



NEWARK POLICE DEPARTMENT GENERAL ORDER



SUBJECT:
DIVE TEAM

GENERAL ORDER NO.
06-02

SUPERCEDES:
NEW

DATED:
JANURARY 26, 2006

SECTION CODE:
Q-15

I. Purpose

- A. The Dive Team (the Team) has been established for the purpose of assisting department personnel and outside agencies during circumstances that involve operations in any waterway located in or near the City of Newark.
- B. The Team will assist in Homeland Security functions to supplement land units in preventing and responding to such incidents.
- C. Dive Team selection is not a permanent assignment.
- D. Team members may be assigned to any component of the Department and be on an on-call status for the Team.

II. Procedures

- A. Team members may be assigned take-home marked vehicles during their on-call time if approved in writing by the Police Director.
- B. Team personnel shall be assigned to two (2) operational teams- Blue team and Gold team. Each of these teams shall alternate on-call status, as described in General Order 01-02, ON-CALL STATUS, on a bi-weekly basis beginning on a Monday.
- C. The on-call team will be issued three (3) Department pagers. At the end of their on-call status, they will turn over the pagers (and, if applicable, the department car) to the next on-call team.
- D. Team composition:
 - 1. One dive team leader
 - 2. Two dive team members

III. Call-Out Procedure

- A. Since numerous contingencies exist that may prevent an immediate decision whether the Team should be called out or not, the field supervisor shall respond to and assess the incident.



NEWARK POLICE DEPARTMENT

GENERAL ORDER



- B. The Team can be called upon through the Communications Division's on-duty supervisor, who shall be provided with a current list of on-call dive personnel.
- C. The Communications Supervisor shall notify the Police Director or Chief of Police for authorization to activate the team.
- D. Should authorization be granted, the Communications Supervisor shall notify the following:
 - 1. Dive Team Supervisor and Team members on call.
 - 2. Any other support agency to assist in the incident, i.e. EMS, Fire Dept, etc.
 - 3. Police Director and Chief of Police.
- E. The establishment of a Command Post is the responsibility of the on-scene field supervisor. The Command Post supervisor will be exclusively responsible for perimeter operations until relieved by a higher authority.
- F. The Dive Team Command Post shall be created apart from the Incident Command Post.
- G. On all Dive Team call-outs, the Team Leader shall complete an after-action report within 48 hours. The report will be prepared for the Team Commander's signature and forwarded to the Chief of Police. This report will be completed even if the Team is canceled while in route to a scene.
- H. A record log of the after-action reports shall be maintained for quick reference. The log will include the Central Complaint number, date, location and type of situation.

IV. Procedures for Requests from Outside Agencies

- A. The initial request from an outside agency will be made through the Communications Division.
- B. The Police Director or Chief of Police will be notified for authorization.
- C. Communications will notify the Team Supervisor and Team members that are on call.
- D. Response to these requests will be made with the understanding that the Newark Police Department will retain supervision over department personnel involved in the incident as it pertains to Dive Team Operations.
- E. In situations where there exists a formal mutual aid agreement, operational conditions will be dictated as described.



NEWARK POLICE DEPARTMENT

GENERAL ORDER



- F. The Dive Team Commander will normally respond to all other agency requests to ensure appropriate control and usage of Team members. Response by the Commander may be optional under certain restricted and select conditions. This decision will be left to the Team Commander.

V. Selection Process & Other Requirements

- A. Good physical fitness is recognized as a vital and necessary quality for individuals assigned to the Dive Team. Many responses demand extreme physical exertion to satisfactory resolve the incident.
- B. Applicants must meet the following criteria to be considered for the Dive Team:
1. Applicants must have a minimum of two (2) years of patrol experience.
 2. Applicants must have extensive prior diving experience.
 3. Applicants are required to have a stable background within the Newark Police Department.
 4. Applicants must have a history of being a team worker and a self-motivator, and have a proven record of remaining calm in situations involving severe physiological and psychological stress.
 5. Applicants must be able to demonstrate flexibility and adaptability to changing working conditions and possess physical and mental stamina to work continuously for extended periods.
 6. Applicants must possess an outstanding work and attendance history.
- C. Physical Requirements
1. A complete and extensive medical questionnaire and an examination by a licensed physician are mandatory of all personnel assigned to the Dive team.
 2. Persons who suffer from medical afflictions that are contradicted for this type of work shall be excused from the Dive Team.
 3. PHYSICAL FITNESS TEST (*NOTE: Candidates must perform the minimum standards in each exercise to continue to the next category.)
 - a. Run 1.5 miles in 12 minutes or less;
 - b. Complete 3 pull-ups while wearing a 25 lb. weight;
 - c. Complete 50 sit-ups within 2 minutes;
 - d. Bench-press your own body weight plus 25 lbs.;
 - e. Grip test (strong hand)-125 lbs. minimum;
 - f. Complete 50 push-ups;



NEWARK POLICE DEPARTMENT

GENERAL ORDER



- g. Complete a 20' rope climb.
- D. New Dive Team members will have a minimum of three (3) days training in confined pool water.
- E. At the completion of training, the trainee must satisfy the Dive Team leader or the designated instructor of his ability to perform the following minimum skills in open water:
 - 1. Entering and leaving open water wearing scuba gear; and
 - 2. Entering and leaving open water from a diving support and vessel while wearing scuba gear; and
 - 3. Ability to navigate underwater; and
 - 4. Techniques of self-secure and buddy rescue; and
 - 5. Specialized emergency procedures that are used in diving operations; and
 - 6. Ability to plan and execute a dive; and
 - 7. Diver must demonstrate judgment adequate for safe diving; and
 - 8. Ability to maintain neutral buoyancy; and
 - 9. Ability to dive with limited visibility.
- F. Only a person diving under the auspices of the Dive Team is eligible for the SCUBA Team Public Safety Diver Certification.
- G. Each applicant for the Dive Team shall have an approved medical examination that attests to the applicant's fitness for diving.
- H. The applicant must hold a minimum Basic Open Water Diver Certification from either the National Association of Under Water Instructor's (N.A.U.I.), Professional Association of Diving Instructors (P.A.D.I.) or the YMCA.
- I. Theoretical aspects, combined with appropriate practical training, should include, but not be limited to, topics such as underwater crime scene investigation, evidence collection, small boat operations, diving first aid, limited visibility diving, light salvage and recovery, dry suit use, searching techniques, public safety dive planning, accident prevention and management, and proper use of unit equipment, coordination with other agencies, and appropriate government regulations.
- J. Practical training shall include additional dives to ensure a cumulative total of at least twelve (12) supervised ocean or open water dives in a variety of dive sites and diving conditions for a cumulative, minimum bottom time of four (4) hours. No more than three (3) of these dives shall be made in any one day.



NEWARK POLICE DEPARTMENT

GENERAL ORDER



- K. Applicants may be required to take a written examination in an effort to determine their proficiency in the following:
 - 1. Sheltered water skills, including emergency ascent techniques; and
 - 2. Open water skills evaluation for certified depths.
- L. All Dive Team member shall pass an annual, medical examination performed by a licensed physician. After each major illness or injury, a diver shall be examined before resuming diving activities.
- M. Each Dive team member shall be trained, qualified, and certified for the diving mode being used. Each diver shall have experience or training in the following:
 - 1. The use of the instruments equipment appropriate to the diving activity to be conducted; and
 - 2. Dive planning and emergency procedures; and
 - 3. Diver rescue techniques, cardiopulmonary resuscitation, oxygen administration, and other diving-related first aid; and
 - 4. Diving-related physics and physiology as well as recognition of pressure-related injuries.
- N. In-Service Training
 - 1. In order for Dive Team members to remain proficient and updated in the most advanced tactics and equipment available, continuous in-service training is necessary. This training will be predicated on the needs of the Department in conjunction with the duties of the Team.
 - 2. The types of training required by the Dive Team are varied. There are certain required aspects of training mandatory for all Dive Team members to complete each year. Additionally, the supervisors of each team shall schedule monthly in-service training based upon his team's needs.

VI. Record Keeping

- A. Each equipment modification, repair, test, calibration, or maintenance shall be logged including the date and nature of work performed, serial number of item, and the name of the person performing the work for the following equipment:
 - 1. Analytical instruments
 - 2. Compressors
 - 3. Cylinder valves



NEWARK POLICE DEPARTMENT

GENERAL ORDER



4. Depth Gauges
 5. Dive computers
 6. Regulators
 7. SCUBA Cylinders
 8. Submersible breathing masks
 9. Submersible pressure gauges
- B. The Newark Police Department shall maintain permanent records for each individual diving under the auspices of the Dive Team. The file shall include evidence of certification, monthly activity sheets, results of current physical examinations, reports of disciplinary actions, and other pertinent information deemed necessary.
- C. Medical records shall be available to the attending physician of a diver or former diver when released in writing by the diver.
- D. Records and documents shall be retained by the Department.
- E. Each diver shall log every dive made under the auspices of the Dive Team program. The diving log shall include at least the following information:
1. Name of diver, partner, tender and/or lead diver
 2. Date, time, and location of dive
 3. Weather conditions
 4. Water conditions
 5. Maximum depths
 6. Beginning tank pressure- (PSI) Pounds per square inch gauge
 7. Ending tank pressure- (PSI) Pounds per square inch gauge
 8. Completion time of dive
 9. Total time of dive
 10. Weights used (total pounds)
 11. Note all in-water obstacles in log
 12. Details of any accidents or potentially dangerous incidents
 13. If pressure-related injuries are suspected or symptoms are evident, the following additional information shall be recorded and retained by the member organization with the diver's records:
 - a. Description of symptoms, including severity and time of onset; and
 - b. Description and results of treatment.
- F. The Team supervisor shall investigate any line of duty injury as per departmental guidelines.



NEWARK POLICE DEPARTMENT

GENERAL ORDER



- G. All diving injuries shall be reported to the Dive supervisor.

VII. Uniforms and Equipment

- A. The Dive program requires special equipment to accomplish its mission. Team supervisors are responsible for maintenance of equipment used by their team and are responsible for reporting to the Team Commander all expendable items used during training or call-outs.
- B. The standard Dive uniform shall consist of the following:
1. Black BDU pants
 2. Black Knit Polo Shirt
 3. Black laced boots
 4. Black baseball cap with insignia
- C. SCUBA regulators used by the Dive Team diving program shall be inspected prior to each use and serviced annually.
- D. Breathing masks and helmets shall have:
1. A non-return valve at the attachment point between the helmet or mask hose which shall close readily and positively; and
 2. An exhaust valve; and
 3. A minimum ventilation rate capable of maintaining the diver at the depth to which he is diving.
- E. Scuba Cylinders
1. A non-return valve at the attachment point between the helmet or mask hose which shall close readily and positively; and
 2. An exhaust valve; and
 3. A minimum ventilation rate capable of maintaining the diver at the depth to which he is diving.
- F. A semi-annual inventory will be conducted by the Team Commander for all equipment used by Team members. This will be accomplished by dissemination of a master inventory list to each team leader for verification of equipment assigned to individual personnel, as well as to the Team itself.
- G. Team leaders will be held accountable for team-issued equipment, and each individual member will be responsible for personally assigned equipment.



NEWARK POLICE DEPARTMENT

GENERAL ORDER



- H. It will be the responsibility of the team leader to ensure that all equipment turned in as a result of separation from the Team is accounted for and in good repair.
- I. Team leaders will be responsible for conducting frequent inspections of all equipment assigned to his team and to individual members. The leader will initiate whatever action is necessary to repair or replace damaged or lost equipment.
- J. Any requirements for expenditures of funds to repair or replace equipment must be cleared through the Team Commander, who shall obtain permission from the Police Director, prior to placing orders or taking equipment to outside vendors for repair. (Refer to Newark Police Rules & Regulations 18:1.1.)
- K. It will be the responsibility of each individual officer to notify his supervisor when equipment is lost, stolen, damaged or inoperable.
- L. Certain equipment, such as hand-held radios, vehicles, etc., that can be repaired through normal City facilities will be deadlined by discovering officer.
- M. SCUBA equipment will be issued on an individual basis to each officer on the Team. It shall be the responsibility of the member to maintain the equipment and immediately report any damage to his supervisor.
- N. All diving equipment used by the Dive Team, regardless of ownership, shall conform to the standards set forth by the National Association for Search and Rescue (NASAR).
- O. Divers with appropriate training shall use only those makes and models of equipment specifically approved by the Team Supervisor. All unit equipment shall be standardized and compatible.
- P. All inspections, test, and maintenance must be accomplished by a technician or facility approved by the DIVING CONTROL BOARD. Equipment that is subjected to extreme usage under adverse conditions should require more frequent testing and maintenance.
- Q. All equipment shall be of a type determined by the Team Commander.
- R. All equipment shall be regularly examined and maintained by the person assigned and/or utilizing the same.
- S. Gauges shall be inspected and tested prior to their first use and on an annual basis.



NEWARK POLICE DEPARTMENT

GENERAL ORDER



- T. All weight systems and SCUBA backpacks worn by the diver shall be equipped with quick release devices designed to permit jettisoning the entire gear. The quick release device must operate easily with a single motion from either hand.
- U. All personnel involved in the diving operation should wear personal flotation devices (PFD) appropriate to the task they are performing.
- V. Personal flotation systems, buoyancy compensators, dry suits, or other variable-volume buoyancy compensation devices shall be equipped with an exhaust valve. Buoyancy compensation devices should have a reliable, rapid exhaust valve that can be operated in a horizontal swimming position. These devices, as well as any associated auto-inflation devices, shall be functionally inspected and tested prior to their first use and examined by the person using them. Dry suit should have a hands-free exhaust valve,
- W. A first aid kit adequate for the diving operation shall be available at the dive location. This kit will also contain a demand-type oxygen system with at least 1000 psi of available oxygen.

VIII. Media Contacts

- A. Dive Team personnel shall refrain from direct contact with news on media on call-out scenes, unless necessary as part of a tactical plan or for safety reasons.
- B. The Public Information Officer shall serve as the Official spokesperson for the Newark Police Department.
- C. The media will not be slowed within any perimeter controlled by the Dive Team. Team members shall refer the media to the Public Information Officer and/or the Command Post.

IX. Dive Team Command Post

- A. The tactical Operations Command Post, comprised of Emergency Services Section personnel, is a support unit tasked with the primary mission to support the overall Dive Team mission by providing essential elements of information to all tactical and support entities on scene.
- B. They shall provide a communication link with other agencies.



NEWARK POLICE DEPARTMENT

GENERAL ORDER



X. Dive Team Supervisors

- A. The Dive Supervisor must be a qualified Police Diver with adequate knowledge and experience in the diving techniques to be used. He will be in charge of the team during operations and must be continuously at the scene, and must NOT enter the water unless properly relieved by another Dive Supervisor. While diving operations are in progress, his orders are final.
- B. The Dive Supervisor will also keep the Special Operation Division Commander informed of the progress of any dive operation of any unusual nature.
- C. The primary responsibility of the Dive Supervisor is the safety of the divers. If conditions are such that their safety is placed in doubt, he must personally decide whether or not to start, or conclude, and operation. In reaching his decision he must take into consideration the urgency and importance of the operation, the likely improvement or deterioration of the surface of underwater conditions and the experience of the Divers.
- D. He will also be responsible for the following:
 - 1. That the operation is conducted in strict compliance with all diving rules; and
 - 2. For the safety of all members of the Diving Unit, that the Divers are medically fit and capable of carrying out the task allocated; and
 - 3. That the minimum number of personnel to carry out the operation is available at scene; and
 - 4. That each member of the Unit is briefed in relation to the requirements of the operation, allowing time for questions from the Divers; and
 - 5. That a "Stand-by" diver is available where required; and
 - 6. When possible, obtaining the temperature and depth of water at the scene of the operation; and
 - 7. That essential safety equipment is present at the scene in addition to ensuring the availability of emergency medical services and/or transport to hospitals or decompression chamber if required; and
 - 8. That there are effective means of communication between the place at which operations are being-or are to be-carried out; and
 - a. Persons having control of that place; and
 - b. The emergency medical services.
 - 9. That an accurate record is made in the logbook of every dive conducted under his supervision; and
 - 10. That he gathers all appropriate data for field reports/investigations, etc.; and
 - 11. That sufficiently trained divers are available as tenders; and
 - 12. That a boat is available when necessary; and



NEWARK POLICE DEPARTMENT

GENERAL ORDER



13. That any unusual hazards or environmental condition is made known to all divers prior to entering the water; and
14. The Diver supervisor is responsible for the completion of all dives and the After Operations Review.

XI. Diving Regulations

- A. The very nature of Dive Team operations indicates that this is any extremely sensitive area. The following guidelines are by necessity broad in scope because no two situations are exactly alike. All situations must be evaluated and acted upon based on their own set of circumstances.
- B. When performing a dive operation, the Dive supervisor has the ultimate responsibility and charge of the operation. No outside ranking supervisor may appear on the scene and order the location, dive plan, or any other factor that affects the dive operations, to be changed.
- C. No person, regardless of qualification or dive affiliation, shall dive with the Dive Team unless he is a member of the team.
- D. All diving conducted under the auspices of this diving program shall be planned and executed in a manner as to ensure that every diver involved maintains constant, effective communication with at least one other comparably equipped certified Dive Team member in the water. This buddy system is based upon mutual assistance, especially in the case of an emergency.
- E. Dive should be planned around the competency of the least-experienced diver. If loss of effective communication occurs within a buddy team, all divers within that team shall surface and re-establish contact except as specified in this Order. Exceptions may be made on a case-by-case basis in the event of a rescue or other exigent circumstances. The solo, line-tended diver shall be considered an exception to the solo diving prohibition. However, both the diver and the tender shall be sufficiently trained in this technique prior to their operational use of this type of solo diving.
- F. During a solo, line-tended diving operation, a standby diver in addition to the line tender shall be utilized.
- G. Where an enclosed or confined space is not large enough for two (2) divers, a diver shall be stationed at the underwater point of entry and an orientation line shall be used.
- H. Both the "Diver Down" and international Alpha flags should be prominently displayed during all Dive Team underwater operations.



NEWARK POLICE DEPARTMENT

GENERAL ORDER



- I. Each diver shall, on every dive, possess the capability of attaining and maintaining positive buoyancy.
- J. Timing Devices, Depth Gauges, and Pressure Gauges
 - 1. Both members of the diving pair should have an underwater time-keeping device, an approved depth indicator, and a submersible tank pressure gauge.
 - 2. Divers may delegate the determination of their depth and dive team to a surface tender or other individual appropriately equipped to perform such functions.
- K. Dive Tables and Computer
 - 1. An appropriate dive table or dive computer should be available at the dive location.
 - 2. Only those dive computers or dive tables that have been properly studied and approved may be used by the Dive Team.
 - 3. The Dive Team supervisor will ensure that each diver utilizing a dive computer or dive table is trained to understand basic decompression theory and properly and safely operate the dive computer with which he dives. Documentation of this training shall be maintained in the diver's permanent diving record.
 - 4. On any given dive, both divers in the buddy pair must follow the more conservative dive computer or dive table.
 - 5. If one of the computers fails, the dive will be immediately terminated using appropriate surfacing procedures unless alternate safety measures are in place and only on the authority of the Dive supervisor.
 - 6. Once in use, the computer shall not be turned off for 24-hours after the final dive or until computer out gassing is completed, whichever comes first.
 - 7. When using a dive computer or dive table, non-emergency ascents are to be at the rate specified for the system being used.
- L. Ascent rates shall no exceed 60 fsw/min.
- M. When practical, the diver should make a 5-minute stop between 15 and 25 feet, especially for dives deeper than 60 feet.
- N. Diving that results in exceeding the no-decompression limits of the dive computer or dive table at any time during the dive is strongly discouraged.
- O. Multiple, deep dives approach the limits of the dive computer's or dive tables capability and require special considering and planning.



NEWARK POLICE DEPARTMENT

GENERAL ORDER



- P. During dives in which dive computers are used, the diver shall have the capability for redundant time and depth measurements.
- Q. Throughout all dives, the diver shall maintain an awareness of maximum depth and bottom time.
- R. In the event of omitted decompression, breathing 100% oxygen above water is preferred to in-water air procedures.
- S. Depth Limits
1. A certified Team diver under the auspices of this diving program shall not exceed his depth certification while driving.
 2. Diving is not permitted beyond a depth of 130 feet.
- T. Refusal to Dive
1. The decision to dive rests with the individual diver. A diver may refuse to dive without fear of penalty whenever he feels it is unsafe to make the dive.
 2. Ultimate responsibility for safety rests with the individual diver. It is the diver's responsibility and duty to refuse to dive or continue to dive if, in his judgment, conditions are unsafe, unfavorable, or if diving would violate the precepts of his training or the guidelines of this document or the member organizations diving manual.
- U. Unwillingness to Dive
1. The diver who is unwilling to dive must notify the Dive supervisor, in absence of any valid reason for doing so.
 2. He must be referred to the Dive Team Commander for re-evaluation.
- V. Termination of Dive
1. Any diver may deviate from the requirements of this document to the extent necessary to prevent or minimize a situation that is likely to cause death, serious physical harm, or major environmental damage.
 2. Unless it compromises the safety of another diver already in the water, it is the responsibility of the diver to terminate the dive without fear of penalty whenever the diver feels it is unsafe to continue.
 3. The dive shall be terminated while there is still sufficient tank pressure to permit the diver to safely reach the surface, including decompression time, or to safely reach an additional air source at the decompression station.



NEWARK POLICE DEPARTMENT

GENERAL ORDER



4. It is suggested that an ascent to the surface from a dive of 100 feet or shallower be initiated when the tank pressure reaches 1000 psig.
5. The Dive supervisor may terminate the dive at any time for safety or other operational reasons.

XII. Responding to Water Rescue/ Recovery/ Search Operations

- A. The Team will respond to the designated staging area prior to taking up positions on the scene of the unit.
- B. If operations are to be undertaken with the use of police vessel, the boat and Dive Team members shall meet at a designated location.
- C. The Dive Commander will meet with the Command Post supervisor to be briefed on the situation and determine the next course of action.
- D. The Dive Team Commander supervises the Dive Team only (inner perimeter), and does not assume command of the overall scene.
- E. The supervisor in charge decides what the objective is and the Dive Commander decides when and how it is to be achieved.
- F. Once the situation has been assessed by the Dive Commander, a plan of action shall be devised and implemented.
- G. Prior to members enters the water, all safety precautions are to be in place.
- H. At no time will members of the Department interfere with an on-going Dive Operation.
- I. Members of the Department not on the Team shall not enter the water after Dive Team members have arrived on the scene.
- J. Dive Plans
 1. Before conducting any diving operations, the Dive supervisor, for a proposed diving operation, should consider the following information:
 - a. Approximate number of proposed dive(s); and
 - b. Location(s) of proposed dive(s); and
 - c. Estimated depth(s) and bottom time(s) anticipated; and



NEWARK POLICE DEPARTMENT GENERAL ORDER



- d. Current environmental conditions such as temperature, current, visibility, etc.; and
- e. Proposed work, equipment, and boats to be employed, repetitive dives, and details of any hazardous conditions anticipated; and
- f. Proper notifications that will be made (i.e. O/S, Coast Guard, Etc.); and
- g. Vessel traffic; and
- h. Dive flag when necessary; and
- i. Available safety divers/tenders; and
- j. Designate a radio monitor.

K. Pre-Dive Safety Checks

- 1. Each diver shall conduct a functional check of his diving equipment.
- 2. It is the diver's responsibility and duty to refuse to dive if in his judgment, conditions are unsafe, unfavorable, or if he would be violating the precepts of his training or the guidelines of this document.
- 3. No diver shall be required to be exposed to hyperbaric conditions against his will except when necessary to prevent or treat a pressure-related injury.
- 4. No diver shall be permitted to dive for the duration of any known condition that is likely to adversely affect the safety and health of the diver.

L. Post-Dive Checks

- 1. Report any physical problems or symptoms of decompression sickness or air embolism; and
- 2. Perform an equipment check and report any problems or malfunctions to the diving supervisor; and
- 3. When diving outside the no-decompression limits, the divers should remain awake for at least one hour after diving and in the company of a dive team member who is prepared to transport him to a hyperbaric chamber if necessary.

XIII. Violation of Guidelines

Failure to comply with the guidelines of this document may be cause for reevaluation and/or disciplinary action by the Diving supervisor.

XIV. Compliance

All Commanders shall ensure that personnel under their command are aware of and become familiar with the contents of this General Order.



NEWARK POLICE DEPARTMENT GENERAL ORDER



XV. Effect

All previous Orders that are inconsistent with this Order are hereby rescinded and repealed.

By order of



Anthony F. Ambrose III
Police Director

AFA/jpo