



# POLICY & PROCEDURE

## STURGEON BAY POLICE DEPARTMENT

SUBJECT: **MARINE PATROL**

NUMBER: 6.32

ISSUED: 10/27/2021

EFFECTIVE: 10/27/2021

RESCINDS

AMENDS

WILEAG 5<sup>TH</sup> EDITION

STANDARDS: N/A

SCOPE: All Department Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

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INDEX AS: Marine Patrol  
Marine Patrol Unit

**PURPOSE:** The purpose of this Policy & Procedure is to ensure safety on the waterways of Door County and Sturgeon Bay by maintaining a Marine Patrol Unit. This unit will work cooperatively with the United States Coast Guard (USCG) and the Wisconsin Department of Natural Resources (DNR) to accomplish its duties.

This Policy & Procedure consists of the following numbered sections:

I. POLICY

II. PROCEDURE

I. POLICY

- A. It is the policy of the Sturgeon Bay Police Department to establish and maintain a Marine Patrol Unit to provide and ensure the safety of all persons on the waterways surround and within the jurisdiction of the Department.

II. PROCEDURES

A. Duties

1. The duties of the Marine Patrol Unit include the following:

Rescue of persons from imminent danger, removing dangerous objects from the waterways, locating drowned persons, homeland security, and enforcement of the laws and ordinances on the waters of Sturgeon Bay.

2. Marine Patrol activities shall be documented on a daily log form.

B. Selection and training of Marine Patrol personnel

1. Selection

- a) A sign-up sheet will be posted for officers interested in Marine Patrol duties. The sign-up sheet will be posted for 5 workdays overlapping into 2 weeks.
- b) The number of officers assigned to the Marine Patrol Unit will be based upon the need for persons.

2. Training

- a) Prior to starting active duty on the Marine Patrol Unit, all new personnel will participate in a training program consisting of:
  - (1) Phase One: familiarization with operation of the patrol boat, Wisconsin boating laws, and City of Sturgeon Bay ordinances pertaining to safe boating.
  - (2) Phase Two: field training with a senior Marine Patrol officer(s) in patrol boat operations.
- b) All such training shall be documented and the Department training officer will maintain training records.

C. Staffing and authorized persons on patrol boat

1. Staffing

- a) A minimum of two (2) officers are required to operate the patrol boat.
- b) Marine Patrol officers who are unable to fulfill a scheduled day of duty for Marine Patrol are responsible for finding their own replacement from off duty Marine Patrol officers.
- c) Scheduled officers will notify the Marine Patrol Commander when any scheduled Marine Patrol is cancelled due to inclement weather.

2. Authorized persons on patrol boat

a) Only authorized persons will be allowed on-board the patrol boat. Authorized persons include:

- (1) Police Officers
- (2) Sheriff's Deputies
- (3) DNR Wardens
- (4) USCG personnel
- (5) Fire Department personnel
- (6) Rescue/medical personnel
- (7) Those persons taken on-board for protection of life and/or property.

b) Other persons may be on-board the patrol boat with the verbal or written authorization of the Chief, Assistant Chief, Captain, or the Marine Patrol Commander.

#### D. Water Safety Patrol Rules

1. Officers on scheduled marine patrol or search and rescue calls will notify dispatch when beginning and ending their duties.
2. The Marine Patrol uniform will consist of closed toe shoes, navy blue trousers or shorts, approved shirt, and (optional) an authorized baseball type cap with department insignia. The authorized sidearm shall be worn while on marine patrol duties.
3. No alcoholic beverages or chemical substances will be allowed on the patrol boat at any time, unless confiscated as contraband or while being transported as evidence.
4. No additional electronic equipment or written material will be allowed onboard the patrol boat without prior approval by the Marine Patrol Commander.
5. The Marine Patrol will be used only to accomplish the duties specified in the above policy statement. It will not be used to remove grounded boats. Persons aboard grounded boats may be taken to safe harbor where arrangements can be made to remove such boat.
6. Marine Patrol officers will ensure that the patrol boat has sufficient fuel and is left in an orderly fashion prior to the end of their scheduled and unscheduled marine patrol duties.
7. Any damage to the patrol boat, no matter how slight, will be reported to the Marine Patrol Commander by the senior on-duty Marine Patrol officer, in writing, as soon as possible after the occurrence.

#### D. Cooperation with USCG and DNR

1. The Marine Patrol may contact the USCG for assistance as necessary, including requesting assistance with the USCG helicopter or other equipment.
2. Similarly, the USCG may contact the Marine Patrol for assistance with any operations or concerns.
3. The DNR and the Sturgeon Bay station of the USCG will be advised of the Marine Patrol schedule so that they are aware of the operations, dates, and times of the Marine Patrol.
4. The Marine Patrol Unit will work cooperatively with the DNR and the USCG on coordinated patrol efforts, especially during times of high traffic on the local waterways, i.e. holidays, special events, etc.
5. If there is a boating accident or fatality, the DNR shall be contacted to investigate the incident. The on-duty Command Officer shall be notified of any personal injury or fatal boating accident that occurs within the City of Sturgeon Bay.

#### E. Documentation/Reports

1. Officers working on the Marine Patrol will complete a daily PATROL REPORT form, noting contacts and unit activities. The officer completing the form will sign the form. This form will be forwarded to the Marine Patrol Commander at the end of the shift, along with any citations, warnings, or reports generated by the Marine Patrol.

Clinton Henry  
Chief of Police

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

Initial 07/01/2020