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OPERATIONS MANUAL

STANDARD INSTRUCTION 02: SPECIALIZED RESPONSE GUIDELINES

SECTION 46: UNMANNED AIRCRAFT SYSTEM (UAS)

PART 02: TRAINING

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I. PURPOSE

The purpose of this policy is to outline the training requirement of the unmanned aircraft system program of the San Diego Fire-Rescue Department.

II. SCOPE

This policy shall apply to all San Diego Fire-Rescue Department (SDFD) personnel.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. POLICY

A. All new members shall receive training in the following prior to serving in an operational capacity.

1. Agency commitment to safety
2. Agency policy and procedures
3. The member's role in safety
4. Process for reporting hazards and occurrences
5. Applicable emergency procedures

B. All safety training shall be documented and training records will be maintained in the member's training file.

C. UAS training components

1. Technical Capabilities and Operations
 - a. Pilots will receive training provided by, or authorized by, the Department and/or the UAS manufacturer to provide them with the skills necessary to operate the unmanned aircraft system safely and efficiently. Visual observers and other designated crewmembers, will receive training necessary to be able to perform their tasks safely and effectively.
 - b. All personnel will meet the regulatory requirements of the FAA.
 - c. No crewmember will be allowed to participate in flight operations until they have been trained and have demonstrated proficiency in their respective role in system operations.
 - d. The Department will provide adequate on duty opportunity to meet all training requirements.
2. Legal and Ethical Use of UAS
 - a. All personnel with UAS responsibilities, including aircrew, supervisors, commanders and any contractors who may be engaged by the agency to provide UAS services, will receive this training.

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- b. This component will include agency policies and procedures, Constitutional provisions and applicable laws and regulations that safeguard individual rights to privacy, civil rights and civil liberties.
- c. To the extent possible, the UAS training program will include scenario-based training illustrating the authorized missions to be conducted and the Constitutional and community impact implications thereof. Training for those supervising UAS operations will include enhanced scenario-based training to examine, deliberate and review the circumstances in which UAS should or should not be used.

D. Training

1. The key to continued safe operations is maintaining a professional level of aviation competency. The first step in this process is establishing minimum qualifications for selecting aircrew. The second step involves training.
2. The UAS program manager and/or team lead will designate instructor pilots who will organize proficiency exercises as well as ongoing training.
3. Training Plans
 - a. All members will have a training plan on file that outlines objectives for the upcoming year.
 - b. The approved training plan will be developed by the UAS program manager, team lead, and the instructor pilot(s).
 - c. Training objectives will vary depending on whether the member is new to the UAS Program or an existing member.
 - 1) For new members, the training program will focus on familiarization with equipment and operational procedures.
 - 2) Existing members will focus on recurrent training.
 - 3) Objectives should challenge the member to increase competency in the knowledge and skills necessary to perform.
 - d. Training plans shall be maintained in the member's training file and reviewed monthly to ensure progress towards objectives.
4. Initial Training
 - a. Initial training will be conducted to provide new UAS pilots with skills sufficient to operate unmanned aviation systems, including specific systems. Training will include:
 - 1) Completion of a department approved online UAS course
 - 2) Completion of department 16 hour UAS ground school
 - 3) Obtain Federal Aviation Administration (FAA) Part 107 Remote Pilot's License
 - b. New visual observers (VO) need to become familiar with UAS aviation operations, FAA regulations, the UAS and associated equipment.

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- c. Any new member who fails to successfully complete the initial training may be subject to removal from UAS Program.
5. Recurrent Training
- a. Recurrent training for all pilots and VOs will be conducted no less than twice each calendar year. The UAS Program Lead is responsible for organizing these training sessions. Training will emphasize safety, respect for the law and privacy concerns, crew resource management, lessons learned from previous deployments, and the efficient completion of public safety missions.
 - b. All pilots must complete at least three currency events each quarter (90 days). The Department will provide adequate on duty opportunity to meet all currency requirements. The currency events must utilize the UAS currently deployed by the San Diego Fire-Rescue Department. Currency events include landings, takeoffs, and simulator events. Pilots who experience a lapse in currency must perform currency events, described above, under the supervision of a UAS instructor pilot. Pilots with lapsed currency may not participate in an actual public safety mission. Currency flights will be recorded in the pilots UAS logbook.
 - c. Recurrent training is not limited to actual pilot skills but includes knowledge of all pertinent unmanned aviation matters.