



POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **DIVE TEAM**

NUMBER: 13.06

SCOPE: All Department Personnel

ISSUED: 11/2/2021

DISTRIBUTION: Policy & Procedure Manual

EFFECTIVE: 11/2/2021

REFERENCE:

RESCINDS

AMENDS

WILEAG 5TH EDITION

STANDARDS: 13.1.6

INDEX AS: Dive Rescue/Recovery/Search
Dive Team
Ice Rescue/Recovery/Search
Underwater Rescue/Recovery/Search

PURPOSE: The purpose of this Policy & Procedure is to establish a Dive Team for the Sturgeon Bay Police Department, and to maintain procedures relative to the underwater rescue/recovery/search operations.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
 - II. DEFINITIONS
 - III. SHIFT SUPERVISOR
 - IV. DIVETEAM COMMANDER
 - V. DIVE TEAM MEMBERS
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- I. POLICY

- A. It shall be the policy of the Sturgeon Bay Police Department to treat all water and ice related incidents within Sturgeon Bay as an emergency dive/rescue assignment, unless other information changes the emergency status.
- B. The Department shall maintain a Dive Team, which shall be responsible for:
 - 1. Aiding law enforcement agencies in search and recovery operations. The Department may defer the responsibility of any rescue operations to the jurisdiction of the occurrence, but shall remain available to assist if requested.
 - 2. Assume the responsibility of operations for the recovery of human bodies in the inland waters of Door County. Under those circumstances where a local agency is conducting a rescue operation, and it becomes evident that the operation will involve the recovery of the victim, the Department may assume responsibility for the recovery operation.

Under the direction of the Department, other agencies may be allowed to assist in recovery operations. If another agency is able to execute an immediate recovery as part of a rescue operation, that agency may contact the Department for assistance.
 - 3. Conduct searches for other items which may be of evidentiary value in any investigation.
- C. The Department may make the services of the Dive Team available to other law enforcement agencies. Absent exigent circumstances, requests for assistance shall require the prior approval of the Chief or designee.
- D. Protocols listing the details of the Dive Team functions are referenced in the Department Manual: 13.06 DIVE TEAM GUIDELINES.

II. DEFINITIONS

- A. **WATER AND ICE RELATED EMERGENCY:** An incident in which a person or persons are in the water or have fallen through the ice into the water and immediate action is needed to rescue them to

prevent death or serious injury. Also, when a vehicle/snowmobile/ATV is reported under the water, and it is not known if the occupants are out of the water. Reports of a missing child near water shall also be treated as a water/ice related emergency.

- B. EMERGENCY- A call to an active, current event.
- C. NON-EMERGENCY- A call to a scene that is “after-the-fact” such as when information of a past crime is obtained.

III. SHIFT SUPERVISOR

- A. In the event that it becomes necessary to mobilize the Dive Team for an emergency, the Shift Supervisor shall initiate call-up protocols.
- B. Non-Emergency Call Out
 - 1. For calls that do not require an immediate response, i.e., an after-the-fact potential for evidence recovery, the Team Leader or Assistant Team Leader should be contacted to schedule a dive.
 - 2. The determination that a request for the dive team is non-emergency will be made in consultation with the Dive Team Leader and the Shift Supervisor.
- C. Mutual Aid Requests
 - 1. Any request for the Dive Team made by an agency outside of Sturgeon Bay must be requested via mutual aid.
 - 2. Mutual aid requests must be made in writing or by TTY.
- D. The Shift Supervisor shall remain in contact with the Dive Team Member reporting to the scene, or shall monitor the progress of a rescue operation and assess if it will be necessary to call-up additional services in the event of a recovery or search operation.
- E. The Shift Supervisor on-duty shall be responsible for notification of the Chief or designee. This shall include, absent exigent circumstances, obtaining permission to call-up the Dive Team.

- F. The Shift Supervisor shall coordinate action plans with the Dive Team Commander. If the Commander is unavailable, the Shift Supervisor shall either coordinate the operation or assign a member of the Dive Team as an “Officer-in-Charge.”

IV. DIVE TEAM COMMANDER

- A. The Dive Team Commander, or in the Commander’s absence, the designated Officer-in-Charge, shall assume the responsibility of coordinating a rescue/recovery/search operation.
- B. Appointment as the Commander shall be at the discretion of the Chief.
- C. The Dive Team Commander shall be responsible for all Team activity including, but not limited to:
 - 1. Coordination of team activity.
 - 2. Fiscal affairs, including equipment procurement.
 - 3. Ensure operational readiness including, but not limited to, ensuring proper maintenance of equipment, including providing monthly equipment inspection reports to the Chief.
 - 4. Coordinating team member training.
 - 5. Ensuring team members retain all appropriate certificates.
 - 6. Administrative duties including maintenance of call-up procedure, personnel selection, preparation of reports and other related duties.

V. DIVE TEAM MEMBERS

- A. Assignment to the Dive Team is voluntary, and is in addition to normal duties.
- B. Officers assigned to the Dive Team shall submit a “Matter of” to the Team Commander, expressing their interest, and outlining their experience and qualifications.

- C. Officers assigned to the Dive Team are expected to participate in all training and be available for call-up. Officers shall ensure that the Commander is updated with any changes in contact information.

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 06/23/2020

11/2/2021