

Subject:	<b>Air Support Calls for Service</b>	
Effective:	<b>9/23/2015</b>	<b>Procedure</b>
Update:	<b>7/7/2016, 6/18/2018</b>	
Reference:		

**PURPOSE**

To standardize the procedure for requesting that Air Support responds for a call for service

**PROCEDURE**

1. To determine if Air Support is on duty:
  - a. The Aviation Line Up can be found in the File room; Common; Aviation Beat Sheet; [Current date].
    - i. Generally, Air Support is on duty 0800-1800, seven days a week.
  - b. After hours Air Support information is found on the bottom of the Aviation Beat Sheet.
  - c. Information regarding the availability of Air Support should be included on the beat sheet that is distributed by Dispatch at 0600 and 1800 daily.
  
2. If Air Support is needed when on duty:
  - a. Call or tone out Air Support on the radio.
  - b. If there is no response, call the hangar at **CONFIDENTIAL INFORMATION REDACTED: [REDACTED]**.
  - c. If still no response, call the ASU Sheriff Lieutenant.
  - d. Do not page "Aviation" or the pilot in the CAD paging system.
  
3. If Air Support is needed when off duty:
  - a. Call the "Stand-by" pilot listed on the Aviation Beat Sheet.
  - b. The pilot will determine if the flight will be accepted.
  - c. The pilot will call the crew chief if needed.
  - d. If Dispatch cannot reach the stand-by pilot, call the ASU Sheriff Lieutenant.
  - e. Do not page "Aviation" or the pilot in the CAD paging system.
  
4. **Anytime** Air Support is requested for any call (law, fire, or EMS), Dispatch shall notify the Air Support Unit Management group via CAD page.
  - a. The page should read: "Air Support requested for [reason]".
  - b. If the call is cancelled, notify the group with that information (Example: "Air Support request cancelled no longer needed").
  - c. When the call is complete, send a "Call complete page" (i.e. "Air Support call completed").