



City of Manassas Police Department General Duty Manual



Effective Date: 09-07-2000	GENERAL ORDER	Number: 07-20
Subject: Scuba Team		
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Accreditation Standards: 46.2.5/	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 5

PURPOSE:

To establish the Scuba Team and develop specific procedures and guidelines to be followed during any water rescue or recovery operation.

POLICY:

The Department establishes the Scuba Team (hereafter known as the "Team"), which is comprised of sworn and non-sworn members for the purpose of providing the capability of water rescue and recovery operations, both for this jurisdiction and other area law enforcement agencies as needed.

DISCUSSION:

N/A.

PROCEDURE:

I. Team Organization and Staffing

- A. The Commander of Patrol Services is the Team Commander (hereafter known as the Commander), and is appointed by the Chief of Police. The Commander is responsible for, but not limited to the following duties:
1. Overall command of all scenes where the Team is deployed.
 2. Oversight of equipment acquisition.
 3. Appoints Team members, the Dive Leader and the Top-Side Leader.
 4. Team training.
 5. Team yearly budget.
 6. Maintains the Team call-out list, and forwards a copy of the list to the Public Safety Communications Center (PSCC) for use during Team activation.
- B. The Dive Leader is a sworn member appointed by the Commander. The Dive Leader is responsible for, but not limited to the following duties:
1. Is the second in command of the Team, regardless of rank.
 2. Assists the Commander in appointment of team members.
 3. Has tactical command of all underwater operations.
 4. Is the first line supervisor of Team members, regardless of rank.
 5. Determines Team assignments.
 6. Coordinates and documents Team training.
 7. Develops and maintains the Team Manual of rules, regulations and procedures, published separately.
- C. The Top-Side Leader is a sworn or non-sworn member appointed by the Commander.
1. The Top-Side Leader has tactical command of all above-water operations directly involved with the Dive Leader's operations.
 2. Documents all activities during rescue or recovery operations.

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- D. The Team consists of 16 sworn and non-sworn members of any rank, who are appointed by the Commander and distributed as follows:
 - 1. 1 Dive Leader.
 - 2. 1 Top-Side Leader.
 - 3. 7 Divers.
 - 4. 7 Top-Side Members.

II. Appointment to the Team

- A. Appointment to the Team in any capacity is a part-time assignment, and does not constitute a specialized assignment. See General Order 3-17.
- B. The Commander accepts applications from perspective Team members at any time they meet the minimum requirements noted below.
- C. Application procedure for Divers.
 - 1. The applicant is a sworn or non-sworn member who has a minimum of 2 years of service with the Department in any capacity, and is not on probationary status.
 - 2. Have and maintain a classification of "A" on the Department physical examination.
 - 3. Have and maintain a basic open water diver's certification.
 - 4. Have and maintain his own diving equipment as specified by the Commander. Also see Section III.
 - 5. Volunteer for appointment to the Team through a memorandum to the Commander, which shall include the endorsements of the member's chain of command.
- D. Application procedure for Top-Side Members.
 - 1. The applicant is a sworn or non-sworn member who has a minimum of 1 year of service with the Department in any capacity, and is not on probationary status.
 - 2. Have and maintain a classification of "A" on the Department physical examination.
 - 3. Volunteer for appointment to the Team through a memorandum to the Commander, which shall include the endorsements of the member's chain of command.
- E. Selection process.
 - 1. A diving proficiency test (divers only).
 - 2. A swimming proficiency test.
 - 3. An oral Board by members appointed by the Commander.
 - 4. A check of proper diving equipment (divers only).
 - 5. The Commander reviews the applicants, consults with the Chief of Police, and appoints selected applicants.
 - 6. The appointee serves a 1-year probationary period.
 - 7. The appointee must continue to meet the training requirements determined by the Commander.

III. Equipment

- A. Divers are required to supply a sufficient assortment of personally owned, authorized and serviceable diving equipment to support the diving function. The Commander determines the list of such equipment.
- B. The Department provides for the maintenance and replacement costs of all personally owned diving equipment that becomes damaged, lost or unserviceable as a result of Team activities.
 - 1. Such losses are reported in memorandum form to the Commander, or noted within the Team documentation.
- C. The Department provides certain diving equipment, including but not limited to:
 - 1. Air tanks, including their regular filling.
 - 2. Ropes and stays.
 - 3. Flashlights.
 - 4. Communication gear.
 - 5. Watercraft.
- D. Team equipment is recommended by the Dive Leader and the Top-Side Leader to the Commander, taking into consideration usage, incident types, team member suggestions and other information. Team equipment is stored in the Team Locker, except for certain personally owned equipment and gear.

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- E. Personally owned equipment should be stored at Headquarters for immediate use, but must be readily available for call-outs.
- F. Department equipment shall be stored at Headquarters except as authorized below.
 - 1. Members may receive authorization to use Department issued equipment for personal use from the Dive Leader.
 - a. In the event that Department issued equipment becomes damaged, lost or unserviceable as a result of personal use, the member shall be responsible for the repair or replacement of such equipment.

IV. Team Activation

- A. It is recognized that there are many unique situations that members of the Department may encounter. It is always important to maximize the safety of Department members and citizens. One such method is the utilization of the Team, whose members have unique training and specialized equipment.
 - 1. The Team shall be activated immediately upon notification of any type of water rescue within the City.
- B. The Duty Supervisor evaluates each situation and determines the need for the Team, and if necessary contacts the Commander or the Dive Leader (in his absence) for advice.
- C. When a situation arises that the Duty Supervisor deems is of sufficient gravity to necessitate the activation of the Team, he notifies the Commander or the Dive Leader (in his absence) for his approval.
 - 1. If necessary, the Commander or the Dive Leader (in his absence) activates the Team.
- D. The Commander notifies PSCC and requests activation of the Team for the incident. PSCC notifies Team members and orders them to respond as directed by the Commander.
- E. Team members respond as directed.
- F. The Commander or the Dive Leader (in his absence) may activate the Team for a water rescue or recovery situation (either evidence or property) inside or outside of the City .
- G. In the event of a mutual aid request involving Team activation, the following procedure is followed:
 - 1. PSCC contacts the Duty Supervisor.
 - 2. The Duty Supervisor evaluates each situation and determines the need for the Team, and if necessary contacts the Commander or the Dive Leader (in his absence) for advice.
 - 3. When a situation arises that the Duty Supervisor deems is of sufficient gravity to necessitate the activation of the Team, he notifies the Commander or the Dive Leader (in his absence).
 - 4. The Commander or the Dive Leader (in his absence) contacts the requesting agency's official to obtain necessary information to determine the need for mutual aid, including but not limited to:
 - a. Name and title of the requesting official.
 - b. Nature of the emergency or occurrence and its location.
 - c. Number of personnel necessary and whether or not additional specialized personnel are essential to the assistance.
 - d. The type of equipment needed.
 - e. The name and title of the official the assisting personnel shall report to.
 - 5. The Commander or the Dive Leader (in his absence) determines the scope of mutual aid supplied to the requesting agency.
 - 6. Also see the Mutual Aid Agreement, maintained by the Office of Professional Standards.
- H. In the event that the Team is utilized, the Commander or the Dive Leader (in his absence) assumes overall responsibility for the operation.
- I. Once Team operations are complete and the area rendered safe, command shifts back to the appropriate Duty Supervisor.

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V. Team Incident Procedures

- A. Initial response.
 - 1. The first responding units to a possible Team incident are responsible for confirmation and on-scene evaluation of the incident. During the first response phase, officer safety is of paramount importance, and all aspects of officer safety should be used.
 - a. Officers should not attempt to resolve the situation at the expense of safety, and should not attempt a water rescue or recovery that obviously requires unique skills or equipment.
 - 2. Once the officer confirms the situation, the PSCC and the Duty Supervisor are notified.
 - 3. Gather pertinent information available and relay the same to the Commander, including but not limited to:
 - a. Determining and marking the location where the victim / property was last seen.
 - b. The name and physical description of the victim.
 - c. The names and addresses of any witnesses.
 - 4. The officer asks witnesses to remain at the scene for a debriefing by the Dive Leader or his designee.
 - 5. The officers establish an outer perimeter around the affected waterway or location so as to limit access to the scene by bystanders.
- B. Duty Supervisor responsibilities.
 - 1. The Duty Supervisor responds immediately to the scene to obtain, plan or establish the following:
 - a. Obtain a situation report from the first responding officer(s) that includes “who, what, where, when and why.”
 - b. Have the Commander and the Dive Leader notified of the situation. The Commander notifies the Chief of Police of the incident. Any surrounding jurisdictions that may be affected are notified of the incident by the PSCC and informed of the expected problems they may incur as a result of the incident.
 - c. Ensure that the Team and other special units are called out by PSCC, and other necessary persons notified.
 - d. Immediately establish an inner perimeter that prevents bystanders from entry into the area of danger. The distance of the inner perimeter from the incident may vary, but must be located to facilitate Team operations and the safety of bystanders. The Duty Supervisor assigns officers to the inner perimeter, with specific locations and tasks to perform. The Duty Supervisor ensures that officers understand their assignments, its location and the action they may and may not take. The use of plain-clothes officers should be avoided. Officers remain at their posts until relieved.
 - e. Ensure anyone not connected with Team operations leaves the area.
 - f. Establish a Command Post (CP) area for control of the situation as the incident progresses, if necessary. The PSCC and any responding officers are notified of the CP location. Responding officers to the incident report to the CP for assignments. Considerations for the location of the CP should include:
 - (1) Must be in an advantageous location.
 - (2) If possible, should have access to electrical connections and telephone line access, if deemed necessary.
 - (3) Authorized vehicles should have an easily accessible route in and out of the location, with adequate area for the parking of vehicles.
 - (4) Should normally be located between the inner and outer perimeter.
 - g. Request rescue, fire or surveillance equipment as needed to stand by near the incident location. This equipment should not be located at the CP.
 - h. As manpower allows, augment the outer perimeter if necessary. The purpose of the outer perimeter is to re-route any pedestrian and vehicle traffic around the situation location and control access to the inner perimeter area.
 - 2. If necessary, assign an officer as a recording officer at the CP. This officer records all assignments, scene radio traffic, notification times, arrival times, etc.

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3. The Duty Supervisor remains at the CP site and in charge of the incident until relieved by higher authority.
- C. For general scene and CP management and the involvement of the Investigative Services Division (ISD), see Section V, C of General Order 7-11.
- D. Commander's responsibilities.
 1. Assumes responsibility of the on-scene rescue / recovery operation upon arrival.
 2. Disseminates available information to Team members.
 3. Establishes an area for dive preparation, water entry and rescue personnel.
 4. Ensures that updated information is provided to the PIO.
 5. Ensures completion of a report of Team operations.
 6. Coordinates actions by fire / rescue personnel as needed.
- E. Post operations.
 1. The Commander is responsible for the initiation of adequate post incident follow-up, including the preservation of the scene, if processing for evidence is necessary, until the scene is turned over to Patrol or ISD personnel as appropriate.
 2. The Commander ensures that a post operation review and report is made. Each major unit conducts a critique with their members, pointing out both positive actions and negative actions taken. The Commander has an overall critique with all unit supervisors and other members as necessary.
 3. The Commander prepares a written review of the incident and forwards it to the Chief of Police for his review. The report should contain any recommended changes in procedures.
 4. If the incident meets the criteria, members meet with representatives of the Employee Assistance Program (see General Order 3-15) or other debriefer for stress management counseling. Any supervisor may recommend a member's attendance, or a member may request assistance from the EAP according to policy.

Attachments: N/A

Index as: Team Operations.

References: N/A