

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
1.15

December 17, 2019

TO: Commanding Officer, Air Support Division
Commanding Officer, Fiscal Operations Division

FROM: Commanding Officer, Counter-Terrorism and Special Operations Bureau

SUBJECT: AIR SUPPORT DIVISION UNIFORM AND EQUIPMENT DISTRIBUTION
AND EXPENSES

This Notice is intended to establish effective protocols for procurement and distribution of Department approved aircrew safety equipment and other specialized equipment required by Air Support Division (ASD). The procedures enumerated herein were arrived at in collaboration between ASD and Fiscal Operations Division (FOD) and are consistent with the established procedures contained in the *Fiscal Operations Division, Supply Section, End-User Supply Manual*.

Air Support Division will request an annual recurring expense budget for uniforms and equipment to assist them in managing their equipment needs. Air Support Division will coordinate with FOD for assistance in preparation of their annual recurring expense budget.

Manual Section 3/376.10 lists a helicopter flight suit, flight boots, and a flight helmet as Department approved safety equipment to be assigned to aircrew employees upon transfer to ASD. The following is adopted as the method of distribution:

FLIGHT SUITS

Fiscal Operations Division, Supply Division will maintain a stock of at least six flight suits in each size. Upon assignment to ASD, aircrew personnel will be issued three flight suits upon the presentation of a supply order form, Form 15.11 that includes the employee's name and serial number and is signed by the Commanding Officer of ASD. Additionally, ASD will keep a stock of at least two flight suits in each size available for distribution to temporarily assigned ASD aircrew personnel and to replace non-serviceable flight suits after hours. Damaged or unserviceable flight suits will be replaced according to procedures established in Department Manual Section 3/376.20 *Safety Equipment – Issuance and Replacement*.

FLIGHT BOOTS

One pair of flight boots will be issued to newly assigned ASD aircrew personnel upon presentation of a signed supply order form, Form 15.11 containing the employee's name and serial number to FOD. Replacement of non-serviceable flight boots will remain as specified in Department Manual Section 3/376.20 *Safety Equipment – Issuance and Replacement*.

FLIGHT HELMETS

The distribution of flight helmets to personnel is linked by helmet serial number and employee serial number. Because of ever-changing technology and finite useful life of a flight helmet, they are regularly evaluated to ensure the finest product is procured for use. To streamline the procedure and alleviate past realized long delays in the bidding process to obtain helmets, FOD will, after approval of a flight helmet by the Department Uniform Committee and Chief of Police, request a procurement contract to allow purchase on a regular basis from a designated vendor. A limited stock of one small, one medium, and one large spare flight helmet will be maintained at both the uniform shop and at ASD for use as needed. These spare helmets will be checked out on loan to assigned employees awaiting the arrival of an issued helmet, or by officers loaned to ASD prior to actual assignment. Replacements of non-serviceable flight helmets will remain as specified in Department Manual Section 3/376.20 *Safety Equipment – Issuance and Replacement*.

Other equipment used by ASD aircrew personnel but not listed as safety equipment in Manual Section 3/376.10 includes flight jackets, flight gloves, skull caps, binoculars, and flight wings:

FLIGHT JACKETS

A flight jacket is an optional item and available by private purchase to personnel assigned to ASD.

FLIGHT GLOVES

Flight gloves will continue to be ordered on a regular basis by FOD. There will be only one standardized glove, green in color, ordered and it will be included on the procurement contract with the flight suits. Each aircrew member will be issued three sets of gloves. Replacement of unserviceable gloves will follow the same procedure as for flight suits.

SKULL CAPS

Skull Caps will continue to be ordered on a regular basis by FOD. There will be only one standardized skull cap, black in color, ordered and it will be included on the procurement contract with the flight suits. Each aircrew member will be issued three skull caps. Replacement of unserviceable skull caps will follow the same procedure as for flight suits.

BINOCULARS

Although not listed as a safety item, binoculars are an indispensable tool of utmost importance to ASD personnel. Binoculars must be adjusted to each employee's individual eyesight, and therefore, individual issue is recommended. Binoculars will be assigned via long-term loan to each Tactical Flight Officer and Pilot through the Divisional Kitroom Inventory Tracking System. In addition, a supply of five binoculars will be stored at ASD for use by employees on loan to ASD or for permanent employees whose issued pair become unserviceable.

FLIGHT WINGS

Upon assignment to ASD and completion of all requirements, FOD will issue two flight wings to sworn personnel upon the presentation of a signed supply requisition form that includes the employee's name and serial number. Fiscal Operation Division will keep and maintain records of the distribution. Fiscal Operations Division will maintain a supply of flight wings for initial issuance. Replacement wings will be purchased by employees directly from the vendor with Department approval.

If you have any questions regarding this Notice, please contact the Commanding Officer, Counter-Terrorism and Special Operations Bureau, at (213) 486-8780.

APPROVED:



PETER A. ZARCONE, Deputy Chief
Commanding Officer
Counter-Terrorism and Special Operations Bureau



BOB GREEN, Deputy Chief
Chief of Staff
Office of the Chief of Police

DISTRIBUTION "B"

