

CHAPTER: 700

Operational Security

DEPARTMENT ORDER:

**714 – Aircraft/Unmanned Aerial Vehicles
Intrusions**

**OFFICE OF PRIMARY
RESPONSIBILITY:**

OPS

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ACCESS

Contains Restricted Section(s)

Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to read "Ryan Thornell".

Ryan Thornell, Director

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PURPOSE

This Department Order (DO) establishes procedures for security staff to appropriately address unidentified aircrafts **and/or** Unmanned Aerial Vehicles (UAV) intruding onto institution/**facility** property, or into airspace above an institution/**facility** (up to 400 feet above the ground) **in order** to protect **employees, inmates, visitors, volunteers, contractors, Program Associates, vendors,** and the occupants of the intruding aircraft.

PROCEDURES

1.0 SUSPICIOUS AIRCRAFT/UNMANNED AERIAL VEHICLES - APPROACHES AND INTRUSIONS

- 1.1 If suspicious activity is observed involving **unidentified aircrafts or UAVs**, the staff member observing the incident shall initiate the Incident Command System (ICS) and assume the role of the Incident Commander. The Incident Commander shall instruct staff to:
 - 1.1.1 Contact the institution's Control Center immediately with a description of the aircraft/UAV and the situation.
 - 1.1.2 Take action necessary to prevent an escape attempt.
 - 1.1.3 Not **discharge their firearm** at the aircraft/UAV.
 - 1.1.4 Attempt to obtain the description and the Federal Aviation Administration (FAA) registration (N-number) number of the aircraft/UAV and a description of the passengers and pilot, if applicable.
 - 1.1.5 Observe the aircraft/UAV and maintain visibility to determine direction of travel.
 - 1.1.6 **Confiscate any UAV that lands on institution/facility property.**
 - 1.1.7 Complete a Significant Incident Report, Form 105-3, in accordance with DO #105, Information Reporting.
- 1.2 When an aircraft/**UAV** enters the proximity of an institution/**facility** or an outside work crew, **with the exception of any** established landing fields in such proximity **of a** normal flight path routinely bringing aircrafts into the institutional airspace, the Incident Commander shall instruct staff to:
 - 1.2.1 Order inmates to relocate from 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/**UAV**.
 - 1.2.3 Notify the shift supervisor and the institution's Main Control Center to request back-up staff for assistance.
 - 1.2.4 If on an outside work crew, secure inmates in a crew transport vehicle, if available.
- 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 staff to:

- 1.3.1.1 **Secure the crew.**
- 1.3.1.2 Take action to stop the escape, but not to **discharge their weapon** at the aircraft, in accordance with DO #707, Inmate Escape Prevention/Response.
- 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 staff to:
 - 1.3.2.1 Take direct action to stop the escape, in accordance with DO #707, Inmate Escape Prevention/Response.
 - 1.3.2.2 Order all inmates in the vicinity to immediately **sit** 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.
 - 1.3.2.4 **Notify the Inspector General immediately.**
- 1.4 Hostile Departures – If an aircraft/UAV departs institutional airspace after hostile intrusion/incursion, the Incident Commander shall provide a complete description of the incident and the last known direction of travel of the aircraft/**UAV** and request to the institution's Control Center to make all the following required notifications:
 - 1.4.1 The nearest public/municipal airport and report the occurrence.
 - 1.4.2 The Federal Aviation Administration (**FAA**) located at https://www.faa.gov/about/office_org/headquarters_offices/aae/programs_services/aa_hotlines and complete the FAA Hotline Reporting Form.
 - 1.4.3 Local law enforcement.
 - 1.4.4 The affected **Criminal** Investigations Unit (**CIU**).
 - 1.4.5 Central Office Communications Center (COCC) for Significant Incident Report issuance in accordance with DO #105, Information Reporting.
- 1.5 The institution's Control Center shall forward the information to the COCC, phone number (602) 542-1212, who shall disseminate the information in accordance with DO #105, Information Reporting.

2.0 AIRCRAFT OR UNMANNED AERIAL VEHICLES FOR DEPARTMENT BUSINESS

- 2.1 Aircraft – Each institution shall designate a **landing zone** for helicopters for the purpose of medical transport.
 - 2.1.1 Satellite units associated with an institution shall designate a separate landing area/location for helicopters.
 - 2.1.2 Helicopters shall not land within the secure perimeter of an institution or unit for the purpose of medical transport.

2.2 UAV – The Assistant Director for Prison Operations shall approve the use of a UAV on **institution/facility** property. The use of the UAV shall be limited to UAV’s owned and operated by a Department Certified UAV pilot.

2.2.1 Department Certification requires **the successful completion of the FAA Remote Pilot Certificate (Part 107)**.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms for the following:

- **Aircraft/UAV Intrusion**
- **Hostile Aircraft/UAV Intrusion**
- **Serious Physical Injury (2)**
- **Unmanned Aerial Vehicle (UAV)**
- **Unmanned Aircraft System (UAS)**

FORMS LIST

105-3, Significant Incident Report

AUTHORITY

A.R.S. §13-3729, Unlawful Operation of Model of Unmanned Aircraft; State Preemption; Classification; Definition