

**ILLINOIS STATE POLICE DIRECTIVE  
OPS-031, AIRCRAFT CRASHES/INCIDENTS**

<b>RESCINDS:</b> OPS-031, 2022-134, revised 03-10-2022.	<b>REVISED:</b> 01-03-2023 <b>2023-069</b>
<b>RELATED DOCUMENTS:</b> PER-013, PER-064	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 41.2.4, 41.2.5

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Assist in the protection and preservation of lives and property at the scene of an aircraft crash/incident.
- I.B. Assist, when feasible, and cooperate with the proper investigating authorities.

II. AUTHORITY

- II.A. 49 CFR 830, "Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records"
- II.B. 49 U.S.C. Chapter 11, "National Transportation Safety Board"

III. DEFINITIONS

- III.A. Aircraft – a device that is used or intended to be used for flight in the air.
- III.B. Aircraft Crash – an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. For purposes of this directive, the definition of "aircraft crash" includes "unmanned aircraft crash," as defined herein.
- III.C. Aircraft Incident - an occurrence other than a crash associated with the operation of an aircraft that affects or could affect the safety of operations. An incident would be something such as the wheels of an aircraft dropping off a taxiway and damaging the landing gear, but no person is injured.
- III.D. Military Aircraft Crash/Incident - any crash/incident that involves military aircraft or personnel.
- III.E. Unmanned aircraft crash – an occurrence associated with the operation of any public or civil unmanned aircraft system that takes place between the time that the system is activated with the purpose of flight and the time that the system is deactivated at the conclusion of its mission, in which:
  - III.E.1. Any person suffers death or serious injury; or
  - III.E.2. The aircraft has a maximum gross takeoff weight of 300 pounds or greater and sustains substantial damage.

IV. RESPONSIBILITIES

- IV.A. The National Transportation Safety Board (NTSB) is responsible for investigating non-military aircraft crashes/incidents.
- IV.B. The military will investigate all military aircraft crashes/incidents.

## V. PROCEDURES

V.A. The officer(s) at the scene will:

V.A.1. Notify the Regional Communications Center of the following information, if available:

- V.A.1.a. Location of the crash scene
- V.A.1.b. Number of occupants
- V.A.1.c. Extent of injuries
- V.A.1.d. Name of pilot
- V.A.1.e. Name of the owner or operator
- V.A.1.f. Type of aircraft, if known (make and model)
- V.A.1.g. Registration number and any other visible identification
- V.A.1.h. Type of cargo (freight, passengers, other)

V.A.2. Notify the Regional Communications Center of the need for additional emergency services such as:

- V.A.2.a. Coroner
- V.A.2.b. Emergency medical services
- V.A.2.c. Fire-fighting equipment
- V.A.2.d. Local law enforcement
- V.A.2.e. Other, as necessary

V.A.3. Rescue the occupants and render first aid, if needed. Perform any necessary acts to remove injured occupants safely.

V.A.4. Guard the wreckage.

V.A.4.a. Allow no one inside the wreckage area other than:

V.A.4.a.1) Those necessary for occupant removal, fire-fighting, and the possible removal of cargo from civil aircraft when necessary to protect it from further damage.

V.A.4.a.1)a) Retain for examination by proper authorities all items removed for protection.

V.A.4.a.1)b) No part of the wreckage, regardless of size, should be moved from its original location unless necessary.

V.A.4.b. Special precautions are to be taken for the safety of personnel near any military aircraft due to the presence of explosive devices, seat ejectors, fuel tank ejectors, etc.

V.A.5. Record and identify the position occupied by any personnel or items removed from the wreckage prior to the arrival of the proper investigating authority.

V.A.6. Inform the county coroner when he/she may remove any fatalities. Only military authority may direct the removal of fatalities from military aircraft except in extreme cases when circumstances such as fire or flood dictates immediate removal to prevent the loss of, or additional damage to, the human remains.

V.A.7. Complete an ISP Aircraft Crashes/Incident Report, form ISP 5-104, for all aircraft crashes involving civil/public aircraft (see Addendum 1).

V.A.7.a. Completion instructions for the Aircraft Crashes/Incident Report are available at the end of the form.

V.A.7.b. Forward the completed report through the chain-of-command to the Records Management Section, Division of Justice Services, for filing.

- V.A.8. Determine the necessity of requesting the Federal Aviation Administration (FAA) to impose temporary flight restrictions in the designated crash area in order to provide for a high degree of safety.
- V.B. The Regional Communications Center will:
  - V.B.1. Notify the Springfield Communications Center (SCC) as soon as possible by telephone, with a confirming Law Enforcement Agencies Data System (LEADS) message to terminal LYB, and the Commander of the Special Operations Command (SOCOM) who will provide assistance in notifying additional ISP and non-ISP resources.
  - V.B.2. As necessary, activate the Critical Incident Stress Management system (see ISP directive PER-064, "Critical Incident Stress Management").
- V.C. The SCC will notify the nearest FAA Flight Service Station, or military installation as applicable, of the information contained in paragraphs IV.A.1. and IV.A.2. The SCC will also notify the NTSB's 24-hour Response Operations Center (ROC) at 844-373-9922.
- V.D. The Department will investigate aircraft incidents in the same manner as an aircraft crash and an Aircraft Crashes/Incident Report will be completed.
- V.E. The Department's Traffic Crash Review Board (see ISP directive PER-013, "Traffic Crash Review Board") will review all aircraft crashes that involve ISP aircraft. This review will include the Air Operations Unit Section Manager, or designee, to assist with technical questions.

**-End of Directive-**

**ILLINOIS STATE POLICE DIRECTIVE  
OPS-031, AIRCRAFT CRASHES/INCIDENTS  
ADDENDUM 1, AIRCRAFT CRASHES/INCIDENT REPORT COMPLETION**

<b>RESCINDS:</b> OPS-031, 2022-134, revised 03-10-2022.	<b>REVISED:</b> 01-03-2023 <span style="float: right;"><b>2023-069</b></span>
<b>RELATED DOCUMENTS:</b> PER-013, PER-064	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 41.2.4, 41.2.5

1. Enter field report number or I-Case Report number.
2. Enter the Computer Aided Dispatch (CAD) number.
3. Enter date and time of crash/incident.
4. Enter location of crash/incident.
5. Enter airport name and designator, if applicable.
6. Check box that applies for the phase of operation.
7. Enter aircraft registration "N" number.
8. Enter aircraft manufacturer.
9. Enter aircraft type/model.
10. Enter aircraft serial number.
11. Check box that applies to type of aircraft.
12. Check box that applies to description of airworthiness.
13. Enter number of seats for crew and number of seats for passengers.
14. Check the box that applies for the type of landing gear.
15. Check box that applies for engine type.
16. Complete designated information, if available, on the weather conditions at the time of the crash/incident.
17. Check box that applies for sky condition at the time of the crash/incident.
18. Complete the appropriate information on precipitation at the time of the crash /incident.
19. Enter the registered owner's name.
20. Enter the registered owner's address, city, and state.
21. Enter the pilot's name.
22. Enter the pilot's certificate number.
23. Enter the pilot's address, city, and state.
24. Enter the pilot's date of birth.
25. Enter the pilot's nationality, i.e.: USA, Canadian, etc.
26. Check all boxes that apply for the pilot's certificate.
27. Check the appropriate box for the pilot's instrument rating.
28. Check all boxes that apply to the pilot's category/class.
29. Check the appropriate box for the pilot's medical rating.
30. Check the appropriate box to indicate injuries received.
31. Check the box for the pilot's seat position.
32. Check the appropriate box to indicate seat belt use.
33. Enter the co-pilot's name.
34. Enter the co-pilot's certificate number, if appropriate.
35. Enter the co-pilot's address, city, and state.
36. Enter the co-pilot's date of birth.
37. Enter the co-pilot's nationality, i.e.: USA, Canadian, etc.
38. Check all boxes that apply for the co-pilot's certificate.
39. Check the appropriate box for the co-pilot's instrument rating.
40. Check all boxes that apply to the co-pilot's category/class.
41. Check the appropriate box for the co-pilot's medical rating.
42. Check the appropriate box to indicate injuries received by the co-pilot.
43. Check the box for the co-pilot's seat position.
44. Check the appropriate box to indicate the co-pilot's seat belt use.
45. Enter the name(s) of passenger(s) or personnel.
46. Enter the passenger(s)' or personnel's seat position, if applicable (i.e. - right rear; third row center, etc.).
47. Enter the passenger(s)' or personnel's address, city, and state.
48. Enter the passenger(s)' or personnel's date(s) of birth.
49. Enter the passenger(s)' or personnel's injury (i.e. - none, minor, serious, fatal).
50. Check the box, if the individual was a non-occupant of the aircraft.
51. The officer should sign the report.
52. Indicate the officer's troop of assignment.

**OPS-031, Aircraft Crashes/Incidents**  
**Addendum 1, Aircraft Crashes/Incident Report Completion**

**Page 2 of 2**

- 53. Enter the date of the report.
- 54. Check appropriate box to classify damage to aircraft or other property.
- 55. Narrative.

| Indicates new or revised items.

**-End of Addendum-**