I. PURPOSE

The purpose of this policy is to provide a guideline for the management and deployment of the Marine Unit(s) at the Office of Director of Police (ODOP), associated marine unit programs at institution police departments and the operation of Marine Unit Vessel(s).

This policy was designed and written based on the premise that during natural disasters which produce flooding, catastrophic or otherwise, there are limitations to the capabilities of motorized vehicles to safely and successfully respond. This would include the use of purposely designed high water vehicles as a primary mission or the use of Mine-Resistant Ambush-Protected vehicles (MRAP) as secondary emergency rescue vehicles.

The singular ability of marine vessels to transit flooded areas, rescue those stranded by flood waters, deliver emergency supplies or medicine, provide transportation to key workers or transport those requiring medical assistance is a mission largely exclusive to marine vessels. The University of Texas System Police, as an agency, is committed to providing this capacity within the limitations imposed by the nature of the emergency circumstances, training, terrain, swift or open water and weather.

University of Texas System Police Marine Units may be called upon to work in support of one another, in support of other agency marine operations, or both. Operational activation decisions shall be made by the Director of Police or the institution Chief of Police, dependent on where the program is housed and where the operational mission is to be conducted.

Should an institution Chief of Police authorize an operational marine mission, the Director of Police shall be notified.
II. POLICY/CONCEPT OF OPERATIONS

This policy addresses procedures detailing the operation of agency vessels, qualifications of personnel, care and maintenance of the vessel, requests for Marine Unit support, and operations. In particular, the ODOP Marine Unit will be primarily utilized to provide humanitarian support to the University of Texas System campuses and institution police departments and is not intended to lead swift water rescue missions. However, Marine Unit personnel will be capable of requesting additional resources and activate the response system as required. Marine Unit programs at institution police departments may have similar or different capacities, capabilities and missions.

As a matter of operational and training doctrine and philosophy, every effort shall be made to integrate the marine operations of the Office of Director of Police and the institution Chief of Police where a Marine unit is housed. Mutual support, shared resources, mutual aid assignments and open cross-communication are critical elements of this program and the supporting policy. Likewise, integrated training, complementary training and regionalized training are equally crucial to successful marine vessel missions. Finally, supporting missions or partially overlapping core missions (e.g. high water vehicle operations) should be complementary to, in support of, or coordinated with marine missions.

III. DEFINITIONS

A. Marine Vessel – a boat that is used to conduct boat operations based on the specifications of the mission.

B. Marine Unit – A group of specially trained and certified Marine Safety Enforcement Officers whose responsibility is to respond to natural disasters and provide humanitarian support to the UT campuses across the State. Marine Unit members report to the Marine Unit Commander.

C. Boat Crew Member - Any member assigned to the Marine Unit. All boat crew members report directly to the Boat Captain while a Marine Vessel is in operation. Boat Crew Members function as an observer, safety officer, and mechanical troubleshooter. In addition to regular duties, Boat Crew Members shall direct personnel in and around the boat during operations.

D. Boat Captain – A Boat Crew Member who is the operator of the Marine Vessel. The Boat Captain is solely responsible for the safety of the crew and vessel.

E. Marine Unit Commander – Appointed by the Director of Police. The Marine Unit Commander is responsible for all operations and training of the Marine Unit Officers. This includes maintenance and functional upkeep of all Marine Vessels and equipment.

F. Shore Landing Zone - Any area designated as a possible shore landing for the boat.

G. Personal Flotation Device (PFD) - A U.S. Coast Guard-approved buoyancy safety device.

H. Very High Frequency (VHF) Radio - A radio that is required to be monitored and used by public safety maritime units.

The terms marine unit member, boat crew member, boat crewman, marine vessel crew member, and Marine Unit officer are considered synonymous for the purposes of this policy.
IV. ACTIVATION PROCEDURE

Requests for the ODOP Marine Unit activation and deployment will be made to the Office of the Director of Police. Marine Unit missions must be approved by the Director of Police or his designee.

V. OVERSIGHT

A. Team composition and selection will be overseen by ODOP or the Chief of Police at the designated institution police department, depending on where the program is housed. The ODOP team will be coordinated and overseen by the Police Inspector within ODOP responsible for Marine operations (Marine Unit Commander) or the designee of the institution Chief of Police depending on where the program is housed. The team shall maintain the level of proficiency required to effectively respond and address emergencies as they arise.

B. Team members shall remain employees of ODOP or their respective institutions with no change in their benefit or compensation status. Assignment to the Marine Unit(s) is entirely discretionary, and members serve in this assignment at the pleasure of the Director of Police or the institution Chief of Police, depending on where the program is housed. This is an additional duty assignment and not a primary duty assignment, and no property right attaches. Selection processes are the prerogative of ODOP and are not subject to grievance or challenge.

C. Once deployed for an operational mission, operational objectives for the Marine Unit(s) shall be established by the institution Chief of Police in consultation with the Director of Police. The method by which the objectives are to be achieved shall be the responsibility of the Marine Unit Commander on the scene, in coordination with the boat crew members.

VI. CANDIDATE SELECTION CRITERIA

A. Must be a law enforcement officer for at least 2 years

B. Approval from the institution Chief of Police to compete

C. Pass the approved physical assessment

D. Demonstrate sound judgment, excellent situational reasoning, safety and skill at maritime practices

E. Pass the oral board and assessment of suitability for the Marine Unit administered by ODOP or the institution Chief of Police, dependent on where the program is housed.

F. Additional Factors that will be taken into consideration are:

1. Performance evaluation scores;
2. Review of the officer’s performance file;
3. Review of Internal Affairs file for previous three (3) years;
4. Attendance for previous two (2) years; and
5. Career development training file
VII. RESPONSE AND OPERATING PROCEDURES

A. Missions shall be conducted in accordance with the following priorities:

1. Priority I: Medical emergencies.
2. Priority II: Police emergencies.
3. Priority III: Vessel emergencies on waterways

As a matter of general guidance missions of a higher priority shall preempt missions of a lower priority.

B. Response

1. Two Boat Crew Members are required when launching a vessel. One of the members shall be used as a ground guide when backing or maneuvering through obstacles.

2. One Boat Captain and at least one Boat Crew Member will be used when launching or operating a Marine Vessel(s). Only trained members of the Marine Unit will operate the vessel unless a life safety emergency occurs making it necessary for a non-trained crew member to operate the vessel.

3. Personal Flotation Devices (PFDs) shall be worn at all times. When a boat is launched in support of a water rescue and/or evacuation operation PFD's must be provided for all victims.

4. The greatest risk to rescue personnel is that of drowning. The only adequate protection is by wearing a properly fitting, USCG approved type III (or higher) PFD. Marine Unit personnel shall wear an approved PFD at all times while:

   a. Riding in or on any watercraft while moving under power.
   b. Engaged in any emergency response on or near the water.
   c. Engaged in any operation in the water.
   d. In any situation where the member is at risk of falling into the water.

5. The Boat Captain will establish communications with the Director of Police or the institution Chief of Police depending on where the program is housed, or his designee, including:

   a. Identifying the type/nature of the incident/mission, the location of the incident/shore landing zone, including landmarks, the roadway in relation to the waterway, or other reference points.
   b. Relaying the specific nature of service requested and any specific additional equipment required.
   c. Maintaining current information on the status of the boat.
   d. Relaying requests and appropriate information to the boat crew.
   e. The Boat Captain will provide information pertaining to mission termination and will notify the person or agency requesting the assistance of the circumstances.
6. The Boat Captain is solely responsible for the safety of the crew and vessel, and as such, the Boat Captain may decline a mission that exceeds the limitations of the crew and/or vessel and puts the vessel and/or the crew in peril. The mission may be deferred to another agency that is better equipped or has the additional or specialized experience required to successfully complete the mission. The Boat Captain will document the declination to accept the mission and specify the reasons that the mission was declined.

7. If a shore landing is indicated:
   a. Unless personnel are otherwise directed, the boat crew members shall be responsible for assisting with embarking and disembarking.
   b. Establish a safe shore landing zone and relay all information to the boat crew. The Boat Captain will determine the feasibility of coming ashore. Weather, visibility, shore accessibility, and tidal conditions are all factors which should be considered.
   c. The boat captain will request the necessary officers for control of traffic and crowds as needed.
   d. Police ground personnel will maintain direct communications with the water vessel during the docking phase and assist the crew by observing its approach and relaying any necessary communications.
   e. No ground personnel, law enforcement personnel on scene or others, shall board the boat unless specifically directed by the Boat Captain or Boat Crew Member. When directed to approach the boat, personnel shall do so only from the side indicated by the Boat Crew Member. Personnel approaching the boat should continue to observe the boat operator for any additional instructions that the boat operator may convey.

C. Operating Procedures

The following are procedures to set a standard on how various marine response and operational issues and situations will be handled:

1. Shallow Water Operation- Marine vessel crewmembers shall closely monitor water depths and obstructions to prevent damage to the vessel’s hull, motor, lower unit, and propellers, and injury/ejection of vessel crew members on board.

2. Night or limited Visibility Vessel Operations- The Boat Captain will use due care and reduced speeds when using the vessel in these conditions. The vessel GPS unit and side sonar system will be in operation and used during all night and limited visibility vessel operations. In addition, the appropriate vessel navigational lighting will be in operation.

VIII. DEPARTURE PROCEDURES

Boat Equipment Inspection

1. Prior to launch, the boat crewman will conduct a thorough equipment inspection checking the following items, at a minimum, for availability and sufficiency. A checklist will be completed and signed by the officer who completed the inspection. The inspection records will be maintained by the Marine Unit Commander or his/her designee.

   a) Lifejackets (P.F.D)
   b) Type IV throwable Coast Guard approved P.F.D.
   c) First aid kit
   d) Fire extinguisher
   e) Flares
f) Mooring lines
g) Jumper cables
h) Air horn
i) Collapsible paddles
j) Tool kit
k) Tow strap
l) Fenders
m) Boat hook
n) Throw ropes
o) Telescopic Floating/Wade Search Pole
p) VHF handheld Marine Radio

2. Before launching the vessel into the water, the Boat Crew member(s) will complete the following steps:

a) Perform equipment check
b) Check fuel and oil levels
c) Turn on battery switch and check electrical equipment to ensure proper operation
d) Set police radio to the specified talk group
e) Perform VHF/Police Radio check
f) Prior to starting the engine check for fuel spill, leakage or a strong odor of fuel. If observed or detected, locate the source and repair or remove the vessel from service.
g) Insert drain plug

3. Once all safety checks have been completed the Boat Captain, or the Boat Crew Members shall perform the following:

a) Unlatch safety straps from the boat trailer
b) Remove tilt support lever
c) Back boat into the water
d) Unlatch wench to release the boat
e) Use the trim tab and lower engine into the water
f) Start the engine
g) Let idle for approximately one minute before departure
h) Attach engine stop lanyard to the boat operator
i) Depart

IX. DOCKING AND STORAGE

A. When removing the vessel from the water Boat Crew members shall perform the following:

1. Propel the boat onto the trailer using the motor for thrust
2. Shut engine off
3. Raise engine by using trim tab
4. Connect strap to boat hook and crank the winch until the strap is taut
5. Remove drain plug to drain any excess water
6. Secure tilt support lever to maintain proper ground clearance for trailering
7. Turn battery switch off
B. When the vessel has been transported to the storage area the Boat Crew members shall perform the following:

1. Wash boat and equipment
2. Flush engine with fresh water (flush with fresh water for 5 - 15 minutes after each use)
3. Conduct a final equipment check
4. Report lost, missing or damaged or expended equipment that needs replacement:
5. Ensure that all loose equipment is secured
6. Refuel
7. Replenish oil and other fluids as required
8. Ensure wet items are properly dried before storing in a hold or container

X. VESSEL AND TRAILER MAINTENANCE

A. Boat Crew members will aid in the maintenance and upkeep of a marine vessel and assets and complete inspection before and after conducting boat operations.

B. Boat Crew members will report all mechanical failures and/or damage to equipment, to the Marine Unit Commander. Major mechanical problems will be performed by authorized marine repair centers only.

C. The fuel log will be completed each time a Marine Unit vessel is fueled.

D. Trailers must be inspected before and after each mission. If maintenance is required it shall be repaired by a certified technician.

E. Marine Vessels shall have regular engine inspections and maintenance performed every one hundred (100) hours or once annually, whichever comes first as recommended by the Mercury outboard engine operations manual.

F. The one-hundred-hour inspections shall only be performed by an authorized Mercury marine repair center.

XI. GENERAL WATERCRAFT SAFETY

A. Marine Unit members must always maintain appropriate situational awareness. Wind shifts, wakes & waves, and evasive steering movements may cause the watercraft to shift suddenly throwing occupants about and increasing the risk of injury or being thrown overboard. Suitable footwear, sure footing, good balance, and an adequate handhold should be maintained whenever possible.

B. All deck areas and surfaces of the vessel should be kept clear and clean. Lines not in use should be properly stowed. Excess water should be cleared when possible. Emergency equipment should be properly managed, secured, and stowed when not in use. Adequate deck lighting should be used at night when it does not interfere with operations.

C. When entering the water (either purposefully or accidentally), personnel are in danger of propeller strikes, being struck by the hull, hypothermia, becoming entangled in lines, and other risks. If incapacitated in the water (even while wearing an approved PFD), personnel can be in danger of drowning.
D. Consider the following factors when conducting operations:

1. Inform Command of operational conditions, actions, and requirements during all phases of the operation when practical
2. Assess and identify hazards and critical factors such as currents, swift water, and visible or perceived hazards
3. Develop a rescue and back-up plan.
4. Identify access points and depth of water
5. Consider proximity to victims and obstacles
6. Consider number of victims and their medical condition
7. Request for Technical Rescue Team/Dive Team support
8. Additional resources
9. Other hazards- fire, hazardous materials, submerged objects

It is the responsibility of every Boat Crew Member to manage safety practices for the entire operation.

XII. FIRST AID PROCEDURES

A. Proper knowledge and skill in first aid is essential for boat crewmembers. A well-trained crew that responds effectively and professionally to an emergency situation may be the difference between life and death or temporary injury and disability of the victim.

B. Boat crewmembers providing first aid must do the following:

1. Assess the safety of the scene. Scene safety must be secured prior to initiation of patient care,
2. All appropriate personnel protective equipment (e.g. latex gloves) should be worn prior to contact with the patient,
3. Assess the patient’s breathing, pulse, mental status, level of consciousness, and injuries or illness,
4. Determine if first aid can be administered on the scene or if the victim requires higher level of care,
5. Place the patient in a position of comfort unless spinal immobilization is needed,
6. Provide a full report of patient care to the EMS unit responding to the scene or that assumes custody. Document the name of the responding EMS unit, the time of transfer, and the patient condition at the time of transfer.

C. Transporting ill and/or injured persons aboard boats to medical treatment facilities is a serious problem regularly encountered by boat crewmembers. In many situations, it is difficult, if not impossible, for medical help to reach victims. Therefore, the boat crew must possess a basic knowledge of how to transport ill and/or injured persons safely and quickly to a location where appropriate medical treatment is available.

D. These are important rules to remember when transporting an injured person:

1. Notify the Incident Commander on Scene so that the appropriate medical resources can be activated,
2. If possible, avoid moving the patient until that person is examined and all injuries are protected by properly applied splints, dressing, etc.,
3. If head or neck injury is suspected, immobilize the patient’s spinal cord prior to movement,
4. For conscious patients, always explain the moving procedure in advance,
5. Patient movements should be careful, deliberate, and the minimum required.
E. General body hypothermia is the leading cause of death among maritime accidents.

6. Hypothermia is a lowering of a person’s core temperature. It occurs when a person suffers a loss of body heat. If not recognized and treated promptly, hypothermia can rapidly turn survivors into fatalities.

7. Many accidents occur when cold-induced fatigue sets in because the mind loses attentiveness and physical coordination diminishes. Even a crew that is moderately cold and damp will exhibit a decrease in reaction time which is also a symptom of the onset of hypothermia.

8. Survivors in “warm” water can also suffer from hypothermia if exposed for long enough periods of time. Also, cold air temperatures can bring on hypothermia if adequate protective clothing is not worn.

9. Treatment for hypothermia will depend on both the condition of the patient and treatment facilities available. Survivors who are rational and capable of recounting their experiences should be insulated by wrapping in blankets and/or move to a warm environment to rest.

10. In more serious cases, where victims are semiconscious or near death, a medical facility should be contacted as soon as possible for detailed instructions for proper care and handling.¹

11. The United States Coast Guard Boat Crew Handbook-First Aid Manual identifies numerous conditions and illnesses encountered in maritime environments. The manual also provides specific instructions on how to treat each individual condition or illness. A copy of this manual must be stored on each watercraft and readily available in the event of an emergency.

XIII. MARINE VESSEL OPERATIONS

A. At any time the Marine Unit is operating on the water, the Boat Captain has the ultimate authority to direct the boat crew in order to ensure the safety and conduct of passengers and crew, the safe operation and navigation of the boat assigned, and the completion of the mission. Boat Captains will manage their crews and delegate tasks according to ODOP Marine Unit Policy 737, procedures, individual needs, a boat crew’s ability, and mission requirements. The Boat Captain must rely on the entire boat crew to share the mental and physical workload by performing delegated tasks, providing input and feedback to mitigate risks and carry out their qualified duties. The Boat Captain must ensure that all operations are conducted in a safe manner. If safety is compromised, the operation must be aborted or modified so that it can be carried out safely.²

B. If it becomes necessary to enter the water to perform a rescue, the Boat Captain will remain onboard the Marine Vessel at all times. The Marine Vessel will not be abandoned during emergency operations unless an anchor or dock lines properly secure it or the vessel is sinking.

C. Boat crew members must be thoroughly familiar with their primary responsibilities and be prepared to assist or even assume other duties as directed by the Boat Captain. It is the responsibility of each member of the boat crew to offer suggestions and concerns that arise during any and all missions and scenarios, e.g. Rules of the Road situations, training, and/or safety.³

¹ United States Coast Guard Boat Crew Handbook-First Aid
² United State Coast Guard Boat Crew Handbook-Boat Operations
³ United State Coast Guard Boat Crew Handbook-Boat Operations
D. Everyone on the crew has a role in the decision-making process and must be allowed and encouraged to communicate openly and to provide recommendations regardless of their position, pay grade, or individual tasking. This supports a more empowered way of working, removes constraints, and maximizes strengths.

1. Rescue options should be considered and executed from low risk to high risk:
   a. **Talk**: talk the victim into self-rescue either walking or swimming towards the vessel.
   b. **Reach**: The first method of water rescue is to reach the victim with an object such as a pole, backboard, ladder, etc. Either the victim can pull themselves or be pulled to safety.
   c. **Throw**: If reach is not possible then throw an item that will float such as a PFD, throw ring, or a rope bag to the victim. The device thrown should be attached to a rope so the victim can be rescued.
   d. **Go**: The last resort is to enter the water and swim to the victim.
   e. If the decision is to “**GO**” to affect the rescue, the Boat Captain will consider the following factors:
      1. Time to obtain additional Boat Crew Members or resources
      2. The exposure time of rescuers
      3. Debris in the water on the surface and submerged
      4. Distance to victim
      5. Condition of victim
   f. If the hazards associated with placing a Boat Crew Member in the water are too high, the Boat Captain should consider the use of other means (Helicopter, etc.)
   g. Boat Crew Members shall never be attached to a lifeline without the benefit of a quick-release mechanism approved for water rescue and proper training. Boat Crew Members shall never do a “breath-hold” surface dive to locate a victim beneath the surface of the water.
   h. The boat captain or his/her designee will complete necessary incident reports and after-action reports.

**XIV. DISABLED OR GROUNDED VESSELS**

A. Vessel towing will ordinarily be conducted by a commercial vendor, however, the ultimate decision whether to utilize commercial towing or a Marine Unit vessel rests with the Boat Captain at the scene of an incident. A Maritime Unit vessel may tow a vessel when the following circumstances exist:

   1. Human life is in imminent jeopardy;
   2. The disabled vessel poses an imminent hazard to navigation;
   3. Weather and or water conditions dictate expedient rescue;
   4. If a vessel is taken under-tow, all of the occupants of the towed vessel will be required to stay clear of the towing cleats/ bits and must wear PFD’s;
   5. The police boat will not be used to remove grounded vessels.

B. Only officers trained in boat towing may engage in towing.

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4 National Fire Protection Association 1006 Standards
C. When a vessel is towing another vessel, the following guidelines shall be followed:

1. The member operating the towing vessel may terminate a tow in progress if exigent circumstances arise.
2. Every person onboard the vessel in tow will wear a PFD.
3. Towing of the vessel will be done at a safe speed so that the operator can take proper and effective action to avoid a collision and be able to stop the vessel within a distance appropriate to the prevailing circumstances and conditions.
4. Vessels shall be towed astern, particularly in open water, except when the officer conducting the tow believes it is in the best interest of all involved parties to conduct a side tow, and the prevailing conditions warrant such a tow.
5. All marine officers engaged in towing operations will have their tactical knife readily available to cut the tow line in the event of an emergency.

XV. QUALIFICATIONS AND TRAINING

A. Physical standards will apply to all boat crew members

B. Boat Crew Members must complete an annual 200-meter unaided swim - any strokes (should demonstrate all four strokes) (American crawl/freestyle, breast, side, and back) - 18 minutes or less

C. Swim 25 meters fully clothed, PFD and helmet - 8 minutes or less

D. 25-meter person drag fully clothed, PFD and helmet - untimed

E. 1-minute water tread (unaided)

F. Be able to don and doff PPE

G. Boat Crew Members will be able to demonstrate the ability to operate a motor vehicle while attached to a boat trailer.

H. Also, team members at a minimum will be required to undergo specific training as outlined in NFPA 1006 and 1670 standards:

1. Texas Parks and Wildlife Boaters Education Course
2. Boat Operation Training
3. Boat Crewman Training
4. Swift Water Awareness Training
5. CPR/First Aid Certification

I. In addition to the Boat Crewman qualifications the Boat Captain will be able to demonstrate a working knowledge of the equipment and maintenance of all vessels utilized by the Marine Unit, to include as a minimum:

1. Proper and safe launching and retrieving to/from trailers and to/from shoreline or dock
2. Starting/ stopping/ shifting of boat motors
3. Safe boat operations, rules of the road
4. General boating laws
5. Waterway navigation
6. Entry and exit
7. Holding on the station, under power, in moving water and calm water
8. Docking (dockside/shoreline)
9. Retrieving an object and/or person from the water (standing/moving water
10. Sonar operations

Due to the inherent risks of operating in the marine environment, training and proficiency is a continual process. Marine Unit Officers will receive training from a number of sources and must maintain proficiency by regularly training on all equipment and specialty vehicles. Continual and ongoing proficiency and practice are a prerequisite for maintaining Marine Unit membership. The Marine Unit Commander or his/her designee will conduct training to maintain tactical/survival skills at least 8 hours per calendar month.

**XVI. UNIFORMS AND EQUIPMENT FOR BOAT CREW MEMBERS**

Institutions supporting the Marine Unit will supply their team members with, at a minimum, the following uniforms and safety equipment:

**A. Uniforms for training:**

1. Police Bicycle Officer Uniform as outlined in UTS Policy 213 or
2. Durable, lightweight BDU Pants (Green in color)
3. Black Moisture Wicking T-Shirt designated with the University of Texas System Police Badge Logo on the front and State Law Enforcement Officer on the back
4. Solid colored Baseball caps or solid colored Boonie hats are required for protection from the sun
5. Black or tan boots, or approved dive boots or water shoes
6. Sunglasses
7. Other/alternate equipment and uniform items as prescribed by the Director of Police or the institution Chief of Police, depending on where the program is housed

**B. Uniforms and gear required for deployment**

1. Dry Suit (Optional but highly recommended)
2. Nylon duty belt, holster, and equipment without Taser
3. Helmet with headlamp
4. Buoyant personal locator beacon
5. Gloves
6. Whistle
7. Tactical knife
8. USCG approved type III (or better) PFD
9. Black or tan boots, or approved dive boots or water shoes
10. Sunblock
11. Sunglasses
12. Police radio

If institutions are unable to provide dry suits for their team members the UTS Bike uniform and outer rain gear may be worn.

The Marine Unit Commander responsible for the operation may allow a variance from the standard uniform as tactical circumstances dictate.

Marine Unit members are responsible for the care and maintenance of all equipment. Failure to appropriately care for or maintain the equipment in full mission readiness will be grounds for removal from the team.
XIV. PERIODIC POLICY AND REVIEW

The Marine Unit Commander will annually review and, when necessary, update this policy. The Marine Unit Commander will hold an informal review of this procedure annually and will submit any needed changes through appropriate channels for approval/disapproval.

Michael J. Heidingsfield
Director of Police