

City of Santa Barbara
Airport Department
Law Enforcement Division



GENERAL ORDERS

(Revised 12/12/19)

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CITY OF SANTA BARBARA
AIRPORT PATROL
GENERAL ORDER

GO#: 1-01

Issued: 03/07/19

Subject: ADMINISTRATIVE – Standards & Guidelines for Reports

1. PURPOSE AND SCOPE

To ensure that all written documentation completed by members of this agency is completed in an accurate, consistent and standardized format.

2. REPORT WRITING PROCEDURE

- 1) Create Report Folder on H Drive in the Completed Reports Folder.
- 2) File names shall be as follows:
 - a) Two digit year, followed by four digit case number, followed by single space, followed by three digit report code in all capital letters (Examples: 18-0123 CIR, 18-0456 WCA, 18-0987 IRC, 18-0023 AAR, 18-0345 NAR).
- 3) Place appropriate report forms in said folder.
- 4) Name each report form.
- 5) File names shall be as follows: Two digit year, followed by four digit case number, followed by single space, followed by three digit report code in all capital letters (Examples: 17-0123 CIR, 17-0321 ANR, 17-0456 WCA, 17-0987 ICR).
- 5) Write your report.
- 6) Do **NOT** leave any lines blank.
 - a) If a line or box does not apply, type N/A in all caps. If you do not know the information being requested by a particular line or box, type "Unknown".
 - b) This is a legal document that could potentially end up in a court of law or be requested under the Freedom of Information Act. Treat it as such.
- 7) Once you have completed your report, notify your sergeant via e-mail that the report is ready for review.
- 8) Do **NOT** digitally sign any pages of the report forms until a Sergeant has reviewed/approved your report and instructed you to do so.
- 9) Officers/Sergeants are responsible for completing, submitting **ALL** written work products completed during their shift in compliance with the procedures outlined in this policy.
- 10) Officers/Sergeants are responsible for notifying their direct supervisor in writing (e-mail) anytime written work products are completed and ready for review.

3. REVIEW AND REVISION PROCEDURE

- 1) Once you have completed your report, notify your sergeant via e-mail that the report is ready for review.
- 2) Sergeants, access the appropriate report via the H Drive on the Completed Reports Folder and utilize the Review Tools in MS Word and Adobe to make any necessary comments or request revisions.
 - a) Sergeant's shall not alter or make comments to the officers original report forms in the Completed Reports Folder.
 - b) Sergeant's shall save a copy of the officers documents to a personal folder and make comments for revision only to that copy.
 - c) The copied documents with the Sergeant's comments shall be attached in an e-mail to the officer with instructions to revise and re-submit.
- 3) Sergeants, e-mail the report with your comments to the officer who originally submitted it with instructions to revise and re-submit.
- 4) Make any necessary revisions to your report and follow the previous steps until the report is approved by your Sergeant.
- 5) Sergeants, once the submitted report meets satisfactory standards, notify your officer the report is approved and instruct them to digitally sign ALL pages of the report and save it on the network.
- 6) The Narrative Form is in MS Word Format, so it will need to be converted and saved as a PDF **AFTER** your Sergeant has advised you that it is approved.
- 7) Digitally sign **ALL** PDF Pages of the report.
- 8) Sergeants, review final draft of report and ensure that all pages, evidence, photos and signatures are present.

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Issued: 03/07/19

Subject: ADMINISTRATIVE – Standards & Guidelines for Reports

- 9) Once verifying the above, electronically sign each page of the report.
- 10) Sergeants, once all of the above steps are complete, add your two letter initials to the end of the File Report Name (Example: 17-0123 CIR_SS). This indicates at a glance which reports have been completed and approved and which are pending.
- 11) Patrol Supervisor, when reviewing a report submitted by a Sergeant, you will complete the above stated steps for the report you are reviewing.
- 12) Sergeant's shall follow the above stated steps and submit their individual reports to the Patrol Supervisor for review.
- 13) Sergeants are responsible for reviewing, approving and tracking **ALL** written work products generated by their subordinate squad members during their shift.
- 14) Officers on squads that do not have a Sergeant, shall submit all written work product to the Sergeant opposite of their shift for review and approval. Example: If Officer Smith and Officer Jones are working Weekend/Nights, but they do not have a Sergeant assigned to that squad for the rotation, then Officer Smith and Jones would submit all written work product generated during their shift to the Weekend/Day shift Sergeant for review and approval.

4. DIGITAL PHOTOGRAPHS/VIDEO/EVIDENCE

Any digital photographs, digital video, digital audio or other evidence associated with said report shall be named as follows: *Example* 17-0123 (Photo 1 of 2), 17-0123 (Video 1 of 2), etc.

5. REPORT TYPES/CODES

The following table lists the corresponding three letter Report Codes used by this agency for the most common report forms. These three digit Report Codes shall be used when naming completed report forms in compliance with Section 2 of this directive:

REPORT CODE	REPORT FORM
AAR	AIRCRAFT ALERT REPORT
ABN	ABANDONED BICYCLE NOTICE
ADR	AIRCRAFT DEPREDATION REPORT
AIR	AIRCRAFT INCIDENT REPORT
APN	ABANDONED PROPERTY NOTICE
API	AIRCRAFT/PILOT INFORMATION
TOW	SBPD TOW FORM
TOW-V	SBPD VESSEL TOW FORM
CIR	CRIME INCIDENT REPORT
FIC	FIELD INTERVIEW CARD
FSF	FUEL SPILL FORM (SPILL FORM)
FSP	FUEL SPILL FAX
GTN	GROUND TRANSPORTATION NOV
IRC	INJURY REPORT - CITIZEN
LFT	LOST & FOUND REPORT
NAR	NARRATIVE REPORT
NOV	NOTICE OF VIOLATION
NTA	NOTICE TO APPEAR
SUP	SUPPLEMENTAL REPORT
SRN	SERVICE NOTICE
UVN	UNAUTHORIZED VEHICLE NOTICE
WAV	WARNING OF ABANDONED VEHICLE
WCA	WILDLIFE CONTROL ACTIVITY

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Subject: ADMINISTRATIVE – Standards & Guidelines for Reports

6. REPORT FORMS

All final report packets shall be completed with the following criteria:

- 1) All reports shall contain a face sheet.
- 2) Narrative forms are not stand alone reports.
- 3) At no time shall an officer write a Narrative without it being accompanied by the appropriate Face Sheet.
- 4) All written work products generated by sworn members of this Division shall be filed electronically in compliance with the procedures outlined in this policy.

7. AUDIT PROCEDURES

The Administrative Sergeant shall complete an audit of all case numbers generated and written documentation completed at least once per month to ensure compliance with the procedures outlined in this policy. Upon completion of the audit, the Administrative Sergeant will provide a report of his findings listing discrepancies discovered. The Administrative Sergeant will notify each Sergeant of any discovered discrepancies at the completion of each monthly audit and request that the discrepancies be corrected. Each Sergeant will have five working days to correct the discrepancies and reply to the Administrative Sergeant in writing indicating that the corrections have been made. Upon receiving notice that the discrepancies have been corrected, the Administrative Sergeant shall conduct a follow-up audit of the pending items to ensure compliance. If the discrepancies are not corrected to the satisfaction of the Administrative Sergeant within five working days of initial notification, the Airport Patrol Supervisor shall be notified for further action.

8. COMPLETION TIME FRAME

All written reports, citations or associated documentation shall be completed and submitted for review by the end of the officers next assigned shift following the date the case number was originally assigned (Example: Officer Smith pulls a case number on Monday for a Crime/Incident Report. If Smith is assigned to work Tuesday, he must complete and submit that report to his Sergeant for review by the end of his shift on Tuesday. If Smith pulls the case number on Monday, but his next scheduled shift is not until Friday, then Smith has until the end of his shift on Friday to complete and submit the report to his Sergeant for review). Nothing in this policy prohibits the Airport Patrol Supervisor or Watch Commander from requiring a report be completed sooner than the aforementioned timeline if it is determined that completion of said report sooner is in the best interest of the Department.

Reports that are time sensitive based on Probable Cause Declarations or court filings related to prosecution shall be completed and approved prior to the end of the shift the case number was generated (Example: Officer Smith makes a vehicle stop for a suspected DUI. SBPD responds and ultimately arrests the driver for DUI. The SBPD officer making the arrest asks Officer Smith to complete a Supplemental Report associated with the initial stop to provide probable cause. Officer Smith must complete the Supplemental Report and get it approved by a Sergeant prior to the end of his shift that same day. If this occurs towards the end of Officer Smith's shift, overtime is approved for Officer Smith to complete his report and the Watch Commander for following shift can approve the report. The Watch Commander for the previous shift does not need to stay over and wait for Officer Smith to complete his report).

9. EFFECTIVE PERIOD

This Directive shall remain in effect until cancelled or revised at the direction of the Airport Patrol Supervisor.

CITY OF SANTA BARBARA
AIRPORT PATROL
GENERAL ORDER

GO#: 1-02

Issued: 02/25/19

Subject: ADMINISTRATION – Ride-alongs

1. PURPOSE AND SCOPE

The ride-along program provides perspective candidates considering a career in airport law enforcement an opportunity to spend time in the field with officers, learn about the department and its mission, and ultimately make an informed decision regarding employment with the Airport Law Enforcement Division.

2. ELIGIBILITY

Anyone who is 21 years of age or older and who has applied for a position as an Airport Patrol Officer or who has expressed an interest in applying for a position as an Airport Patrol Officer may be permitted to participate in the Ride-Along Program at the discretion of the Airport Patrol Supervisor or his designee.

It will be required that all persons successfully pass a criminal records check, and sign and return the RELEASE AND INDEMNIFICATION agreement to the Airport Patrol Supervisor or his designee.

A guests application may be denied in the interest of the Department for reasons that include, but are not specifically limited to:

- (a) Conviction of any felony.
- (b) Conviction of any sex crime.
- (c) Conviction of larceny.
- (d) Addiction to or use of narcotics or other habit forming drugs.
- (e) Conviction or involvement in any assault on a law enforcement officer.
- (f) Any behavioral disorders.
- (g) Past, present or anticipated civil or criminal litigation against the City of Santa Barbara, the Airport Department or any employee of the Airport Department.
- (h) Excessive traffic citations or an unacceptable driving history.

It is the responsibility of the Training Sergeant to complete a records check of all applicants for the Ride-Along Program and write "No Record" or "Cleared" in highly visible area on the Ride-Along application. The Training Coordinator or his designee shall notify the applicant if the request is to be denied or granted.

3. AVAILABILITY

Ride-alongs are available during any shift, but are scheduled at the convenience of the Airport Department. A maximum of one ride-along guest may be assigned per shift. Prior to the start of the ride-along, guests must report to the location designated by the Training Coordinator upon confirmation and scheduling of ride-along appointment.

4. SUITABLE ATTIRE

Ride-Along guests are expected to be suitably attired. Men shall wear business attire consisting of a sweater, sport coat or a sport shirt in combination with slacks. Women shall wear a conservative dress, skirt or slacks. Dresses and skirts must be of suitable length when the wearer is seated. T-shirts, jeans, shorts or sandals are unacceptable for any guest. No cameras or tape recorders are permitted. No exceptions to the standard will be permitted.

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
POLICY DIRECTIVE

GO#: 1-02

Issued: 02/25/19

Subject: ADMINISTRATION – Ride-alongs

5. OFFICER RESPONSIBILITY

Situations may arise necessitating rescheduling, interruption or denial of a schedule ride-along in the interest of safety. The decision may be made by the Airport Patrol Supervisor or his designee prior to the Ride-Along assignment, or if necessary, while the ride-along guest is in the field. At any time, if it should be determined by the Airport Patrol Supervisor or his designee or by the participating Officer that the presence of the ride-along guest would jeopardize either the guest's safety or the safety of the participating Officer, the guest shall be left at safe location and necessary arrangements made for the transportation to the Security Operations Center. In addition, when on a call, the guest shall be instructed to remain in the patrol car unless otherwise directed by the Officer.

6. EFFECTIVE PERIOD

This Directive shall remain in effect until cancelled or revised at the direction of the Airport Patrol Supervisor.

CITY OF SANTA BARBARA
AIRPORT PATROL
GENERAL ORDER

GO#: 1-04
Subject: ADMINISTRATIVE – Lost and Found Property

Issued: 04/10/19

1. PURPOSE AND SCOPE

This policy provides for the proper collection, storage, security and processing of property discovered within public use areas of the Santa Barbara Airport. This policy does not apply to property that holds evidentiary value related to a criminal offense, property that has been received and held subject to an arrest or property that has been seized for safe keeping pursuant to Section 5150 of the Welfare and Institutions Code (See *Santa Barbara Airport Patrol Policy & Procedure Manual Section 804 for further guidance*).

Found property located in leased areas such as airline ticket counters, airline screening areas, car rental areas, etc., shall be retained by the lessee and NOT accepted by Airport Department personnel. Found property located in terminal restaurants or gift shops shall be logged as found property under this policy.

Property found in the Transportation Security Administration (TSA) screening checkpoint, shall be accepted by Airport Department personnel and processed pursuant to the most recent Memorandum of Understanding (MOU) between TSA and SBA.

2. DEFINITIONS

Found Property: Includes property found by an Airport Department employee, City employee, airport tenant or private citizen within the jurisdictional boundaries of the Santa Barbara Airport, but does not include found property located in leased areas such as airline ticket counters, airline screening areas, gift shop, restaurant, car rental areas, etc.

Sworn Personnel: Employees of the City of Santa Barbara, Airport Department who hold the job title of Airport Patrol Supervisor or Airport Patrol Officer I/II.

Security Aides: Full-time employees of the City of Santa Barbara, Airport Department who hold the job title of Airport Security Aide or Senior Airport Security Aide.

Employee: Any Airport Patrol Supervisor, Airport Patrol Officer I/II, Airport Security Aide or Senior Airport Security Aide employed by the City of Santa Barbara, Airport Department.

Airport Department Personnel: Employees of the City of Santa Barbara, Airport Department who hold any job title other than Airport Patrol Supervisor, Airport Patrol Officer I/II, Senior Airport Security Aide or Airport Security Aide.

Found Property Log: A paper form contained in a three ring binder in which all pertinent information related to found property shall be documented when property is logged into or out of the system.

Patrol Log Database: An electronic database in which all pertinent information related to found property shall be documented when property is logged into or out of the system.

3. RECEIVING

1. All Employees shall comply with the following procedures when receiving any property covered under the provisions of this policy:
 - a) Any employee who first comes into possession of any property shall retain such property in his/her possession until it is properly tagged, documented and placed in a designated secure property locker, property cabinet or storage room.

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GO#: 1-04

Issued: 04/10/19

Subject: ADMINISTRATIVE – Lost and Found Property

- b) All property shall be booked prior to the employee going off-duty unless otherwise approved by the Watch Commander.
- c) Property shall not be left unattended or stored anywhere other than a designated secure location once it comes into the possession of an employee.
- d) Upon receiving found property, employees shall notify the Security Operations Center (SOC) of the property they have in their possession and, as soon as reasonably practical, proceed to the SOC South to log the property into the system.

4. PROPERTY BOOKING

- 1. Employees logging property into the system, shall comply with the following procedures:
 - a) Request a case number for found property from the SOC
 - b) Complete a comprehensive and complete inventory of all items present. If the item is a wallet, purse, bag, etc., all items of value shall be clearly and accurately documented.
 - c) Using ink only (no pencils), the employee shall document all pertinent information into the Found Property Log.
 - d) The employee shall enter all pertinent information into the Patrol Log Database. All fields shall be completed and no spaces shall be left blank except for those fields that are designated for the release of property. If a field does not apply, then the employee shall type "N/A" in that field.
 - e) Employees shall, depending on the size of the item, use the appropriate storage method (i.e. paper bag, plastic bag, property tag) and write the case number and date the property was logged into the system on it.
 - f) Employees shall then place the property inside a secure locker located in the SOC South vestibule area or the property cabinet in the SOC South depending on their individual level of authorized access.
 - g) Once inside the locker or property cabinet, the door to the locker/cabinet shall be closed and locked to prevent anyone from accessing the property without a key.
 - h) Employees shall notify the SOC when they have completed all of the above procedures to ensure their activity is properly documented.
 - i) Flammable and/or perishable property or property containing such items shall not be received or stored by employees.
 - j) If found property received contains flammable or perishable items, those items shall be documented in the Patrol Log Database and discarded pursuant to the provisions set forth in Section 9 of this policy.
- 2. Sworn Personnel Responsibilities
 - a) The Watch Commander or his designee shall be responsible for ensuring that each drop locker is checked at the end of their respective shift and all property is transferred to the property closet in the SOC South.
 - b) The Watch Commander or his designee shall be responsible for reviewing Property Log and Patrol Log Database entries for each property item to ensure that all necessary information has been entered in compliance with this policy.

5. DOCUMENTATION GUIDELINES

- 1. Employees shall comply with the following guidelines when entering information related to found property into the Found Property Log and Patrol Log Database:
 - a) Employees should avoid identifying items such as jewelry as "gold", "silver", "diamond"
 - b) Such items should be listed as white metal, yellow metal, clear stone, etc.
 - c) Example: 1 white metal ring with clear stone, 2 yellow metal earrings with red stones.
 - d) All fields of the Property Log and Patrol Log Database shall be filled in with relevant information or marked with "N/A" if the field does not apply.

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Subject: ADMINISTRATIVE – Lost and Found Property

- e) Employees shall enter the name of the individual who found the item in the corresponding field. If the items was found by a City or Airport Department employee, then that person's name shall be entered and the corresponding box checked.
- f) All currency shall be counted and the total amount of currency present shall be documented in the Patrol Log Database at time of booking.
- g) Currency in excess of \$50.00 shall be handled in the following manner:
- h) Currency should, whenever reasonably practical, be counted in the presence of another authorized employee listed in section 10 of this policy.
- i) The currency should be confirmed by both employees and a note reflecting such shall be made in the Patrol Log Database.

6. STORAGE AND SECURITY

- 1. All property under the custody, care and security of the Airport Department shall be maintained in a designated secure and locked closet or locker at all times.
- 2. Only employees authorized in Section 10 of this policy shall have unescorted access to said property for operational needs.
- 3. Drop lockers located in the vestibule area of the SOC South, shall remain unlocked unless property has been logged into the system and placed inside.
- 4. Once property has been placed inside an individual drop locker, the pad lock shall be locked and the employee securing the locker shall visually and physically ensure the locker is secure.
- 5. All padlocks for drop lockers shall be keyed to a single master key.
- 6. The master key for the drop lockers shall be stored in a locked key box inside the SOC South Property Room.
- 7. The master keys for the property closet shall be stored in a locked key box inside the SOC South Property Room.
- 8. The locked key box shall possess a combination locking mechanism with a combination set by the Airport Patrol Supervisor.
 - a) The combination to the key box may be changed at the discretion of the Airport Patrol Supervisor.
 - b) The combination to the key box may only be released to the employees listed in Section 10 of this policy.
- 9. Property which is too large to be placed in the property closet such as bicycles, mopeds, etc., shall be placed in the patrol storage area in building 268.
 - a) The storage location of the over-sized found property must be entered on the Found Property Log in the Found Property Journal.
 - b) Suitcases may be stored outside of the locked property closet in the SOC South Property Room if the suitcase is too large to fit inside the closet.
 - c) Smaller items of value, such as, cash, computers, jeweler, etc., shall be removed and stored inside the property closet under the same case number.
 - 1) In cases such as this, this shall be noted on the Found Property Log and in the Patrol Log Database.

7. RELEASE AND RETURN

- 1. Employees shall make every reasonable effort to ascertain ownership of the found property in the possession of the Airport Department. If ownership is established, the owner will be contacted promptly.
- 2. Before releasing any property, the claimant will be requested to provide a description of the property in question or provide other proof of ownership.
- 3. Upon reasonable confirmation of ownership, the employee releasing the property shall enter the following information into the Property Log and Patrol Log Database:
 - a) Date of Release
 - b) Claimant's Full Name
 - c) Claimant's Signature

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GO#: 1-04

Subject: ADMINISTRATIVE – Lost and Found Property

- d) Identification Type
 - e) Identification Number
 - f) Airport Department Employee's Name and Employee Number
 - g) Airport Department Employee's Signature
 - h) Any other relevant or necessary information covered under Section 5 of this policy.
4. All property shall be released to claimants at the SOC South Found Property Window unless other arrangements have been made in advance.
 5. In cases where a claimant has made a formal request to have property shipped to them, employees shall coordinate with the Airport Operations Technician in Airport Administration.
 - a) Once the employee has coordinated with the Operations Technician and confirmed that the property is ready to be shipped to the claimant, the property will be transferred from the SOC South to the office of the Operations Technician.
 - b) The employee conducting the transfer shall complete all relevant fields of the Lost & Found Log and Patrol Log Database in accordance with Section 7 of this policy.
 - c) All property shall be inventoried by the Operations Technician in the presence of the transferring employee at the time of transfer to ensure that all items of value are present and accounted for per the information initially documented in the Patrol Log Database.
 - 1) Any discrepancies shall be brought referred to the on-duty Sergeant or Lead Officer for guidance.
 - d) The employee shall enter the Operations Technician's name and signature as 'Claimant' and a note shall be entered indicating the item will be 'Shipped to Claimant'.
 - e) At no time shall any property be kept or stored anywhere other than in areas designated under Section 6 of this policy.
 - 1) Property shall only be transferred to the Operations Technician when the property is ready to be shipped out.
 - f) The Operations Technician shall obtain and retain a receipt and tracking number for the property shipped from the shipper at time of shipping.

8. AUDIT PROCEDURES

1. The Property Sergeant shall conduct an informal weekly audit of the property room, all property closets, drop lockers, Found Property Logs and Patrol Log Database entries to ensure compliance with the provisions of this policy.
2. The Property Sergeant shall conduct a formal monthly audit to ensure compliance with the provisions of this policy.
 - a) The monthly audit shall be completed the beginning of the first week of each month.
 - b) The property room, all property closets, drop lockers, Found Property Logs and Patrol Log Database entries should be inspected to ensure compliance with the provisions of this policy.
 - c) Items that have been logged into the system over 90 days shall be designated as 'Unclaimed Property' and processed pursuant to Section 9 of this policy.
 - d) Upon completion of the audit, the Property Sergeant will provide a report of his findings listing discrepancies discovered.
 - 1) The Property Sergeant will notify each Sergeant of any discovered discrepancies at the completion of each monthly audit and request that the discrepancies be corrected.
 - 2) Each Sergeant will have five working days to correct the discrepancies and reply to the Property Sergeant in writing indicating that the corrections have been made.
 - 3) Upon receiving notice that the discrepancies have been corrected, the Property Sergeant shall conduct a follow-up audit of the pending items to ensure compliance.
 - 4) If the discrepancies are not corrected to the satisfaction of the Property Sergeant within five working days of initial notification, the Airport Patrol Supervisor shall be notified for further action.

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GO#: 1-04

Issued: 04/10/19

Subject: ADMINISTRATIVE – Lost and Found Property

9. REMOVAL AND DISCARDING

1. Property designated as 'Unclaimed Property' shall be stored by the Airport Department for 90 days. After 90 days, said property shall be disposed of via the following procedures:
 - a) Remove all unclaimed property from the property closet.
 - b) Locate the date and case number on the appropriate storage tag or bag attached to the property.
 - c) Locate the found property in question in the Found Property Log and in the Patrol Log Database.
 - d) Complete all necessary and relevant fields in each document.
 - 1) In the "Claimant Information" field of each document under "Name", enter "UTL"
 - 2) In the "Identification" field of each document, enter "Owner"
 - 3) In the "Signature" field of each document, enter "Disposed of" or "Sent to Auction" depending on the final disposition of that particular property.
2. Once each page in the Found Property Log is full and all property on the page has been returned to the claimant, discarded or sent to auction, the page shall be removed and scanned as an electronic copy into the appropriate network folder by the Property Sergeant.
3. Upon completion of the previous steps, the property can be discarded or sent to auction.
 - a) The Property Sergeant shall determine if the property in question should be discarded or sent to auction in compliance with the City of Santa Barbara Lost/Found/Abandoned Property Policy.
4. All items sent to auction shall be processed in the following manner:
 - a) The Property Sergeant or his designee will package items in bubble wrap (if you have more than one of the same items (i.e. cell phone or jewelry) package them all together.
 - b) Label each item with a description of what it is and place the label on the bubble wrap.
 - c) Place the package in a cardboard box ready for pick up by the auction house.
 - d) The Property Sergeant will contact the auction house for pick-up:

Ken Porter Auction
400 E. Redondo Beach Boulevard
Gardena, CA 90248
(310) 353-7140
 - e) The Property Sergeant or his designee will pick up the property from the SOC South and bring it to the Watch Commander's office for pick-up by Ken Porter Auction.
 - f) When the auction company arrives the Property Sergeant will document the property being released and release the property to the auction company.
 - g) If there are any items for auction that have been placed in Building 268, the Property Sergeant or his designee will take the auction company representative to Building 268 to retrieve those items.

10. AUTHORIZED ACCESS

1. Under the provisions of this policy, only the following personnel shall have unescorted access to the Property Closet and Drop Lockers:
 - a) Airport Patrol Supervisor
 - b) Airport Patrol Officer I/II
 - c) Senior Airport Security Aide
 - d) All other individuals with an operational need to access found property in the custody, care and control of the Airport Department shall only do so in the presence of those individuals listed in subsection a and b of this section.

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AIRPORT PATROL
GENERAL ORDER

GO#: 1-04

Issued: 04/10/19

Subject: ADMINISTRATIVE – Lost and Found Property

11. EFFECTIVE PERIOD

This Directive shall remain in effect until cancelled or revised at the direction of the Airport Patrol Supervisor.

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
PATROL GENERAL ORDER

GO#: 2-02

Issued: 02/25/19

Subject: ENFORCEMENT – Terminal White Zone

1. PURPOSE AND SCOPE

In an effort to provide standardized practices for personnel assigned to Traffic and Security duties, the following procedures have been established to ensure compliance with Transportation Security Regulations and Santa Barbara Municipal Codes.

The primary goal of personnel conducting White Zone enforcement should be the prevention of White Zone violations. Uniformed presence, verbal warnings, and citations should be thought of as tools to meet this goal.

There are several reasons why White Zone enforcement is needed:

Anti-Terrorism: Anti-Terrorism intelligence indicates that terrorists desire the use of vehicles to further their efforts. The close monitoring of the white zone will serve to alert officers of a suspicious vehicle.

Safety: Unsafe road conditions can lead to collisions, personal injury, and property damage.

Congestion: A congested, unmanaged White Zone/terminal drive makes it difficult to identify and provide adequate services for any airport user, especially those needing additional assistance.

2. AUTHORITY

1. Hours in Effect

The White Zone curb markings in the terminal drive applies twenty-four hours a day, seven days a week. Special attention should be given to the White Zone during, immediately before and immediately after the terminal hours of operation. Breaks and/or gaps in dedicated White Zone enforcement should be, when practical, conducted at times where there is the least amount of vehicular and pedestrian traffic possible.

2. Santa Barbara Municipal Code

10.48.040 M.C. Curb Markings - Authority of Transportation Engineer

A. 3. White means no stopping, standing or parking for any purpose other than loading or unloading of passengers which shall not exceed three (3) minutes, or the depositing of mail or books in an adjacent designated container. Such restrictions shall apply twenty-four hours a day, seven days a week, unless otherwise indicated by curb markings or posted signs.

10.48.050 Effect of Permission to Load or Unload.

B. Permission herein granted to stop or park for purposes of loading or unloading passengers shall include the loading or unloading for personal baggage but shall not extend beyond the time necessary therefore, and in no event for more than three (3) minutes.

10.48.070 M.C. Standing in Passenger Loading Zone - No person shall stop, stand or park a vehicle in any passenger loading zone for any purpose other than the loading or unloading of passengers for such time as is specified in Section 10.48.050

3. ENFORCEMENT OPTIONS

1. Presence

A uniformed and visible presence at the white curb is a viable and effective option. Personnel conducting traffic control at the white curb shall be visible to the public. The individual's presence will convey the airport's strict enforcement policy and may prevent many violations from occurring.

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
PATROL GENERAL ORDER

GO#: 2-02

Issued: 02/25/19

Subject: ENFORCEMENT – Terminal White Zone

2. Communication

- a) Whenever practical, the officer should speak with the driver and/or occupants of the offending vehicle.
- b) Explain the law and how our airport enforces it.
- c) Explain the parties' options to them.
- d) Attempt to gain their voluntary compliance prior to issuing a citation.
- e) Drivers seen walking away from their vehicles should be contacted (when practical) and informed of the rule against unattended vehicles in the white zone.

3. Citation

The primary objective of the officer conducting traffic control along the white zone is to keep the flow of traffic moving. It will at times be necessary to issue a parking citation. However, if the primary goal can be achieved without issuing a citation then a citation need not be issued.

- a) Prior to citing an unattended vehicle, request that the SOC page the driver and/or occupants of the offending vehicle.
- b) If no one responds and moves the vehicle within three minutes then the citation may be issued.

4. Towing Vehicles

The following procedure will be followed when towing vehicles:

- a) It is determined that the vehicle is unattended or that the person in apparent control of the vehicles refuses to move it.
- b) Prior to towing an unattended vehicle the SOC broadcasted at least two pages over the Public Address System stating, "WILL THE OWNER OF A [COLOR] [MAKE] [MODEL] LICENSE PLATE NUMBER _____ PLEASE RETURN TO YOUR VEHICLE IMMEDIATELY OR IT WILL BE TOWED".
- c) The vehicle is issued a parking citation.
- d) The driver does not return to the vehicle within three minutes.
- e) The vehicle is towed by an Airport Patrol Officer.

** The officer should follow the Unattended Item Protocol if the vehicle appears suspicious.*

4. DEMEANOR AND CONDUCT

As with any other enforcement your courtesy and professionalism will not only reflect well on you and your department, it will often make accomplishing your task easier. Additionally, it is the policy of the Patrol Division that members of the public will be treated with courtesy. To this end you should never be rude or sarcastic to a member of the public. Nor should you yell or use foul language when addressing a member of the public.

5. EFFECTIVE PERIOD

This Directive shall remain in effect until cancelled or revised at the direction of the Airport Patrol Supervisor.

AIRCRAFT ACCIDENT CHECKLIST

(SIDE 1)

OFFICER RESPONSIBILITIES

Initial Activity

- Approach and station upwind from Aircraft
- Direct ambulatory persons to safe location

Conduct Situation Size-Up

- Determine the following and relay to SOC:
 - exact location of accident
 - best approach to site
 - Nature & extent of Injuries
 - Fire/explosion/smoke
 - nature & extent of damage
 - Presence of HazMat
 - Other hazardous conditions
- Request SOC to relay size-up of Incident to other responders.
- Consider sending "call-out" message on ENS for additional Personnel
- Consider activation of the EOC
 - If EOC Activated, inform Fire Department IC and request they send a rep.

Establish Inner and Outer Perimeter

- Establish Inner Perimeter**
 - Inner perimeter should be 1.5 times the distance from the aircraft to the furthest piece of debris.
 - Have Maintenance set up barricades and/or delineators to mark the inner perimeter.
 - Ensure that there is a point of ingress and egress from the accident site.
 - Protect property
 - Maintain a record of personnel who enter the accident site
 - Admit Public Safety Personnel access to the wreckage to the extent necessary to preserve life, and/or stabilize HAZMAT
 - Prior to NTSB Arrival on Scene, Restrict Access only to Authorized Personnel
 - FAA
 - Police/Fire/EMS
 - Medical Examiner/Coroner
 - Other Emergency Services Agencies
 - After NTSB arrival on scene, no access without NTSB authorization
- Establish Outer Perimeter**
 - The electric gate at Station 8 is the only access point, unless otherwise directed.
 - Establish routes to and from accident site.
 - Assign Personnel to perform access control at electric gate at station 8 and ensure they are briefed on routes to and from accident site.
 - Assure all access points are guarded or disabled

AIRCRAFT ACCIDENT CHECKLIST

(SIDE 2)

Preservation of Evidence

- Protect and preserve ground scars and marks made by the aircraft
- Prevent the disturbance of wreckage and debris except to preserve life, rescue the injured, or protect the wreckage from further damage
 - Consider assigning personnel to monitor evidence in remote areas
- Try to photograph any evidence that needs to be moved to preserve life, rescue the injured, or protect the wreckage from further damage

Mutual Aid

- Establish & protect helicopter landing zones. Use flares or glow sticks
- Consider evacuation of areas that may be impacted by smoke or other hazards.
- Consider closure of roadways onto property. Use SBPD, SBSO, UCSB, CHP for this purpose.
- Consider sending mutual aid LEO to terminal until relieved by Airport Patrol
- Consider establishing Meeter/Greeter area.
- Request patrols of Airport perimeter
- Request crowd control at assembly locations

Wreckage Documentation (if possible)

- Obtain aircraft registration number (N number)
- Obtain number of casualties
- Photograph or video the overall wreckage including cockpit starting at the initial point of impact
- Photograph or video any ground scars or marks made by the aircraft

Injured/Fatalities

- Coordinate with the NTSB prior to the removal of fatalities.
- If able, document that part of the scene to be disturbed, including switch/control positions, and instrument/gauge readings

Witness Documentation

- Obtain name / address / phone (home & work)
- Obtain their location relative to the accident site
- Obtain description of what they observed or heard
- Obtain name of person reporting accident (911 Tapes)

Media Relations

- Consistent with site security policies, only authorized emergency service individuals should be allowed on site
- No one should speculate on the cause of the accident
- Refer all media questions about the accident investigation to the NTSB
- Brief airport PIO or Alternate PIO.
- Consider establishing location for media

AIRCRAFT ACCIDENT CHECKLIST

SOC RESPONSIBILITIES

(Side 1)

Initial Notifications

- Broadcast "Alert 3" on all airport Frequencies
- Make "Priority traffic only" announcement on all Airport frequencies.
- Activate the Emergency Notification System (Aircraft Alert Scenario) addressed to the following people:
 - Director
 - Operations Manager
 - Patrol Supervisor
 - Airport PIO
 - Alternate Airport PIO
 - FSD
- Notify Responding Airport Management via landline
- Check with Patrol Supervisor or Sergeant to see if a Call-Back Emergency Notification System message should be activated (usually for after-hours incident).
- Check with Tower and issue the Appropriate NOTAM indicating the status of the airport
- If airport is closed, called TSA and request they stop the screening process
- Notify Supervisor and/or Sergeant when screening stops

Documentation

- Complete Aircraft Alert Report
- Ensure Freedom Recorder is operating
- Ensure there is a CCTV recording accident site
- Ensure Daily Log contains all relevant information regarding the accident
- Document the following information:
 - Time of Accident: _____
 - location of accident: _____
 - best approach to site: _____

 - Nature & extent of Injuries: _____

 - Fire/explosion/smoke: _____
 - nature & extent of damage _____

 - Presence of HazMat: _____
 - Other hazardous conditions: _____

 - Triage Location: _____
 - Command Post Location: _____
 - Aircraft Make _____
 - Aircraft Model _____
 - Aircraft Reg #: _____

Access Control

- Ensure personnel posted at Station 8 gate to perform access control function unless other access point designated by IC.
- Ascertain from Supervisor if other electric vehicle gates should be secured via the access control system.

AIRCRAFT ACCIDENT CHECKLIST

SOC RESPONSIBILITIES

(Side 2)

Have following documents readily available:

- Crash Phone Response Form
- Airport Emergency Plan
- Evacuation Checklist
- Emergency Vendor List
- Airport Department Cal-Out List

Situation Size-Up

- Consider calling someone to assist in the SOC
- Relay information as requested by on-scene personnel
- Have non-patrol personnel relieve officer at Station 8 Gate
- Have non-patrol personnel relieve officer at accident site
- Ask TSA if they have personnel available to assist and advise Patrol Supervisor and/or Sergeant.
- Have TSA Supervisor report to SOC with TSA radio and Nextel.
- Verify that ATC notified the FAA Duty Officer
 - If accident happened after tower closes contact Duty Officer at (310 725-3300).
- Verify that Maintenance is enroute with barricades and/or delineators
- Verify that Maintenance is enroute with Emergency Supply Cart.
- Ensure reporting personnel are advised of any existing hazards.

Media Relations

- No one should speculate on the cause of the accident
- Refer all media questions about the accident investigation to the NTSB
- Local authorities normally retain the responsibility for the release of victims' names.

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
PATROL GENERAL ORDER

GO#: 4-01

Issued: 02/25/19

Subject: EMERGENCY MANAGEMENT – Aircraft Accident Checklist

1. PURPOSE AND SCOPE

To ensure a consistent and standardized response to aircraft incident/accidents handled by Airport Law Enforcement Officers within the jurisdictional boundaries of the Santa Barbara Airport.

2. POLICY

Sworn personnel shall, whenever reasonably possible, utilize the attached checklist (see following pages) as an incident management tool related to aircraft incidents/accidents.

3. EFFECTIVE PERIOD

This Directive shall remain in effect until cancelled or revised at the direction of the Airport Patrol Supervisor.

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
PATROL GENERAL ORDER

APPD#: 4-04

Issued: 02/25/19

Subject: EMERGENCY MANAGEMENT: ELT Search & Response Procedures

1. PURPOSE AND SCOPE

To ensure that all sworn members of this agency respond to reports of or instances of Emergency Locator Transmitter (ELT) signal activations in a consistent and standardized manner.

An Emergency Locator Transmitter (ELT) is a box on an aircraft that sends an emergency radio signal on frequency 121.5 when activated. The signal can be triangulated to find the aircraft's position.

2. RESPONSE PROCEDURE

Upon notification by Santa Barbara Airport Traffic Control Tower (SB/ATCT) personnel, that an ELT signal has been detected on airport property, the following procedure shall be followed:

1. Officers should respond to the airfield and tune their FAA radio to frequency 121.5.
2. The officer should search all ramp and parking locations in the Airport Operations Area (AOA) to attempt to ascertain a general location of the aircraft in question.
3. Once a general location has been established:
 - a) Officers shall have the SOC contact the Santa Barbara County Sheriff's Communications Center via the ring-down phone.
 - b) SOC personnel shall advise SBSO Communications personnel of the ELT activation and request Santa Barbara County Search and Rescue (SB/SAR) be dispatched to the airport to triangulate the source of the ELT signal.
4. Upon arrival of SB/SAR, officers shall provide escort to a limited number of SB/SAR personnel while in the AOA for the purposes of triangulating the ELT signal in question.
6. Once the source of the signal is located, officers shall notify the SOC and SB/ATCT of the disposition.

3. CLEARANCE PROCEDURE

If an ELT cannot be silenced once located, officers shall make a reasonable effort to assist SB/SAR personnel in locating and contacting the owner/operator of the aircraft/ELT in question in an attempt to silence the ELT.

6. EFFECTIVE PERIOD

This Directive shall remain in effect until cancelled or revised at the direction of the Airport Patrol Supervisor.

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
PATROL GENERAL ORDER

GO#: 5-01

Issued: 02/25/19

Subject: RADIO COMMUNICATIONS – Tower/Ground/FAA

1. PURPOSE AND SCOPE

Radio communications are a critical link in the Air Traffic Control (ATC) system. The link can be a strong bond between pilot/driver and controller, or it can be broken with surprising speed and disastrous results. Discussion herein provides basic procedures for drivers and also highlights safe operating concepts for all.

2. POLICY

The single, most important thought in driver-controller communication is understanding. It is essential, therefore, that drivers acknowledge each radio communication with ATC by using the appropriate vehicle call sign. Brevity is important, and contact should be kept as brief as possible, but the controller must know what you want to do before he can properly carry out his control duties. And you, the driver, must know exactly what he wants you to do. Since concise phraseology may not always be adequate, use whatever words are necessary to get your message across.

1. Listen before you transmit. Except for a few situations where some frequency overlap occurs, if you hear someone else talking, the keying of your transmitter will be futile and you will probably jam their receivers causing them to repeat their call. If you have just changed frequencies, pause, listen and make sure the frequency is clear.
2. Think before keying your transmitter. Know what you want to say.
3. The microphone should be very close to your lips and after pressing the mike button, a slight pause may be necessary to be sure the first word is transmitted. Speak in a normal conversational tone.
4. When you release the button, wait a few seconds before calling again. The controller may be jotting down your number, looking for a flight plan, transmitting on a different frequency, or selecting his transmitter to your frequency.
5. Be alert to the sounds or lack of sounds in your receiver. Check your volume, recheck your frequency and make sure that your microphone is not stuck in the transmit position. Frequency blockage can, and has occurred for extended periods of time due to unintentional transmitter operation. This type of interference is commonly referred to as a "stuck mike." and controllers may refer to it in this manner when attempting to assign an alternate frequency. If the assigned frequency is completely blocked by this type of interference, perform the following:
 - a. *If you are located in a runway intersection, immediately proceed to the taxiways and exit the runway.*
 - b. *Immediately, after exiting the runway, contact your supervisor by radio and wait for instructions prior to proceeding. (Expect Light Gun Signals from the ATCT.)*

Contact Procedures

1. Initial Contact

- a. The term "initial contact" or "call-up" means the first radio call you make to ATC. Use the following format:
 - i. Name of facility being called.
EXAMPLE: Santa Barbara Ground
 - ii. Your vehicle identification as approved by Santa Barbara Airport.
EXAMPLE: SIERRA 20
 - iii. Your current location on the airport
EXAMPLE: I'm at Twy "F"
 - iv. Type of message to follow or your request, if it is short.
EXAMPLE: Request permission to cross Runway 7-25.

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
PATROL GENERAL ORDER

GO#: 5-01

Issued: 02/25/19

Subject: RADIO COMMUNICATIONS – Tower/Ground/FAA

2. ****Rule of Thumb****

- | | |
|---|------------------------------|
| a. <u>What the controller wants to know</u> | <u>What you say</u> |
| i. Who are you calling? | "Santa Barbara Ground" |
| ii. Who are you? | "(your airport call number)" |
| iii. Where are you? | "(your current location)" |
| iv. Where do you want to go? | "(where you want to go)" |
- b. Use discretion and do not overload the controller with information he/she does not need. If you do not get a response from ATC, recheck your radio by repeating the message.
- c. If you are unsure of an instruction, either what the message was or who it was for, do not hesitate to ask for clarification. Never cross or travel on any part of the movement area unless you are 100 percent sure you have received **specific** permission for your **exact** intentions. Do not assume anything.
- d. Do not use the word "clear" or the phrase "clear of". These words are used only in conjunction with a takeoff or landing clearance.
- e. Remember, it is now required that you report when you are off a runway. If you are approved to cross a runway, call the Tower and confirm when you are off the runway.
- f. When you are approved to drive on a runway or taxiway and will be making multiple stops (such as tagging lights that are out) do not call the Tower each time you move. The Tower has made the necessary arrangements for you to have un-restricted access and you can move about on that runway or taxiway as needed. Calling each time you move (as in moving from one light to another) actually distracts the Controller and is less safe.

3. **Subsequent Contact and Responses to Call-ups from Ground Facility.**

Use the same format as used for initial contact except you should state your message or request with the call-up in one transmission. The ground station name may be omitted if the message requires an obvious reply and there is no possibility for misunderstanding. You should acknowledge all call-ups or clearances unless controller advises otherwise.

4. **Phonetic Alphabet**

The International Civil Aviation Organization's (ICAO) phonetic alphabet is used by FAA personnel when communication conditions are such that the information cannot be readily received without their use. ATC facilities may also request drivers to use phonetic letter equivalents for identifying taxiways. Additionally, use the phonetic equivalents for single letters and to spell out groups of letters or difficult words during adverse communications conditions.

A – Alpha	J – Juliet	S – Sierra
B – Bravo	K – Kilo	T – Tango
C – Charlie	L – Lima	U – Uniform
D – Delta	M – Mike	V – Victor
E – Echo	N – November	W – Whiskey
F – Foxtrot	O – Oscar	X – X-Ray
G – Golf	P – Papa	Y – Yankee
H – Hotel	Q – Quebec	Z – Zulu
I – India	R – Romeo	

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AIRPORT DEPARTMENT
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GO#: 5-01

Issued: 02/25/19

Subject: RADIO COMMUNICATIONS – Tower/Ground/FAA

5. Common Use Phrases

What is Said:

What it Means:

Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Confirm	Verify my last transmission.
Correction	I made a mistake. This is what I should have said.
Go Ahead	Continue speaking your message.
Hold	Stay where you are.
Hold Short	Stop at the hold line at the intersection of the taxiway and the runway. Do not cross the runway hold line and proceed onto the runway.
How do you hear me?	How well is the radio working?
Immediately or without delay.	RIGHT NOW!
Negative	No, or permission not granted, or that is not correct.
Out	The radio conversation is ended and no response is expected.
Over	My radio transmission is ended and I expect a response.
Proceed	You are authorized to begin or continue moving.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Say Again	Repeat what you just said.
Speak Slower	Speak slower.
Stand By	Wait a moment, I will call you back.
That is correct	The understanding you have is correct.
Unable	I can't do it.
Verify	Request confirmation of information. Also, check and transmit correct information.
Wilco	I have received your message, understand it, and will comply.

6. Control Tower Light Gun Signals

Air traffic controllers have a backup system for communicating with aircraft or ground vehicles if their radios stop working. The controller has a light gun in the tower that can send out different colored lights to tell the pilot or driver what to do. If you are ever on a runway or taxiway and your radio quits working, you should turn your vehicle toward the tower and start flashing your headlights and the controller will signal you with the light gun.

These signals, and what they mean are as follows:

Steady Green	OK to cross runway or taxiway.
Steady Red	STOP!
Flashing Red	Move off the runway or taxiway.
Flashing White	Go back to where you started.
Alternating Red and Green	Use extreme caution.

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
PATROL GENERAL ORDER

GO#: 5-01

Issued: 02/25/19

Subject: RADIO COMMUNICATIONS – Tower/Ground/FAA

3. EFFECTIVE PERIOD

This Directive shall remain in effect until cancelled or revised at the direction of the Airport Patrol Supervisor.

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
PATROL GENERAL ORDER

GO#: 6-01

Issued: 02/25/19

Subject: AIRPORT OPERATIONS – Bird Depredation

1. PURPOSE AND SCOPE

The Airport Certification Manual requires wildlife management in accordance with FAR 139.337. As part of wildlife management the airport is authorized to depredate, or “take”, specific wildlife to mitigate hazards to aircraft.

2. POLICY

The Airport Department may designate any agent(s) to depredate wildlife to mitigate hazards to aircraft. For the purposes of this directive an agent is any sworn personnel of the Airport Patrol and wildlife shall refer only to birds.

The agent is authorized to depredate, or “take”, any wildlife listed in a valid permit issued by the appropriate State and/or Federal authority authorizing said taking, or any other wildlife that does not require a permit to take (i.e. crows, gulls, etc.), if the wildlife poses a hazard to aircraft and recent hazing attempts have not successfully mitigated the hazard. The permit(s) used by the agent to depredate wildlife will be provided by the Airport Department, and a copy shall be in possession of the agent at the time of the depredation.

Any wildlife taken in accordance with the issued permit shall be in compliance with the guidelines of the issued permit, if a permit is required for the taking. If a permit is not required for the taking of the wildlife, similar protocols should be followed (i.e. documentation, proper disposal of carcasses, prior hazing attempts, etc.).

Any wildlife taken by Airport Department agent(s) shall be within the jurisdictional boundaries of the City of Santa Barbara Airport, unless otherwise authorized by the Airport Director. Agents shall confine the depredation taking to inside the Air Operations Area (AOA) and only in authorized areas. The Goleta Slough area south of the access road is not an authorized area, nor are the rehabilitated creeks. The agent(s) may depredate outside the AOA only after receiving authorization from the Airport Director or Airport Operations Manager prior to each occurrence.

Any agent(s) engaged in taking of wildlife must ensure that their activities do not pose a danger to other persons. It is incumbent upon the agent to be aware of any other persons in the vicinity of the area targeted for the wildlife taking and to evacuate the potentially impacted area of persons not involved in the taking before proceeding with the taking. The Security Operations Center (SOC) will track the entry, reported locations and exit of contractors in the slough area. Any injuries to persons must be reported immediately. Agents should check with the SOC prior to determine if there are any persons in the slough area and their locations that could affect the decision to depredate.

Any agent(s) engaged in taking of wildlife must ensure that their activities do not pose an unnecessary risk to property. Any damage to property must be reported. Damage to non-essential airfield equipment (lights), if unavoidable, should not deter officers from the primary mission of eliminating a hazard to aviation.

Agents should only attempt depredation if the wildlife is on the ground or no more than several feet off the ground.

Any agent(s) engaged in wildlife taking shall only use firearms authorized by the Airport Department for the taking of wildlife. Currently the department authorizes the use of a 12 gauge shotgun, a 22 caliber rifle or a 22 caliber handgun for depredation. These weapons should be used unless exigent circumstances dictate otherwise. Only steel ammunition shall be used. Any ammunition containing lead, is prohibited by law.

All successful deprecations shall be documented on the Airport Depredation Report form and submitted to the shift watch commander for review. The shift watch commander shall review the form, sign and store the form in the appropriate network folder.

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
PATROL GENERAL ORDER

GO#: 6-01

Issued: 02/25/19

Subject: AIRPORT OPERATIONS – Bird Depredation

3. EFFECTIVE PERIOD

This Directive shall remain in effect until cancelled or revised at the direction of the Airport Patrol Supervisor.

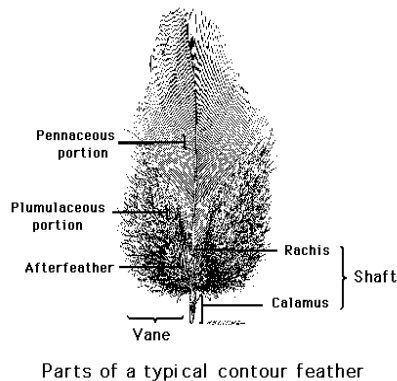
1. PURPOSE AND SCOPE

Federal Aviation Regulation (FAR) Part 139 requires airport operators to have a Wildlife Hazard Management Program in place. This includes establishing procedures to collect remains of impacted wildlife, investigating wildlife strikes involving aircrafts and vehicles, as well as documenting and tracking such strikes. The primary responsibility for this at SBA is tasked to the Operations & Certification Division. Airport Law Enforcement has been tasked with the collateral duty of responding to reports of wildlife strikes at SBA when Airport Operations personnel are not available to do so, and working with Airport Operations personnel to ensure that all aspects of FAR Part 139 and SBA's Wildlife Hazard Management Program are in compliance.

The procedures contained in this Directive shall be followed by Airport Law Enforcement personnel when submitting Bird/Other Wildlife strike reports.

2. RESPONSE & DOCUMENTATION PROCEDURES

1. Go to the following Federal Aviation Administration (FAA) website: <http://wildlife.faa.gov/strikenew.aspx>
2. Complete an FAA Bird/Wildlife Strike Report (Form EFAA 5200-7) electronically.
3. Provide as much information as possible when completing the report and when finished, click on the "Submit Strike Report" button at the bottom of the page.
 - a) This will electronically send the form to the FAA.
 - b) Additionally, this report will automatically be indexed in the FAA's online database and can be accessed via the internet for later reference.
 - c) The system will generate a unique "Report Number" used to track the report in the FAA's online database (This number will later be written on the plastic bag containing the collected feathers).
4. Print two (2) hardcopies of the report.
 - a) These hardcopies will later be submitted to Airport Operations personnel for processing.
5. If the subject of the strike is a bird, place a sample of the bird's feathers inside a plastic bag and seal the bag. Write the FAA Strike Report Number (Example: 2015-5-19-173714) on the bag with a sharpie. To better identify the bird species it is recommended that the feathers be plucked in such a manner as to collect as much of the calamus as possible (the calamus is the part of the feather's shaft that is in the skin of the bird).



6. Submit the two printed copies of Form EFAA 5200-7 and any feathers that may have been collected to on-duty SOC personnel for further processing.

3. EFFECTIVE PERIOD

This Directive shall remain in effect until cancelled or revised at the direction of the Airport Patrol Supervisor.

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
PATROL GENERAL ORDER

GO#: 6-03

Issued: 02/25/19

Subject: AIRPORT OPERATIONS – PART 139 Self Inspection Procedures

1. PURPOSE AND SCOPE

The Santa Barbara Airport Certification Manual (ACM) requires at the Airport Operator to conduct at least one Runway and Taxiway inspection daily. It is the primary responsibility of the Airport Operations Division to conduct these inspections. Law Enforcement Division personnel will assist the Operations Division with conducting the required inspections when staffing levels prevent Operations staff from completing said inspections. In the circumstances, it is the responsibility of the on-duty Airport Operations staff to notify Law Enforcement personnel of this. The “AM inspection” will be conducted within one hour of official sunrise and the “PM inspection” within one hour of official sunset.

2. POLICY

RADIO PROCEDURES

- a. When conducting the runway portion of the inspection, the inspector will transmit and receive on the F.A.A tower frequency (119.7). When conducting the taxiway portion of the inspection, the inspector will transmit and receive on the F.A.A ground frequency (121.7), unless otherwise instructed by a controller.
- b. Reading back hold short instructions is required. All other transmissions should be made in a manner that clearly and concisely communicates your understanding of instructions and/or your intentions.

INSPECTION ROUTE

- a. Drive up to and hold short of taxiway Delta.
- b. Tune the F.A.A. radio to the tower frequency (119.7) and inform the tower of your location and that you wish to begin the inspection.
- c. After receiving clearance:
 - i. proceed on taxiway Delta South to runway 25,
 - ii. turn right and proceed West on runway 25 to the end,
 - iii. make a 180 and proceed East to runway 15R,
 - iv. turn right on runway 15R and proceed South to the end,
 - v. turn left and proceed North on runway 33R to the end,
 - vi. turn left and proceed South on runway 15R to runway 25,
 - vii. turn left and proceed East to the end,
 - viii. turn right on Alpha and stop past the hold short lines. If you have not received further instruction from the tower, advise them you are “off” all runways and are on taxiway Alpha. Do not proceed or change radio frequencies until you have been instructed to do so by the tower.
- d. Unless otherwise instructed, tune your F.A.A. radio to ground frequency (121.7). Inform ground that you are at the East end of taxiway alpha and that you wish to continue the inspection.
- e. After receiving clearance:
 - i. proceed West on taxiway Alpha to the end,
 - ii. make a 180 back East to taxiway Foxtrot,
 - iii. proceed North on taxiway Foxtrot to taxiway Charlie,
 - iv. turn right on taxiway Charlie and proceed East to taxiway Juliet,
 - v. turn right on taxiway Juliet and proceed South to taxiway hotel,
 - vi. turn left on taxiway hotel and proceed East to the end,
 - vii. make a 180 and proceed West to taxiway Charlie,
 - viii. turn right on taxiway Charlie
 - ix. cross runways 15 right and 15 left

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
PATROL GENERAL ORDER

GO#: 6-03

Issued: 02/25/19

Subject: AIRPORT OPERATIONS – PART 139 Self Inspection Procedures

- x. turn right on taxiway Bravo and proceed south bound to the end
 - xi. make a 180 and proceed north to taxiway Echo
 - xii. turn left on Echo
 - xiii. cross runways 15L and 15R and continue north on taxiway Mike
 - xiv. cross runway 25 and continue north on taxiway Mike
 - xv. exit the movement area onto the Hangar 2 ramp and advise ground that your inspection is complete.
- f. Under normal operating conditions the inspection route will not be altered. Controller instructions supersede pre-planned routes.

NOTING DEFICIENCIES – The inspector is required to note the following:

- a. Pavement Problems:
 - i. Pavement lip over 3 inches,
 - ii. Holes greater than 5 inches wide and 3 inches deep,
 - iii. Cracks, spalling or bumps,
 - iv. FOD, gravel, debris, etc.,
 - v. Vegetation,
 - vi. Ponding,
 - vii. Rubber deposits,
- b. Safety Areas:
 - i. Clear and graded,,
 - ii. Drainage, surface support,
 - iii. Objects, frangibility,
- c. Markings and Lighting
 - i. Runway markings and hold-short lines,
 - ii. Taxiway markings, signage,
 - iii. ILS Critical Area markings or signage,
 - iv. Runway Lighting,
 - v. Taxiway Lighting,
 - vi. Approach lights,
 - vii. Obstruction Markings and Lights,
 - viii. Airport Beacon,
- d. Hazardous Materials
 - i. Fueling operations and bonding,
 - ii. Spills and responses,
 - iii. Public protection and locks,
- e. NAVAIDS
 - i. Windsocks,
 - ii. Protection NAVAIDS,
- f. Public Protection
 - i. Unauthorized entry,
 - ii. Jet blast protection,
 - iii. Perimeter fence inspection,
- g. Wildlife hazards
 - i. Flock of birds,
 - ii. Presence of other wildlife,
- h. Construction
 - i. Marking and lighting,
 - ii. Safety plan adherence.

CITY OF SANTA BARBARA
AIRPORT DEPARTMENT
PATROL GENERAL ORDER

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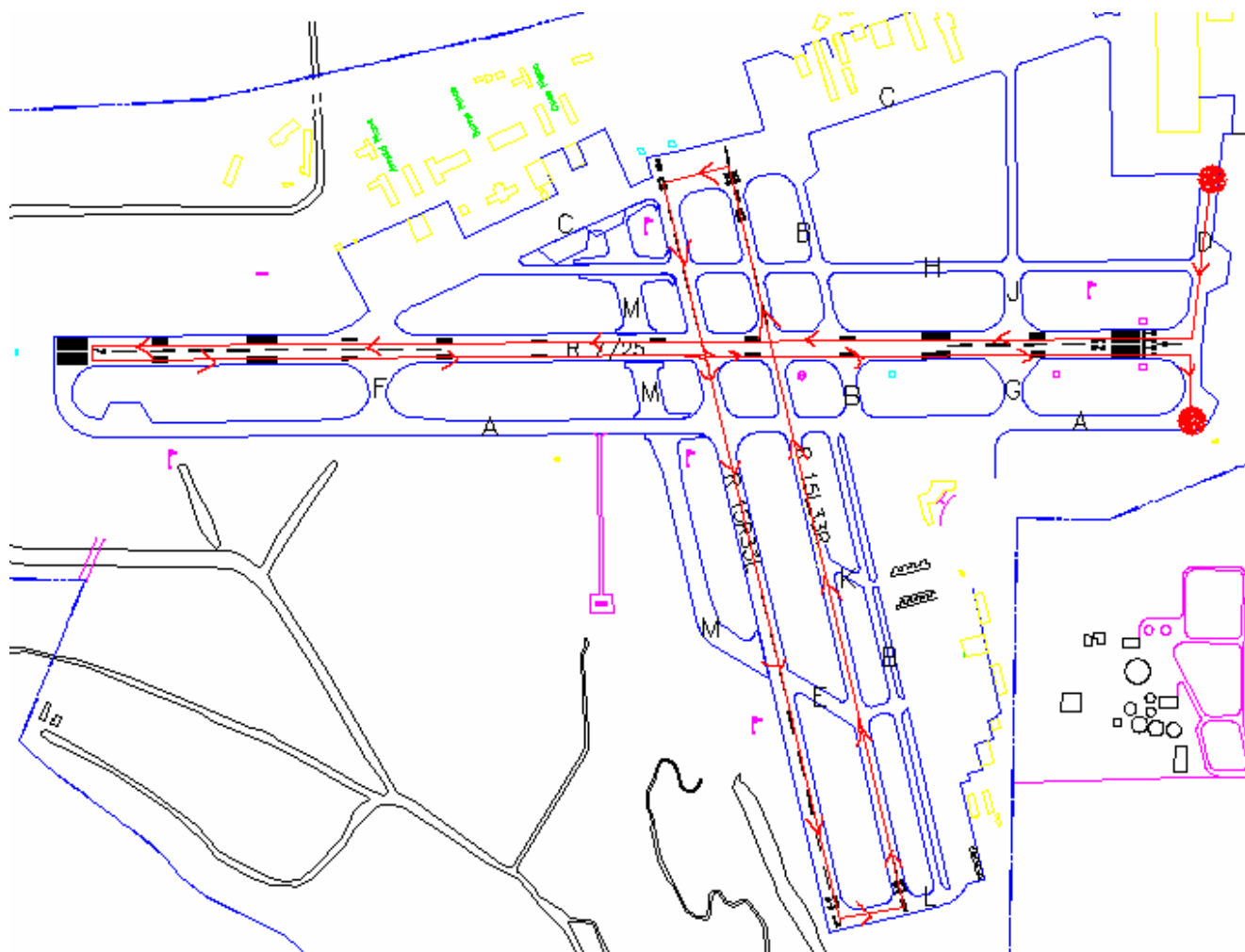
Subject: AIRPORT OPERATIONS – PART 139 Self Inspection Procedures

DOCUMENTING DEFICIENCIES

1. The inspector who performs the inspection is required to notify the Security Operations Center after each inspection. The inspector will note any discrepancy found during the inspection so Operations personnel can enter that information on the Airport Self-Inspection Checklist report.
2. The Airport Operations Division is responsible for all completion and maintenance of required documentation.

3. INSPECTION ROUTES

A) Runway Inspection Route –



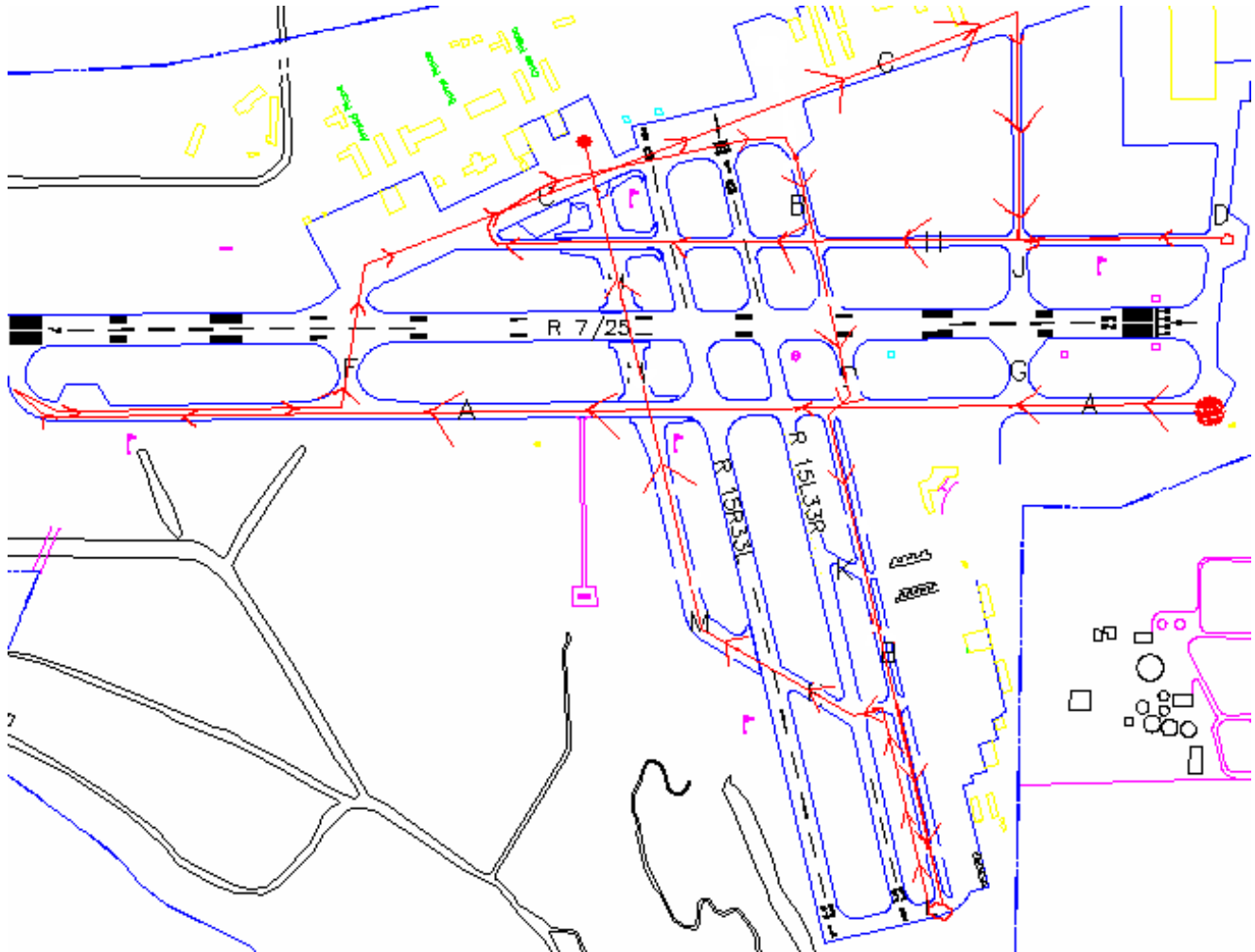
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B) Taxiway Inspection Route –



4. EFFECTIVE PERIOD

This Directive shall remain in effect until cancelled or revised at the direction of the Airport Patrol Supervisor.