

CHAPTER: 700

Operational Security

DEPARTMENT ORDER:

714 – Aircraft 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 "David Shinn", is written over a horizontal line.

David Shinn, Director

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## **PURPOSE**

Unidentified aircrafts or Unmanned Aerial Vehicles (UAV) that intrude onto institutional property, or into airspace above an institution (up to 400 feet above the ground) require security staff 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 activity involving a potential or incursion occurs, 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 shoot 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 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.
  - 1.2.4 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 secure the crew and take action to stop the escape, but not to shoot at the aircraft, in accordance with Department Order #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 Department Order #707, Inmate Escape Prevention/Response.
  - 1.3.2.2 Order all inmates in the vicinity 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 provide a complete description of the incident and the last known direction of travel of the aircraft 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 located at <https://hotline.faa.gov/> and complete the FAA Hotline Reporting Form.
  - 1.4.3 Contact local law enforcement.
  - 1.4.4 Contact the affected Central Investigations Unit.
  - 1.4.5 Contact the Central Office Communications Center (COCC) for Significant Incident Report issuance in accordance with Department Order #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 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 Assistant 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