

	POLICY & PROCEDURE	SERIES # 1506	PAGE 1 OF 6
	SUBJECT		EFFECTIVE DATE
	MARINE PATROL OPERATIONS		01/11/2021
			OVERSIGHT Support Services
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #1506 dated 04/09/16.		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the Police Division's Marine Patrol.

II. POLICY:

The Hampton Police Division's Marine Patrol provides for the protection of life and property and the enforcement of city, state, and federal laws within the city's 83 square miles of waterway jurisdiction. In addition, the Marine Patrol is responsible for providing search and rescue capabilities and coordinating with other agencies to provide police marine services as approved by the Chief of Police.

III. PROCEDURE:

A. AUTHORITY

1. The Marine Patrol operates under the authority of city, state, and federal laws and is under the direction of the Chief of Police or his designee.
2. The Marine Patrol is a component of the Homeland Security Unit and the Commander of the Homeland Security Unit is responsible for the Division Marine Patrol operation.

B. QUALIFICATIONS

1. Vacancies within the Homeland Security Unit will be posted, selected and evaluated per Division Policy and Procedures #641 (Position Assignment).
2. Officers must be able to perform the essential functions of the job with or without reasonable accommodation(s). Officers must be able to pass a basic swimming test administered by the Division of Fire and Rescue's Marine Emergency Response Team (M.E.R.T.) which meets the United States Coast Guard's Physical Fitness Swim Requirements.

APPROVED:
CHIEF OF POLICE



3. Officers must have the ability to work in a marine environment without suffering from untreatable motion sickness, or claustrophobia. Mechanical knowledge of watercraft, local waterway knowledge and previous training and experience are preferred.

C. OPERATION

1. Seasonal operation of the Division's patrol boats is between the months of May and October. The actual patrol schedule is flexible and will be determined by the Commander of the Homeland Security Unit based on the weather and water-related activity levels. During the remainder of the year, the Marine Patrol is available for "call-out" with the approval of on-duty Watch Commander.
2. Temporary duty assignments to the Marine Patrol may be used to supplement the boat crews or for training purposes.
3. The position of "Boat Captain" will be reviewed each season by the Commander of the Homeland Security Unit. The officer selected for this position will have demonstrated the knowledge, skills and ability necessary to operate a vessel under a wide variety of conditions, coordinate the crew's activities and exercise the judgement necessary for working with a minimum of direct supervision.
4. The "Boat Captain" is responsible for the safety of the boat and all passengers. Without exception, everyone on the vessel will be required to wear a personal floatation device (P.F.D.) under the following conditions:
 - a. While the vessel is engaged in any rescue operation.
 - b. While the vessel is involved in any special operation or enforcement activity in conjunction with any other agency.
 - c. Anytime the vessel is operated in close proximity to another vessel.
 - d. When operating during the hours of darkness.
 - e. Under any weather or wind conditions which would adversely impact on the handling of the vessel.
5. Routine boat patrols will cease during adverse weather conditions. If weather conditions prevent boat operations, Homeland Security supervisors will assign the boat crews to other duties (marine related activities when possible, i.e. marina visits, boat maintenance, fishing checks, etc.).

D. MAINTENANCE

The Commander of the Homeland Security Unit will be responsible for the care and maintenance of the Division's patrol vessels, their crews and all assigned equipment. The vessels Captain will report all maintenance needs and equipment discrepancies to their supervisors. Routine inspections of the vessels, crews and equipment will be completed and maintained by the unit supervisors.

E. TRAINING

Boat Operators are required to pass a Department of Criminal Justice Services (DCJS) approved Maritime Patrol Training class before operating Marine Patrol vessels.

1. Officers assigned to the position of "boat operators" (coxswains) must have successfully completed the following minimum requirements:
 - a. Completion of the U.S. Coast Guard Auxiliary Boating Skills and Seamanship Course.
 - b. Completion of a minimum of 80-hours of on-the-job boat operation under the direct supervision of the Boat Captain. These hours will be documented in the vessel's log book.
2. Once an officer is assigned to the Unit, an Orientation Checklist will be completed. The original will remain in the officer's personnel file and a copy of the completed Checklist will be forwarded to Accreditation.
3. Retraining and remedial training will be accomplished on an as needed basis determined by the Homeland Security Unit Supervisor.

F. EQUIPMENT

1. The primary Marine Patrol vessels will be equipped with the following:
 - a. All required safety equipment as prescribed by the USCG
 - b. VHF Marine Radio, and Police Radio.
 - c. Navigational GPS
 - d. Anchor and line
 - e. Spot Light
2. The Zodiac 420 inflatable vessel will not have any equipment assigned to it.

G. SEARCH AND RESCUE

1. The Marine Patrol may be utilized for search and rescue operations. Requests for assistance may be received by:

- a. Dispatch by communications.
 - b. Requests by the Coast Guard.
 - c. Direct contact by distressed boater.
 - d. Notification by other agencies.
 - e. Observation.
2. Depending on the situation, the Marine Patrol can handle the complaint with or without assistance.
 3. Search and rescue operations include but are not limited to:
 - a. Distressed boaters.
 - b. Recovery of evidence or deceased persons.
 - c. Missing persons.
 4. Complaints involving missing persons will be brought to the attention of the Watch Commander. The Watch Commander is responsible for coordinating resources during a search and rescue operation.

H. MARINE ANCILLARY OFFICERS

1. The position of Marine Ancillary Officer is established to support the Marine Patrol efforts of the Homeland Security Unit. Ancillary Officers will serve in this position as a supplementary role in addition to their full-time assignment within the Police Division. As an ancillary officer, officers will assist Homeland Security Unit members and the Fire Marine Division with duties that include, but are not limited to: maritime law enforcement patrols, security operations and search and rescue responses.
2. Eligibility for the Ancillary Marine Patrol
 - a. Vacancies for the Marine Patrol Ancillary will be posted, selected and evaluated per Division Policy and Procedures #641 (Competency Vacancy). This position is for Patrol Officers and Corporals only.
 - b. Officers must be able to perform the essential functions of the job with or without reasonable accommodation(s). Officers must be able to pass a Division approved, basic swimming test (IADRS standards - See attached appendix) administered by the Supervision of the Homeland Security Unit.
 - c. Candidates for the Marine Patrol Ancillary are required to complete an American Boat Operator course that is approved by the National Association of State Boating Law Administrators (NASBLA) and the United States Coast Guard (USCG).
 - d. Officers must have the ability to work in a marine environment without suffering from untreatable motion sickness, or

claustrophobia. Mechanical knowledge of watercraft, local waterway knowledge and previous training and experience are preferred.

- e. Endorsement of application must be approved by their Branch Commander.
- f. Minimum of two (2) years' experience as a Hampton Police Officer.
- g. Minimum of no less than an overall "3" on the last two performance evaluations.
- h. No suspensions during the period of 12 months prior to date of application.
- i. Successful completion of the Division's Physical Assessment during the previous 12 months with an overall rating of "3" or better (Must have completed the run or the Aerobic Capacity Test).

3. SELECTION:

- a. Assignments to the Marine Patrol Ancillary will be made as based on the needs of the Division.
- b. Vacancies to be filled will be announced on an as needed basis.
- c. All applicants will be required to attend a Marine Patrol Unit oral board for acceptance.
- d. Due to the nature of the unit's operations, applicants must have a response time no greater than 30 minutes.

5. OPERATION:

- a. Members of the Homeland Security Ancillary may be called out outside of duty hours to respond to marine "call-out" incidents with full-time Homeland Security Unit members or Fire Division Marine Officers. Ancillary Officers will not be permitted to operate any vessel without the direct guidance of a full-time Homeland Security Unit member or Fire Division Marine Officer unless they have received the training and authorization from the Homeland Security Commander.
- b. Periodically, Ancillary Officers will be assigned to the Homeland Security Unit on a rotating basis to assist with the increased patrols/calls for service.
- c. Ancillary Officers will not be considered on-call.

- d. Marine Ancillary Officers will be required to assist with basic Firefighting and basic life saving techniques and training as required by the Hampton Fire Department.
- e. Marine Ancillary Officers will also be required to attend a Basic Marine Law Enforcement course which includes man over board drills, search & rescue patterns and other marine/fire related missions.
- f. Marine Ancillary Officers will be required to respond with the Hampton Fire Department's Marine Officers during emergency calls when the Homeland Security Unit Officers are not available.

6. RETENTION:

- a. The Police Division Marine Patrol Ancillary is a competency assignment similar to SWAT, MRT, etc. Members are required to attend all unit assignments and training as directed. Hours worked will be part of their regular work schedule, and will be approved by their supervisor.
- b. To remain a member of the Marine Patrol Ancillary, members must maintain the following standards:
 - 1) No less than a "3" on the performance evaluation.
 - 2) Successful annual completion of the swim test (see attachment).
 - 3) No suspensions.
 - 4) Preventable, State Reportable/Motor Vehicle Accidents or excessive work injury record may be grounds for dismissal.
 - 5) May be removed by the Unit Commander at any time for conduct prejudicial to the team or other serious infraction that may impede the performance of the Unit.
 - 6) Marine Patrol Ancillary Unit members are to adhere to Division Policies and Procedures and Rules and Regulations at all times.
 - 7) The Homeland Security Unit Commander will be responsible for insuring compliance in accordance with HPD policy.

