

CHAPTER: 700

Operational Security

DEPARTMENT ORDER:

714 – Aircraft Intrusions

**OFFICE OF PRIMARY
RESPONSIBILITY:**

OPS

Effective Date:

June 14, 2018

Amendment:

N/A

Supersedes:

DO 714 (10/15/04)

Scheduled Review Date:

TBD

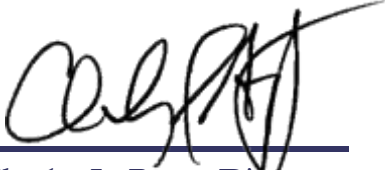
ACCESS

Contains Restricted Section(s)

Arizona Department of Corrections

Department Order Manual





Charles L. Ryan, Director

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PURPOSE

Unidentified aircrafts or Unmanned Aerial Vehicles (UAV) may occasionally intrude onto institutional property, or into airspace above an institution. When this occurs, security staff is required to react appropriately to protect staff, inmates and the occupants of the intruding aircraft/UAV.

PROCEDURES

1.0 SUSPICIOUS AIRCRAFT/UNMANNED AERIAL VEHICLES - APPROACHES AND INCURSIONS

- 1.1 If suspicious actions are observed or an incursion occurs, the staff member who witnesses the actions 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 and the situation.
 - 1.1.2 Take action necessary to prevent an escape attempt.
 - 1.1.3 Not shoot at the aircraft.
 - 1.1.4 Attempt to obtain the description and registration (N-number) number of the aircraft and a description of the passengers and pilot, if applicable.
 - 1.1.5 Complete a Significant Incident Report, Form 105-3, in accordance with Department Order #105, Information Reporting.
- 1.2 When an aircraft enters the proximity of an institution or an outside work crew, 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.
 - 1.2.3 Notify the shift supervisor and the institution's Main Control Center to 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 staff 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 staff 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.

1.4 Hostile Departures – If an aircraft/UAV departs institutional airspace after hostile intrusion/incursion, 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 all the required notifications:

1.4.1 The nearest public/municipal airport and report the occurrence.

1.4.2 The Federal Aviation Administration located at <https://hotline.faa.gov/> and complete the FAA Hotline Reporting Form.

1.4.3 Contact local law enforcement.

1.4.4 Contact their Central Investigations Unit.

1.4.5 Contact the Central Office Communications Center for SIR issuance in accordance with Department Order 105, Information Reporting.

1.5 The institution's Control Center shall forward the information to the Central Office Communications Center, 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 an area/location for helicopters to land 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 Division Director for Prison Operations shall approve the use of a UAV on prison 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 Federal Aviation Administration (FAA) approval.

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

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms