

Shelby County Dive- Rescue Team

**Standard Operating Procedures &
Guidelines**

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Amended: August 2012

Amended: July 2013

Amended: August 2015

Amended: October 2018

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.

50 ILCS 755

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.

Fee structure for calls involving flooded roadways is inclusive to Shelby County ordinance (2016-01-"0") commonly referred to as "Flooded Roadway Ordinance".

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)	Crime Scene related items
Environmental type problems	Navigation hazards and mutual aid
Boating accidents	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 or equivalent: PSD (public safety diver), ERD1 (Emergency Rescue Diver 1), ERD Supervisor (Emergency Rescue Diver Supervisor) 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/her 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/her stead. The Administrative Assistant Commander shall be charged with:

- A. Recording and keeping record of reports, meetings, trainings, documents and correspondence
- B. He/she shall be the primary correspondence coordinator for the team
- C. He/she shall assist in the formation of an annual budget
- D. He/she shall oversee public events for the team.
- E. He/she shall act as treasurer or select a designee to assist with financial responsibilities and tracking thereof.

Assistant Team Commander(s) shall be trained in the following courses or equivalent: PSD (public safety diver), ERD1 (Emergency Rescue Diver 1), ERD Supervisor (Emergency Rescue Diver Supervisor) 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 ERDI (Emergency Rescue Diver International) or equivalent.
2. Shall complete a ERD1 (Emergency Rescue Diver 1) from ERDI (Emergency Rescue Diver International) or equivalent.
3. Shall complete a CPR (professional rescuer), First Aid course and Oxygen Administration for water related emergencies.

Shore Responder

1. Shall complete the ERD Tender Program (Emergency Rescue Diver Tender Program) from ERDI (Emergency Rescue Diver International) or equivalent.
2. Shall complete CPR (professional rescuer), First Aid course and Oxygen Administration for water related emergencies.

Command Officers

Shall also complete ERD Supervisor (Emergency Rescue Diver Supervisor) from ERDI (Emergency Rescue Diver International) .

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 Int., ERDI (Emergency Rescue Dive International) or equivalent 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 8 General Dive Site Protocol

At the dive site, the following protocol will be followed in most cases; however, the officer in charge has the authority if not the duty to alter such protocol to meet the needs of a particular operation.

There shall be:

1. A diver acting as a supervisor.
2. A primary diver
3. A safety diver
4. A primary line tender
5. A safety line tender

Other duties may include, but are not limited to:

Security	Sonar Technician	Boat Operator
Evidence Officer	Public Relations	Family Liaison
Recorder	Logistics	Medical Officer
Reserve Diver(s)	Photographer	Assistant Team Leader

Line Signals used are:

Diver	to	Tender	Tender	to	Diver
1 tug	=	“OK”	1 tug	=	Are you OK?
2 tugs	=	More slack	2 tugs	=	Change direction
3 tugs	=	Found Object	3 tugs	=	Surface
4 tugs	=	HELP	4 tugs	=	Stay Down/Danger
5 or more	=	PULL IN DIVER (used under ICE ONLY)			

RESCUE MODE is defined as a response by the team to an operation, in which the chance of saving a human life exists. For near-drowning response, up to 1 known hour submerged constitutes a RESCUE!

RECOVERY MODE is defined as any other dive team call-out.

No other persons other than dive team officers or senior members shall involve themselves in direct control of dive team personnel, unless expressly agreed to in advance of an operation.

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/access to smart phone app.
2. All members will be encouraged 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 or be proficient in the use of electronic mapping application.
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. All team members utilizing a blue light are required to possess an authorization form issued by command staff.
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, obstructionist 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.
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.

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

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 (Personal Floatation Device) will also be worn whenever reasonable and proper.

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.

Section 13 Reporting Procedures

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/her assistants shall designate which diver shall complete the report. The officer in charge of that operation and the commander shall review the report.

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

Section 14 Special Operations

Special operations include but are not limited to:

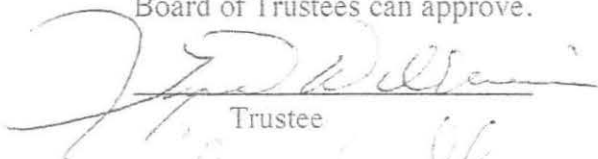
1. Disaster response to both land and water emergencies
2. Assistance to another agency of duties not normally carried out by the team.

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/her designee, and assignments given out. The commander shall coordinate the teams' efforts with police, fire, ESDA, EMS or other officials as needed.

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.

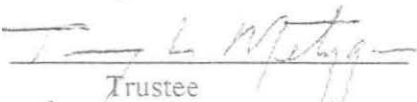
The compiled Standard Operating Procedures and Guidelines have been reviewed and agreed to by the Shelby County Board of Trustees as the official regulations governing the operation and administration of the Shelby County Dive-Rescue Team, Pursuant to 210 ILCS 50/355 known as the "Water Rescue Act" and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



Trustee



Trustee



Trustee



Commander, SCDT



Operational Asst. Commander, SCDT



Administrative Asst. Commander, SCDT

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. “

Amended October 2018

Section 1 Response Area & Fee Structure

New paragraph: Fee structure for calls involving flooded roadways is inclusive to Shelby County ordinance (2016-01-“0”) commonly referred to as “Flooded Roadway Ordinance”.

Section 2 Team Commander

Fifth sentence

after following courses: add or equivalent PSD (public safety diver), Remove DR1 (dive rescue 1) add ERDI (Emergency Rescue Diver International), remove Command School add ERD (emergency rescue diver supervisor) and NIMS 300 and 400.

Section 3 Assistant Commanders

Second paragraph, second sentence after when acting in his add /her

The ADMINISTRATIVE ASSISTANT COMMANDER *add*

E. He/she shall act as treasurer or select a designee to assist with financial responsibilities and tracking thereof.

Assistant Team Commander(s) shall be trained in the following courses: *add or equivalent* PSD (public safety diver), *Remove* DR1 (dive rescue 1) *add* ERDI (Emergency Rescue Diver International), *remove* Command School *add* ERD (emergency rescue diver supervisor) and NIMS 300 and 400.

Section 7 Training Requirements

Diver

1. Shall Complete the *remove* Public Safety Diver Program from Dive Rescue Intl 60hr *add* ERDI 1 (Emergency Rescue Diver International) or equivalent.
2. Shall Complete a *remove* Dive Rescue 1 class from Dive Rescue Intl 30hr *add* class ERDI 1 (Emergency Rescue Diver International 1) from ERDI (Emergency Rescue Diver International) or equivalent.
3. Shall Complete a CPR (professional rescuer) *remove* and *add*, First Aid Course, *add* and Oxygen Administration for water related emergencies. *Remove* 20hr
Remove TOTAL 110hr

Shore Responder

1. Shall Complete the *remove* Shore Responder Program from Dive Rescue Intl 14hr *add* ERD Tender (Emergency Rescue Diver Tender) from ERDI (Emergency Rescue Diver International)
2. Shall Complete CRP (professional rescuer) *remove* and *add*, First Aid Course *add*, and Oxygen administration for water related emergencies. *Remove* 20hr
Remove Total 34hr

Command Officers

Shall Complete a *remove* 12hr command school *add* ERDI Supervisor (Emergency Rescue Diver International) from ERDI (Emergency Rescue Diver International)

In-Service Training:

- Italicize* 3. Divers must log at least 10 hours underwater per year

Specialty Training Programs

Third sentence after Dive Rescue Intl add ERDI (Emergency Rescue Diver International) or equivalent

Section 10 Team Call-Out Procedures

1. Remove portable add smartphone applications.
2. Remove required add encouraged
3. Shelbyville area map add or be proficient in the use of electronic mapping applications.
4. *Add new sentence after* use of such lights. Add All team members utilizing a blue light are required to possess an authorization form issued by Command Staff.

Section 12 Equipment and Uniforms

In sixth paragraph

Professionalism

after PFD's add (Personal Floatation Device)

Section 13 Reporting Procedures

In second sentence

After The Commander or his add /her

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