

Shelby County Dive- Rescue Team

Standard Operating Procedures & Guidelines

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Amended: August 2012

Amended: July 2013

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2015

Mission Statement & Authority

The mission of the Shelby County Dive Rescue Team is to respond to the surface and underwater rescue and recovery of persons and property within the limits of our training, equipment, experience and best judgment of the team leadership on any given mission or request. The Shelby County Dive Rescue Team is formed under the authority given under 210 ILCS 50/355 et. seq. known as the "Water-Rescue Act" and placed within the departmental structure of the Shelby County Board.

Section 1 Response Area & Fee Structure

The Shelby County Dive Rescue Team shall respond to the waterways within Shelby County and to those counties wherein the Commander has executed a mutual aid agreement with the existing Dive Team therein. For responses outside Shelby County, to an area not covered by a mutual aid agreement and falling into one of the broad areas spelled out in Section 1-A, an assessment of \$1000 per call shall be charged to cover costs related to the repair/replacement/damage of gear and to cover incurred expenses. Such a fee shall then be supplemented into the team's budget. Other regional group response agreements may be approved by the Commander as needed.

All call-outs involving assistance to persons not residing or paying property taxes in Shelby County, will be assessed a fee for our services. Fees will be assessed as spelled out in Section 1-A.

Section 1-A Response Policy - Non Public Safety Related

As an organization, the Shelby County Dive Team will respond to any recovery of persons or property falling into one or more of these broad areas:

- Missing Persons (rescue or recovery)
 - Environmental type problems
 - Boating accidents
 - Crime Scene related items
 - Navigation hazards and mutual aid
 - Vehicle accidents
- Other personal property that has been lost by an individual or group into a body of water does not and has never had any public safety related interest that would require a government response. This type of loss is a private matter unless it falls broadly into one of the above areas of response.

Should this organization be contacted for such recoveries, a review of this policy with the requesting party shall take place. If however the requester wishes to pay for a response of the Team, the following will stand as the rule.

1. All call outs will be coordinated as a training event and receive no priority rating.
2. Call-outs will be assigned as needed to operate

3. Funds received will go into the Shelby Co. Dive Team's Fundraiser account. The requester will be assessed \$50 per man per hour including an hour to set up and an hour to clean up. This is in an effort to offset wear and tear on personal and issued gear and cover costs associated with personal vehicles and equipment needed at the scene. It is not intended to be for profit, it is merely an additional service for local community members who have no where else to turn in such cases.
4. Team Members will receive a stipend, from the Teams Fundraiser account at a rate of \$20 per hour for participation. This is to offset any loss or potential loss of wages from these requests.
5. Remaining funds will be kept in the Team's Fundraiser account to supplement the financial needs of the Team. These needs include, but not limited to, purchase of new equipment, training, and maintenance.
6. We reserve the right to refuse any requests for any reason.

Section 2 Team Commander

The Team Commander shall be selected based on public safety diving experience, team administration experience, training, leadership capabilities and integrity. The duties of the Commander shall be to operate the team on a daily basis and conduct whatever business is necessary for the supervision of actual on-scene operations, administration, training and meetings of the team. The Commander shall have the duty of preparing a proposed budget for inclusion in the annual budget request and be charged with the discipline of the team members (up to and including 30-day suspensions with termination recommendations). Finally, the Commander shall have the authority to appoint two Assistant Commanders. The Team Commander shall be trained in the following courses: PSD (public safety diver), DRI (dive rescue 1), Command School and NIMS 300 and 400.

Section 3 Assistant Commanders

The Assistant Commanders shall be second-in-command and shall conduct all duties that the Commander would when acting in his or her stead. The duties of the Assistant Commanders are outlined below.

The **OPERATIONAL ASSISTANT COMMANDER** shall be second in command and shall conduct all duties that the Commander would when acting in his stead. The Operational Assistant Commander shall be charged with:

- A. Group Management – ensuring arrival and participation of personnel for operations, training and other events.
- B. Coordinating training events and insuring members are meeting requirements of the SOP's

- C. Ensure the team equipment is functional and inventoried properly, via inspections
- D. Assist the Commander in other areas designated by the Commander.

The ADMINISTRATIVE ASSISTANT COMMANDER shall be third in command and shall conduct all duties that the Commander would when acting in his stead. The Administrative Assistant Commander shall be charged with:

- A. Recording and keeping record of reports, meetings, trainings, documents and correspondence
- B. He shall be the primary correspondence coordinator for the team
- C. He shall assist in the formation of an annual budget
- D. He shall oversee public events for the team.

Assistant Team Commander(s) shall be trained in the following courses: PSD (public safety diver), DRI (dive rescue 1), Command School and NIMS 300 and 400.

Section 4 Divers

Divers will:

- A. Be shown respect.
- B. Be provided a complete set of scuba gear for use on team functions and other designated activities
- C. Be provided CPR and 1st Aid training
- D. Be provided Public Safety Diver training
- E. Be afforded opportunities for advancement and additional specialty training based on availability

Divers shall have the duty of:

- AA. Participating in all required training and team functions
- BB. Preparing personal and team equipment through regular inspections prior to equipment use
- CC. Knowing procedures and operational plans regularly used by the team
- DD. Working cooperatively with the Commander, Assistant Commander(s), shore responders and fellow divers
- EE. Meeting requirements of in-service training and other approved programs
- FF. Being prepared to take command in the absence of officers at a scene
- GG. Following all directions given at trainings, meetings or operations

Divers are the backbone of the team. Divers must immediately report any sickness, uneasiness, or other problem to the officer in charge. If divers have mission specialties, such as Ice Rescue Technician or Sonar Technician, they shall be required to maintain skills deemed vital by the certification agency or Commander.

Section 5 Shore Responders

Shore responders, or non-diving assistants, are vital and respected members of the team. With the exception of in-water duties, all training requirements and duties are applied in the same fashion as other members.

Shore responders will:

- A. Complete all training put forth by Section 7 and strive for team betterment
- B. Know all operational functions, plans and protocols
- C. Set up search patterns and execute them as directed
- D. Assist with the set up and break down of diver and team equipment
- E. Complete any other tasks requested by the Commander

Shore responders may be called upon to function in a number of roles: boat operator, witness interviewer, family liaison, public relations liaison, truck driver, gear transportation and any other roles as instructed by the Commander.

Section 6 Selection Procedures

In order to be selected to serve on the Shelby County Dive Rescue Team each applicant must meet the following criteria:

1. Members are primarily recruited from Emergency Services agencies or other designated governmental responders. Other applicants living in Shelby County will also be accepted in such a manner that best serves the needs of the team.

2. An applicant must be at least 21 years of age at the time of acceptance and complete an application.

3. Take the physical fitness test as set forth herein and pass it annually.
4. Agree both verbally and in writing to serve at least three years or forfeit pro-rated training costs back to the team. All newly accepted team members will be subject to a probationary period of up to one year.

5. Complete an interview within 60 days of application if an opening exists on the team or a pool of qualified candidates is being formed.

6. Agree in writing to follow all rules and regulations set forth herein and hereafter Amended.

Section 7 Training Requirements

Basic Training:

- Diver**
1. Shall complete the Public Safety Diver Program from Dive Rescue Intl 60 hr
 2. Shall complete a Dive Rescue 1 class from Dive Rescue Intl 30 hr
 3. Shall complete a CPR (professional rescuer) and First Aid course 20 hr
- TOTAL 110 hr

- Shore Responder**
1. Shall complete the Shore Responder Program from Dive Rescue Intl 14 hr
 2. Shall complete CPR (professional rescuer) and First Aid course 20 hr
- TOTAL 34 hr

Command Officers
 Shall also complete a 12 hr command school

In-Service Training:

1. Monthly training will be conducted.
2. Each member must attend 12 sessions unless excused by the Commander or an Assistant Commander (4 excused absences maximum per year). Command staff MUST be notified of anticipated absence prior to training date for absence to be excused.
3. Divers must log at least 10 hours underwater per year.
4. Quarterly meetings shall be held and members must attend all four, unless excused by Commander or an Assistant Commander (two excused absences maximum per year).
5. Members are expected to respond to at least 50 % of the operational call-outs to remain current and effective in their skills and team functions.

Specialty Training Programs

The Team may authorize special multi-day certification and/or training functions. Members will make every effort to attend, as these types of programs rarely make themselves available. Programs may vary from year to year; however, certification programs offered by Dive Rescue Intl are utilized first in our training options. All persons in a specialty must stay current with their skills, unless a formal resignation from those duties has been received at least 90 days prior to stopping those activities, so as to select and train a replacement.

Section 9 Confidentiality

Professionalism dictates that team members use the utmost discretion when dealing with information associated with call outs and dive operations.

- A. Public information is limited to the discretion of the command staff
- B. SCDT members should avoid media interaction and defer any questions to the appropriate command staff.
- C. Any discussion concerning call-outs and/or operations shall remain internal. Members shall refrain from directly discussing operations with those outside of emergency services, both verbally and through any form of social media / networking. These include, but are not limited to, Facebook, Twitter and MySpace.

Section 10 Team Call-Out Procedures

1. All members will be equipped with a pager/portable.
2. All members will be required to carry their gear in their personal vehicle and public vehicle where allowed.
3. All personnel shall have and carry with them a county map and a Lake Shelbyville area map.
4. All personnel are encouraged to obtain a flashing blue light for response identification; although no laws can be broken by the use of such lights.
5. All personnel will be issued a team identification card and it should be carried with them.
6. All personnel will be issued a dive team sticker for the front windshield (drivers' side) of their personal vehicle(s).
7. Call-outs are classified as follows:
 - A. Priority 1 = Rescue Mode: team members should respond with the utmost urgency, while still conscience of safety.
 - B. Priority 2 = Recovery Mode: team members should respond as soon as possible, while still conscience of safety.
 - C. Priority 3 = Any other call-out: team members should respond per directions given.

Section 11 Disciplinary Procedures

The commander and/or officers are primarily responsible for ensuring that discipline and order are adhered to at meetings, trainings and operations.

1. Any officer in charge at a scene has authority to assign member specific jobs.
2. Any personal problems are to be set aside for the good of the operation and the team.

3. If a member interferes with the proper or safe operation of any team functions, the commander or other officer in charge may suspend the member pending an investigation conducted by the commander or a designee.
4. Administrative suspensions result from failure to complete any requirement of in-service training or testing. The commander shall notify the member in writing and such member shall not be eligible to participate in any operations, until training has been completed and approved by the commander or one of his assistants.
5. Operational suspensions result from infractions of rules, guidelines, procedures or verbal directions given by a superior officer. These suspensions generally, but not limited to, resulted from a safety issue, obstructive behavior, or other unproductive actions toward the team or any of its members. The lack of any quality, which enhances the capacity of the team to improve, function, or work together is subject to action under this section. The commander shall review each case and may counsel the member and/or place the member on probation up to 6 months and/or suspend the member up to 30 days and/or refer the member to the Shelby County Board of Trustees for a termination hearing. In any event the commander or an assistant shall make a written report of any incidents and actions taken and shall place that report in the personnel file of such member for two years. It may be removed by written request of the member thereafter.

Section 12 Equipment and Uniforms

EQUIPMENT

All equipment shall be quality and kept in good working order. Equipment used is set forth by the commander with advice of the officers. A list of official equipment will be made available to all members. Any member wishing to use his own equipment must conform to the team standard for quality and style.

For safety purposes, it is the policy of the team to have as near to identical diver equipment as possible issued to each diving member. Underwater emergencies, gear exchanges, spare parts and repair training are but a few benefits of uniformity in gear.

The Equipment Specialist shall inspect and ensure inventorying of team gear at least once a year. Any gear not functioning properly shall be taken 'off line' immediately until repaired and approved by the commander.

UNIFORMS

The commander shall have authority to authorize a variety of uniforms. In any case the team members shall use the following:

1. Class B Uniform: navy team 'polo' shirt with the team logo on the left top corner, khaki pants, blue baseball type cap with the team logo front and center.

Unit members will be paged out as normal and meet at the location given on the page. A briefing will be held by the commander, or his designee, and assignments given out. The commander shall coordinate the teams' efforts with police, fire, ESDA, EMS or other officials as needed.

1. Disaster response to both land and water emergencies
2. Assistance to another agency of duties not normally carried out by the team.

Special operations include but are not limited to:

Section 14 Special Operations

All agencies requiring a copy shall be provided such by the reporting diver or any team officer.

The report forms are on the dive truck, but will be made available to members for on-site recording of information. The commander or his assistants shall designate which diver shall complete the report. The officer in charge of that operation and the commander shall review the report.

Section 13 Reporting Procedures

All equipment and uniforms are property of Shelby County Dive Team. All team equipment MUST be surrendered back to a member of the command staff upon retirement, resignation, or termination.

Professionalism dictates that uniforms be worn. At a scene uniforms lend an air of comfort to family members, by-standers and other public safety agencies. Appearance is very important and essential for good moral and operations. PFD's will also be worn whenever reasonable and proper.

The commander will post other authorized uniforms from time to time.

2. Tactical Uniform: Orange turnout shirt with "SCDT" on back, "SHELBY COUNTY DIVE TEAM" on front upper left corner, blue baseball type cap with the team logo front and center.

Section 15 Amendments and Rules

This document may be amended from time to time as submitted by the commander and/or Shelby County Board of Trustees. The commander/officers shall have authority to make rules in order to more fully carry out the intentions set forth herein. The commander may amend those rules from time to time as needed.

The compiled Standard Operating Procedures and Guidelines have been reviewed and agreed to by the Shelby County Board of Trustees as the official regulations governing the operation and administration of the Shelby County Dive-Rescue Team, Pursuant to 210 ILCS 50/355 known as the "Water Rescue Act" and such resolution as the County Board of Trustees can approve.

[Redacted Signature] Trustee
[Redacted Signature] Trustee
[Redacted Signature] Trustee
[Redacted Signature] Trustee

Operational Asst. Commander, SCDT

Administrative Asst. Commander, SCDT

10/1/05

Shelby County Dive-Rescue Team
Acceptance of Operating Procedures & Guidelines

I, _____, a member of the Shelby County Dive-Rescue Team, hereby acknowledge that I have received a copy of the Standard Operating Procedures & Guidelines as approved by the Shelby County Trustees in February 2005.

Please initial the following:

_____ I have been given a copy of the above described SOP.

_____ I have reviewed the above described SOP with at least one command staff

member of the Shelby County Dive-Rescue Team.

_____ I accept the policies and guidelines set forth in the above described SOP as requirements for membership in the Shelby County Dive-Rescue Team.

Member Signature

Command Staff Signature

2012

Amended July 2012

- 1. Section 2 Last Sentence
- 2. Section 3 Last Sentence

3. Section 9 was added regarding confidentiality, all sections after 9 were renumbered.

4. Section 10, number 7, was added

Amended July 2013

- 1. Section 7 "Inservice Training #2" Added: Command staff MUST be notified of anticipated absence prior to training date for absence to be excused.

2. Section 12 "Uniforms" Changed/added: Class B Uniform: navy team 'polo' shirt with the team logo on the left top corner, khaki pants, blue baseball type cap with the team logo front and center. Tactical Uniform: Orange turnout shirt with "SCDT" on back, "SHELBY COUNTY DIVE TEAM" on front upper left corner, blue baseball type cap with the team logo front and center.

3. Section 12 Added: Last paragraph

Amended August 2015

- 1. Added section 1-A
- 2. Added to Section 1 "All call-outs involving assistance to persons not residing or paying property taxes in Shelby County, will be assessed a fee for our services. Fees will be assessed as spelled out in Section 1-A."