

AIR SUPPORT DIVISION

NOTICE

16.1

May 21, 2008

TO: All Air Support Division Personnel

FROM: Commanding Officer, Air Support Division

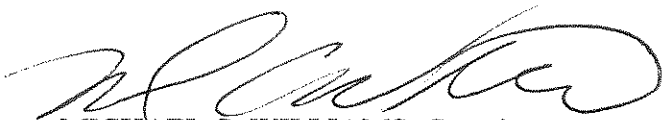
SUBJECT: DUTY RESTRICTIONS OF AIR SUPPORT DIVISION SECURITY OFFICERS

In mid 2007, a request was made to reclassify Air Support Division's (ASD) Security Officer to Heliport Officer due to the specialized duties they perform. The request was denied and resulted in an audit conducted by Personnel Department regarding the duties performed by ASD Security Officers. The audit revealed that ASD Security Officers are performing duties, which are considered "out of class." Effective immediately ASD Security Officers **shall not** be assigned to perform the following duties:

- Fueling and refueling of Department helicopters and fuel truck
- Tower Operations

The issue of "firefighting duties" was discussed and it was determined that ASD Security Officers may assist in any firefighting effort, should the need arise.

If you have any questions or need further information/clarification regarding this matter, please contact me.



MICHAEL C. WILLIAMS, Captain
Commanding Officer
Air Support Division