

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 700 OPERATIONAL SECURITY</p>	<p>OPR: OPS</p>
	<p>DEPARTMENT ORDER: 714 <i>AIRCRAFT INTRUSIONS</i></p>	<p>SUPERSEDES: DO 714, 09/01/96</p>
	<p>EFFECTIVE DATE: OCTOBER 15, 2004</p>	

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PURPOSE

Unidentified aircraft may occasionally intrude onto institutional property, or into airspace above an institution. When this occurs, security staff are required to react appropriately to protect staff, inmates and the occupants of the intruding aircraft.

The above *Substantive Policy Statement* is advisory only. A *Substantive Policy Statement* does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this *Substantive Policy Statement* does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes section 41-1033 for a review of the statement.

PROCEDURES

714.01 AIRCRAFT APPROACHES/INTRUSIONS

- 1.1 An employee who observes an aircraft approaching the institution's airspace or approaching staff, an inmate or a Department structure or vehicle, shall monitor the aircraft and alert Complex Security.
- 1.2 Should the aircraft enter the institution's airspace, but there is no overt action that could cause a direct threat to inmates, staff or state property, the employee shall, consistent with Department Order #706, Incident Management System, assume the responsibilities of incident commander and ensure that team members:
 - 1.2.1 Notify the institution's control center of the violation.
 - 1.2.2 Attempt to obtain the description and number of the aircraft and a description of the passengers and pilot.
- 1.3 Each institution shall designate an area/location for helicopters to land for the purpose of medical transport.
 - 1.3.1 Satellite units associated with an institution shall designate a separate landing area/location for helicopters.
 - 1.3.2 Helicopters shall not land within the secure perimeter of an institution or unit for the purpose of medical transport.

714.02 HOSTILE AIRCRAFT INTRUSIONS

- 1.1 If the incident commander determines that an aircraft has entered the institution's airspace with hostile intent, he or she shall, consistent with the incident management system, instruct staff to:
 - 1.1.1 Contact the institution's control center immediately with a description of the aircraft and the situation.
 - 1.1.2 Take action necessary to prevent an escape attempt.
 - 1.1.3 Not shoot at the aircraft.

- 1.2 Instructions to Inmates - When an aircraft enters the proximity of an institution or an outside work crew, the incident commander shall instruct team members to:
 - 1.2.1 Order inmates to evacuate the immediate area and advise them that failure to comply with the order shall be treated as an attempt to escape.
 - 1.2.2 Establish a secure perimeter between the inmates and the aircraft.
 - 1.2.3 Notify the institution's control center and request back-up staff for assistance.
- 1.3 Attempted Escape
 - 1.3.1 When an inmate on an outside work crew assignment attempts to board an aircraft, the incident commander shall instruct team members to secure the crew and take action to stop the escape.
 - 1.3.2 When staff and inmate(s) are inside the prison grounds and an inmate attempts to board an aircraft, the incident commander shall instruct team members to:
 - 1.3.2.1 Take direct action to stop the escape, in accordance with Department Order #804, Inmate Behavior Control.
 - 1.3.2.2 Order other inmates to immediately lie face down and remain in that position until ordered to get up by staff.
 - 1.3.2.3 Return the inmates to their housing units when time permits.

714.03 HOSTILE AIRCRAFT DEPARTURES

- 1.1 If an aircraft departs institutional airspace after hostile intrusion, the incident commander shall, after providing a complete description of the incident and the last known direction of travel of the aircraft, request the institution's control center to make the notifications required in sections 714.03, 1.2 through 1.2.6.
- 1.2 The institution's control center shall forward the information to the Central Office Communications Center, phone number (602) 542-1212, which shall report the information to the following authorities in the order listed.
 - 1.2.1 The Federal Aviation Administration Flight Standards District Office, phone number (602) 640-2561.
 - 1.2.2 The Department of Public Safety Duty Officer, phone number (602) 223-2212.
 - 1.2.3 The local law enforcement agency that has jurisdictional responsibility for the geographical area where the incident occurred.
 - 1.2.4 The Inspector General Section.
 - 1.2.5 The Federal Bureau of Investigation, phone number (602) 279-5511.
 - 1.2.6 The nearest public/municipal airport.

714.04 REPORTS - The incident commander shall ensure:

- 1.1 Reports documenting any aircraft intrusion incident are prepared.
- 1.2 A Significant Incident Report is completed after any aircraft intrusion incident, in accordance with Department Order #105, Information Reporting.

714.05 EXCEPTIONS - Wardens, Deputy Wardens and Administrators may request a waiver from this Order when an established landing field is in such proximity that normal flight path use would bring aircraft into the institutional airspace on a routine basis. (See Department Order #101, System of Written Instructions for additional information on waivers.)

{Original Signature on File}

Dora B. Schriro
Director

DEFINITIONS

AIRCRAFT INTRUSION - Any entry of institutional airspace by an unidentified aircraft without the Department's knowledge or authorization.

HOSTILE AIRCRAFT INTRUSION - Aircraft entering institutional airspace with the intent to do serious physical injury, commit a felony or misdemeanor crime including an escape or attempted escape or damage to State property.

SERIOUS PHYSICAL INJURY - Physical injury that creates a reasonable risk of death; causes serious and permanent disfigurement, serious impairment of health or loss or prolonged impairment of the function of any body organ or limb.