

	POLICY & PROCEDURE	SERIES # 547	PAGE 1 OF 12
	SUBJECT <p style="text-align: center;">DIVE TEAM</p>		EFFECTIVE DATE 11/27/17
			OVERSIGHT Operations
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 547 dated 09/18/07.	

I. PURPOSE:

Establish the procedures for the notification of the Public Safety Dive Team.

II. POLICY:

It is the policy of the Hampton Police Division that the Public Safety Dive Team (Joint Police & Fire), otherwise known as the Dive Team, will be notified for any water related accident where the situation calls for dive operations for search and rescue or when the possibility of an underwater search for evidence may be necessary. Sworn members of the Police & Fire Divisions are eligible to apply for vacancies on the Dive Team when posted.

III. PROCEDURE:

A. General Guidelines

1. The Dive Team will be notified for the following situations;
 - a. Any vehicles in the water, whether a victim(s) may or may not be present or when there is reason to believe a deceased individual may be located in a body of water.
 - b. To conduct a search for evidence of a crime that may be located underwater
 - c. Boat accidents where there is reason to believe victim(s) may be underwater.
 - d. Drownings or possible drownings for search and rescue as needed.
2. Notification of the Dive Team may be initiated by the Hampton Police Division Shift Lieutenant or designee, or Fire Division Battalion Chief through the Emergency Communications Center (ECC). The requesting officer will inform the ECC of the type of situation (Rescue, Recovery, or evidence collection).

APPROVED:
CHIEF OF POLICE



3. Upon request for the Dive Team, the ECC will notify the Dive Team Commander or the designated on-call Dive Team Leader.
4. Upon notification, the on-call Dive Team Leader or designee will make contact with the requesting officer. Based on the information from the scene, the on-call Dive Team Leader will decide if the operation can be delayed if after duty hours or respond to the scene.
5. The on-call Dive Team Leader will notify the appropriate number of Dive Team members based on the situation.
6. If the situation is a rescue and/or recovery operation, the police shift commander or Fire Battalion Chief/Incident Commander will gather the following information for the Dive Team Leader prior to their arrival.
 - a. Exact nature of the situation—Interview witnesses to describe the events leading up to the situation
 - b. Number of victim(s)
 - c. Approximate location of the last sighting of the victim(s), vessel, vehicle, or object.

B. Initial Response and On-Scene Actions

1. If responding to the scene, Dive Team Leader will conduct a size up of the scene. The scene size-up will include considering the following:
 - a. Identify any hazards associated at the scene to include:
 - Utilities (electrical services, gas, sanitary systems, hazardous materials, contaminated water, etc.) that need to be isolated.
 - Evaluate any potential underwater hazards
 - Projected dive depths
 - If needed, request additional police/fire assistance, or mutual aid assistance
 - Request fire and/or police boat crews to respond
 - Notify the Coast Guard if the dive operation will be conducted in the Chesapeake Bay or tributaries
 - b. The Dive Team Leader will establish a secure area where dive operations will take place and establish an entry control zone to that area.

- c. Communicate the area of operations to the other responding members of the team.
 2. Dive Team members will respond to the scene and make contact with the Dive Team Leader. Members responsible for responding with the dive team vehicle and equipment will respond to the Dive Team facility and bring the necessary equipment to the scene.
 3. A staging area will also be established, if necessary, for any arriving support or mutual aid assistance.
 4. The Dive Team Leader will ensure that an After Action Report is completed with the details of the operation with any recommendations for future operations.
- C. Initial Dive Operations
 1. The Dive Team Commander or designee has total authority over all dive team operations.
 2. The Dive Team Leader or designee will develop a Dive Action Plan for every dive operation
 3. The Dive Team Leader will appoint a Dive Safety Officer. The Dive Safety Officer will:
 - a. Ensure the Dive Action Plan is followed during the operations
 - b. Consult with the Dive Team Leader on any issue regarding safety during the dive operation
 - c. Have the authority to stop or suspend dive operations for any safety related issue
 - d. Have the authority to prohibit any diver from participating in the dive operation for any issue relating to their fitness based on the advice of on-scene medical providers.
 4. The Dive Team Leader will conduct a Risk/Benefit Analysis prior to any dive operation. Based on the results of the Risk/Benefit Analysis, the Dive Team Leader, after consulting with the Dive Safety Officer, will determine if it is safe to conduct a dive operation.
 5. The Dive Team Leader will ensure that Advanced Life Support (ALS) providers are on scene during dive operations.

6. If the decision is made to conduct dive operations, the Dive Team Leader will implement an incident command structure with the following positions:
 - a. Dive Team Leader
 - b. Dive Safety Officer
 - c. Dive Tenders—one per diver, who is trained in assisting the divers, diver safety, dive equipment, and provides control of search patterns and communications with divers from the surface.
 - d. Safety Diver—a diver on-site available to immediately provide assistance to divers in distress. The Safety Diver must have all equipment donned and operational at all times. There shall be a Safety Diver for every diver
 - e. A 90% diver—a diver dressed to where becoming fully operational would take minimal time. The 90% diver will back up the Safety Diver if needed.
 - f. Divers—A member of the team fully trained to conduct dive operations. A minimum of two divers will be assigned for every dive operation.
7. The Dive Team Leader will deploy a dive flag or float in the area where dive operations will occur.
8. The Dive Team Leader will obtain a weather report and determine the water temperature.
9. The Dive Team Leader will establish the search area and type of search pattern to be conducted.
10. The Dive Team Leader will utilize dive tables to determine a diver's bottom time and depth to determine any hyperbaric exposure, decompression obligation, or the ability to conduct repetitive dives.

D. Medical Evaluation

1. All divers that will be conducting the dive operation including the Safety Diver and the 90% Diver will be checked by the on scene medical providers prior to participating in dive operations.
2. Any diver that presents with an issue that may prevent them from participating in the dive operation will be brought to the attention of the Dive Safety Officer.

E. Pre-Dive Briefing

1. The Dive Team Leader will conduct a pre-dive briefing to all members participating in the dive operations. The briefing will be conducted prior to beginning dive operations. An accelerated briefing may be conducted when a rescue dive is being attempted.
2. The briefing will include all items on the pre-dive checklist to include:
 - a. Type of dive being conducted (rescue, recovery, or evidence collection) and procedures to follow upon completing the dive operation objective.
 - b. Potential hazardous materials
 - c. Any potential water hazards or other environmental hazards
 - d. Emergency reporting procedures for entanglement, diver emergencies and conditions under which the dive will be terminated or suspended.
 - e. The approximate depth of the dive, beginning/ending tank pressure, and bottom time for the dive.
 - f. The search area and type of search pattern—Jackstay, Circular, Arc, Parallel, Rigid Grid, etc.
 - g. Review of hand/rope pull signals
 - h. Post Dive Procedures—decontamination procedures, medical evaluation etc.
 - i. Any other issues that may impact the dive operation

F. Dive Operations

1. Prior to entering the water, an operational check of all dive equipment and electronic communications equipment will be conducted.
2. A decontamination area will be established.
3. No dives will be conducted in depths greater than 60 feet unless properly trained.
4. Tenders shall be assigned to each diver.
 - a. Responsibilities of the Dive Tenders include being alert for signs of any medical condition relating to dive operations such as,

hyperventilation or other respiratory problems, diver anxiety, fatigue, exhaustion, heat stress, hypothermia or dehydration. Dive Tenders will report any medical potential conditions observed to the on-scene medical providers.

- b. Prior to the dive operations, the Dive Tender will assist divers in preparing for the dive and check all equipment for proper operation. Tenders will assist with dressing the diver and ensuring the diver have the proper equipment for the type of dive operation being conducted.
- c. While the dive is underway, Dive Tenders will:
 - Provide search pattern control and direction
 - Monitor the divers time, depth, dive profile, and air supply
 - Provide communications link with the diver with electronic equipment or rope pulls
- d. All divers will be line tended unless conditions dictate otherwise. Tenders will use the following rope signals:

Tender to Diver	Diver to Tender
1 Pull—Are you okay?	1 Pull—I'm okay
2 Pulls—Turn/take out line	2 Pulls—Give me more line
3 Pulls--Surface	3 Pulls—Object found
4 Pulls—Stop/stand-by	4 Pulls—Emergency, send back-up diver

- 4. Off line diving will only be conducted with the approval Dive Team Leader after consulting with the Dive Safety Officer.
- 5. Divers will conduct dive operations according the established Dive Action Plan. Divers will notify their Dive Tender of any unforeseen condition found underwater that may require the Dive Action Plan be modified.
 - a. The Dive Tender will notify the Dive Team Leader of any reports of unforeseen conditions reported from divers.
 - b. The Dive Team Leader, will consult with the Dive Safety Officer, to alter the Dive Action Plan or suspend/terminate the dive.

6. Divers will monitor their air supply and begin to surface at the established bottom time limit.

G. Emergency Procedures during Dive Operations

1. The following conditions will be considered emergencies during dive operations and require immediate action:
 - a. Anytime voice communications is lost between the diver and the Dive Tender. Should this occur, the Dive Tender will signal the diver with the rope signal and require the diver to surface
 - b. Any report of diver entanglement or equipment failure/malfunction
 - c. Any “Out of Air” emergency
 - d. Anytime a “lost diver” incident occurs.
2. When an emergency situation occurs, the rescue diver shall be alerted and the 90% diver will become operational and enter the water to assist with the situation.
3. A “Point Last Seen” will be established and any equipment that was in place prior to the diver becoming lost shall be left in place and used for locating the diver.
4. Any boat assigned to “Point Last Seen” will not be moved or used for any other purpose

H. Post Dive Decontamination Procedures

1. Upon completion of a dive, all divers will proceed to the decontamination station.
2. Decontamination will be accomplished using soap and water. If a dive becomes contaminated with petroleum based products, chemical agents, or biological material, the diver will be washed while still in the dive suit along with all the equipment. Extreme care will be used not to spread the contamination.
3. The Hazardous Material’s Team may be dispatched, if necessary, to assist with decontamination procedures.
4. All other equipment used in the dive operation shall be decontaminated and inspected before being placed back in service.

5. After removal of the suit, the suit will be stored and cleaned again at the dive locker. The suit will be thoroughly inspected prior to being placed back in service.

I. Post Incident Analysis

1. A Post Incident Analysis will be conducted on all dive operations as soon as possible to determine if the objective of the dive was accomplished.
2. The Post Incident Analysis will include the following areas:
 - a. A review of the Dive Action Plan objectives and if the objectives were met or any factors that affected the plan.
 - b. Any shortcomings identified in the dive operation
 - c. Any improvement areas or future training needs.
 - d. Any other issues relating to the dive operation.
3. The Post Incident Analysis will be documented and used for future team training.

J. Dive Team Application, Selection and Membership

1. The Public Safety Dive Team is comprised of sworn members of the Hampton Police and Fire Divisions who have met the requirements for membership as outlined in this policy. Vacancies will be filled based on the needs of the Team and the skills and experience of individual applicants.
2. The Dive Team is under the direction of the Hampton Police Homeland Security Commander.
3. The Dive Team shall be comprised of the following positions:
 - a. The Dive Team Commander that is appointed by agreement of the Fire Chief and Police Chief has overall responsibility for the management of the team. The responsibilities of the Dive Team Commander are as follows:
 - Must hold the certification of Dive Master/Dive Supervisor
 - Have extensive knowledge of recreational and public safety diving operations
 - Has overall command and control during all dive operations

- Is under the direct supervision of the Homeland Security Commander
- b. Deputy Dive Team Commander appointed by Dive Team Commander with the approval of the Fire Chief and Police Chief. The responsibilities of the Deputy Dive Team Commander are:
- Serves as Dive Team Commander in the absence of the appointed Dive Team Commander
 - Must hold the certification of Dive Master/Dive Supervisor
 - Have extensive knowledge of recreational and public safety diving operations
 - In the absence of the Dive Team Commander, has overall command and control over all dive operations
 - Is under the direct supervision of the Dive Team Commander
- c. Operations Dive Team Leader appointed by the Dive Team Commander. The requirements of the Operations Dive Team Leader are:
- Successfully completed a public safety diving supervisors course
 - Must be a member of the Dive Team for at least 5 years
- d. Senior Diver appointed by the Dive Team Commander. The requirements of a Senior Diver are:
- Successfully completed a public safety diving supervisors course
 - Must be a member of the Dive Team for at least 5 years
- e. Diver--The requirements for a Diver are:
- Successfully completed a public safety public safety diving course
 - Successfully meet the requirements for Dive Team membership
 - Must successfully pass the Annual Watermanship Test (see P&P 1506 Appendix I for details)
- f. Technician/Tender—the requirements for Tender are:
- Must obtain Tender Line certification

- g. Dive Medic Technician
 - Must obtain Dive Medic Responder certification or equivalent
4. Application Procedures for Membership
- a. Membership on the Dive Team is open to all sworn members of the police and fire divisions.
 - b. When a vacancy exists, the Dive Team Commander will inform the Commander of Homeland Security and the Deputy Fire Chief. The notification of the vacancy will be sent to all members of the police and fire divisions to include a deadline for submitting applications.
 - c. Hampton Police applicants must comply with HPD Policy and Procedure 641; *Position Assignment and Management*.
 - d. Members may apply for non-diving positions.
 - e. Members considering applying for membership on the Dive Team must meet the following qualifications in addition to those listed in P&P 641:
 - 1) Successful completion of a physical exam. HPD applicants must complete a physical assessment with a minimum of overall “3” or better.
 - 2) Applicants must be non-claustrophobic
 - 3) Prior SCUBA certification is not necessary, but advantageous
 - 4) Must appear before an Applicant Review Board comprised of Police and Fire Division members.
 - f. The Dive Team Commander will review all applications and submit the names of the applicants to either the Homeland Security Commander for Police Division applicants, or the Deputy Fire Chief for Fire Division applicants.
 - g. Once the application process closes, the Dive Team Commander will notify all applicants of the time and date for the swim test and oral board. Must complete a swim test conducted by the Dive Team. Applicants must pass the Dive Team swim test prior to acceptance as a candidate to the program.

- h. The oral interview board comprised of Homeland Security Commander, Deputy Fire Chief (or designee) Dive Team Commander, and selected members of the Dive Team.
 - i. Selection will be based on the results of the oral interview board and with the approval of the Chief of Police for HPD applicants and Fire Chief for Fire Division applicants.
- 5. Dive Team Membership Requirements
 - a. Members are required to maintain all certifications for the position held by the member.
 - b. All members must pass an annual physical. HPD members must pass a physical agility test.
 - c. Members must attend all scheduled Dive Team training unless excused by the Dive Team Commander.
 - d. Members wishing to be excused from a training event must submit their reason in writing to the Dive Team Commander no later than 1 week prior to the scheduled training.
 - f. Exceptions may be allowed for unforeseen events related to police or fire division commitments.
 - g. All Dive Team members must inform the Dive Team Commander of any prescription medication or medical condition that may affect the member from participating from Dive Team activities.
 - h. Members may be granted an extended absence from Dive Team activities for an injury or any medical condition that prevents the member from participating in Dive Team activities.
 - i. The member may be assigned functions that do not conflict with any medical restrictions and follow the attending physician's guidelines, City of Hampton Personnel Policies, and Virginia Workers' Compensation Laws.
 - j. Reinstatement to full dive team activities requires a medical release from the City of Hampton contracted medical provider.
- 6. Team members may request reinstatement after an extended absence. The Dive Team Commander, with consultation with the Dive Safety Officer, will determine if the member may be reinstated. Reinstatement may include remedial training for any missed training while the member was on an extended absence.

7. A diver may be placed in a “No Dive Status” for the following reasons:
 - a. Failure to attend required training without a valid excuse.
 - b. Failure to maintain the required certifications.
 - c. Documented unsafe dive practices or a demeanor that is not conducive to team efforts.
 - d. The member, through their actions, poses a danger to the operation of the team or themselves.
 - e. The Dive Team Commander feels the member needs remedial training.
8. A diver may place themselves in a “No Dive Status” anytime by contacting the Dive Team Commander and giving reason for their decision.
9. A diver may request reinstatement from “No Dive Status” by submitting a request to the Dive Team Commander. Reinstatement to “Dive Status” may include one or all of the following requirements:
 - a. Remedial classroom, pool or open water training.
 - b. Additional training to update required certifications.
 - c. Physical examination, if necessary.
 - d. Completion of CISM, EAP or counseling.
 - e. Retraining by attending a Division Public Safety Diving course if the “No Dive Status” was for more than 24 months

K. Record Keeping and Certification

1. The Dive Team Commander is responsible to maintain a file on all Dive Team members containing their level of certification, record of drills, training classes, and a record of all dives.
2. The Dive Team Leader shall maintain a dive log for each dive training session or emergency response. The dive log shall be submitted to the Dive Commander within 24 hours after the event. In addition, all certified divers are required to maintain a dive log. Any discrepancies between the members dive log and the Dive Team Leaders log will be brought to the attention of the Dive Team Commander.
3. Upon termination from the Dive Team, the members will be given their record.

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