

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", is written over a horizontal blue line.

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