

### Class Concept

This is supervisory and administrative work in managing and directing the flight operations and maintenance of an aviation department engaged in the enforcement of criminal laws, supporting law enforcement agencies throughout the State, utilizing a combination of single and multi-engine, fixed wing aircraft. Employees supervise, plan, direct, review, and evaluate the work of subordinates; make hiring decisions, provide and evaluate on-the-job and outside training; counsel and administer discipline; and develop and make adjustments to methods, procedures, schedules, assignments, and priorities. Employees are responsible for developing flight schedules and reviewing all necessary changes to the schedule; prepare and administer a budget for aircraft operations, repairs, and fuel; develop and establish policies and procedures regarding flight operations and aircraft maintenance; evaluate and make recommendations concerning the acquisition or disposal of aircraft and equipment; and supervise and coordinating all aircraft maintenance and inspections. Employees supervise and fly missions to support ground units in the enforcement of criminal laws including input into strategic planning. Employees are also responsible for developing alternatives if the original plan is abandoned during the mission. Flights include low level marijuana identification and eradication, drug enforcement, aerial crime scene surveillance, searches for missing persons and suspects, some passenger and photography flights, and often involve night flying. Employees analyze activity to determine if a crime has occurred, what possible courses of action the suspect may take, and often decide where and when to terminate an operation and make an arrest. Employees occasionally testify in court, and supervise the development of training materials and classroom instruction. Employees conduct pre-flight and post-flight inspections of aircraft and note all discrepancies in a maintenance log. Work includes planning flights considering weather, navigational aids, routing, altitudes, alternative routes and destinations, loading and weight distribution, fuel requirements, and the filing of IFR flight plans as necessary. Work also includes overseeing an ongoing training program, conducting check flights and monitoring flight hours on subordinate pilots.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina State Highway Patrol policies and procedures, laws of arrest, search and seizure.
- Thorough knowledge of the Federal Aviation Administration (FAA) rules and regulations.
- Thorough knowledge of air navigation and of single engine aircraft capabilities and performances.
- Thorough knowledge of all appropriate laws and regulations related to law enforcement duties.
- Thorough knowledge of flight planning, meteorology and aircraft maintenance requirements.
- Ability to pilot single and/or twin-engine aircraft in all weather conditions.
- Ability to communicate effectively and to establish and maintain pleasant working relationships.
- Ability to supervise and evaluate the work of pilots and aircraft mechanics, and to establish and maintain effective working relationships.

#### Minimum Education and Experience

Bachelor's degree in criminology, psychology, sociology, from an appropriately accredited institution and three years of experience in law enforcement work related to the area of assignment and 500 hours of flight time in a closely related type of aircraft and/or type of mission, or an equivalent combination of education and experience.

#### Necessary Special Qualifications

Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Council. Certification as a FAA commercial pilot in airplanes, with a rating in multi-engine, and possession of an FAA Class II Medical Certificate. May also require certification as a flight instructor and ratings in instrument flying, or others as designated.