all relevant information pertaining to such refusal shall be submitted in writing through channels to the sheriff.
- G. The pilot may, in an aircraft/weather emergency requiring immediate action, deviate from the rules of the standard operating procedure to the extent required to meet that emergency. When any such deviations occur, the pilot shall submit a deputy's report of that deviation to the sheriff.

71.6.4 AIRCRAFT, AUTHORIZATION AND USE

- A. The sheriff's office aircraft will only fly when authorized by competent department authority and only on official Sedgwick County business.

71.6.5 AIRCRAFT, FLIGHT WEATHER PARAMETERS

- A. V.F.R. or I.F.R. flight plans will be filed on all cross- country flights of over fifty (50) nautical miles from Wichita, Kansas, or other points of departure.
- B. Flights into actual I.F.R. conditions will be conducted only if the pilot and aircraft are current for I.F.R. flight.
- C. No flights will be conducted into thunderstorm or severe icing conditions.
- D. All flights will be conducted under strict observance of F.A.A. rules, regulations, and instrument flying minimums at all times.
- E. Aircraft minimum altitudes will be in accordance with F.A.R. Part 91. However, in no case will the aircraft be operated below five-hundred (500) feet A.G.L. except in the landing and take-off phase of the flight.
- F. During landings and take-offs, the pilot/co-pilot will use the shoulder harness in addition to the seat belt.

71.6.6 AIRCRAFT, SCHEDULING

- A. The designee of the Judicial Division will log all trips on the "aircraft" computer calendar anytime aircraft use is confirmed/scheduled. The names of the crew members, destination of the proposed flight, and estimated time of return to Wichita will be included on the calendar.
- B. The scheduling of the aircraft will involve, at a minimum, two (2) pilots, or under certain circumstances, one (1) pilot and one (1) observer. In order to maximize training, pilot proficiency, and safety, the aircraft will not depart with only one (1) pilot and no observer. Any deviation from this policy must be authorized by the sheriff.

71.6.7 AIRCRAFT, PILOT LOG BOOKS/RECORDS

- A. Upon completion of each flight, the pilot in command will ensure the appropriate notations are included in the aircraft daily flight record. Pilots will maintain individual flight records. However, at the end of each month pilots will provide a summary of accumulated flight time for the month forwarded to the Judicial Division designee.
 - 1. The summary will include total time, and night flight hours. [One (1) hour after sunset and one (1) hour prior to sunrise is considered night for record purposes.]
 - 2. For continuity and information purposes, a "pass down the line" (P.D.L.) document in the aircraft will include items of special interest to flight and ground activities regarding the aircraft.

71.6.8 AIRCRAFT, TRANSPORTING PRISONERS

- A. When transporting prisoners in the department aircraft, two (2) pilots will be present, or one (1) guard/deputy will be present in addition to the pilot.

- B. Prior to boarding the aircraft, all prisoners will undergo a thorough search of their person and property for any weapons and/or contraband.
- C. If possible when transporting female prisoners, a female deputy should be available.
- D. All prisoners should be belly-chained and leg ironed prior to entering the aircraft. Prisoners will only be seated in the passenger area of the aircraft. All prisoners' seat belts and, if available, shoulder harnesses will be securely fastened by a flight crew member when placing prisoners in their seats. The seat belts will remain fastened until the prisoners are removed from the aircraft. If (in the opinion of the pilot in command) additional restraint is necessary for safety or security reasons, prisoners may be further restrained by being leg ironed to their seats or by other such reasonable means.
- E. When prisoners are being transported in the aircraft, the deputies occupying the pilot and co-pilot seat will remove any weapons from their belt holsters and place them in the forward side pockets of the aircraft. If they are wearing shoulder holsters, the weapon will remain secured in that holster. When either the pilot or co-pilot is in the passenger area of the aircraft with prisoners, the weapon will be placed in the forward side pocket of the aircraft. Mace or other like chemical agents will not be carried in the aircraft.
- F. All property sacks, suitcases, boxes, etc., will be transported in the baggage compartment or out of reach of any prisoners.

71.6.9 AIRCRAFT, OFFICIAL BUSINESS FLIGHTS

- A. Normally, Sedgwick County official business aircraft flights are as follows:
 - 1. Prisoner transportation;
 - 2. Aerial surveillance in conjunction with the federal marijuana eradication program;
 - 3. Transporting of physical evidence to Kansas Bureau of Investigation or other laboratories;
 - 4. On-call air surveillance;
 - 5. Pilot proficiency/training flights;
 - 6. Logistic flights; and
 - 7. Those flights authorized by the sheriff that are not described above.

71.6.10 AIRCRAFT, MAINTENANCE AND REPAIR

- A. Any required aircraft maintenance or repair noted by a pilot will be channeled via the designee of the Judicial Division. The designee will notify Fleet Management to arrange for appropriate maintenance corrective action. Fleet Management will coordinate with the contracted vendor for service and maintenance of the aircraft.-Any aircraft discrepancy involving safety of flight will be corrected prior to the next flight.
- B. If the aircraft requires a test flight, the designee of the Judicial Division remains the single point of contact for test flight requirements to determine the aircraft status and safety of flight.

- C. Any vendor maintenance estimates for aircraft repairs in excess of five-hundred dollars (\$500.00) will be cleared by the designee of the Judicial Division, Fleet Management and, if necessary, coordinated with the purchasing department to determine the appropriate vendor and type of maintenance services.

71.6.11 AIRCRAFT, AUTHORIZED FORMS TO USE

- A. Authorized forms to be used when necessary for routine reporting purposes will include, but not be limited to the following:
 - 1. Flight record;
 - 2. Aircraft expense and activity sheet;
 - 3. Maintenance record; and
 - 4. Aircraft check exam.

71.6.12 AIRCRAFT, GENERAL INFORMATION

- A. No smoking will be permitted in the departmental aircraft at anytime. This applies to employees, inmates, or any passengers. NO EXCEPTIONS!