

**INTERLOCAL COOPERATION AGREEMENT  
FOR LAW ENFORCEMENT MUTUAL AID AND/OR DIVE RESCUE TEAM  
DEPLOYMENT BETWEEN  
THURSTON COUNTY LAW ENFORCEMENT**

This AGREEMENT is entered into by THURSTON COUNTY, a subdivision of the State of Washington and its Sheriff, and the City of Olympia, a municipal corporation in the State of Washington, for the purpose of setting forth a plan for mutual law enforcement aid as provided herein.

WHEREAS, law enforcement agencies have the responsibility of protecting lives and property and keeping the peace; and

WHEREAS, in Thurston County, as directed by the Thurston County Sheriff, certain incidents may require law enforcement operations that necessitate specialized joint cooperation so that persons and property may be protected, and the peace maintained; and

WHEREAS, it is necessary and desirable that a cooperative agreement be executed for the purposes of mutual aid; and

WHEREAS, RCW Chapter 10.93, the Washington Mutual Aid Peace Officers Powers Act authorizes the parties to enter into an agreement for mutual aid pursuant to the Interlocal Cooperation Act (Chapter 39.34 RCW);

NOW, THEREFORE, the parties agree as follows:

1. **Definitions.**

The following items shall have the following meanings, unless the context indicates otherwise:

- a. “Dive Rescue Team”  
Personnel trained and certified in public safety dive operations.
- b. “Dive Rescue Team Procedure Manual”  
The Thurston County Dive Rescue Team Manual, adopted January 4, 2023, or the version thereafter amended with prior notice to each party that has signed this Agreement.
- c. “Incident Command System”  
The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept. ICS is based upon a flexible, scalable response organization providing a common framework within which people can work together effectively.

- d. “Mobilization”  
To organize or put into readiness for active Dive Rescue Team services.
- e. “Mutual Aid”  
Aid or assistance in which two or more agencies agree to perform in coordination with one another.
- f. “Primarily Responsible Agency”  
The law enforcement agency within whose local geographical jurisdiction an event first occurs.
- g. “Signatory Agency”  
Law enforcement agencies participating in this mutual aid agreement whose governing body has authorized and signed this agreement or a counterpart thereof.

2. **Requests for Mutual Aid Involving the Dive Rescue Team.** In the event of a water emergency, or other law enforcement event requiring the use of a Dive Rescue Team (DRT), a request for mutual aid under this plan shall be made directly to the office of the Thurston County Sheriff (Sheriff), who is designated as the mutual aid coordinator for the county in accordance with the Washington State Law Enforcement Mobilization Plan. Such request for assistance shall specify that the Dive Rescue Team is needed, together with a description of the event and equipment needed and shall further specify where and to whom such officers are to report and where and to whom the equipment should be delivered. The Sheriff or their designee shall inform the requesting agency at the earliest possible time whether resources are available and to what extent.

3. **Mobilization and Incident Command System.** In the event the primarily responsible agency requires a specialized response by the Thurston County Sheriff’s Dive Rescue Team, responsibility for command and control of such team and its operation shall reside with the Sheriff or the Sheriff’s designee(s). The Incident Command System will be used. Mobilization of the Sheriff’s Dive Rescue Team will be in accordance with the provisions of the Thurston County Dive Rescue Team Manual, attached as Exhibit A. *Any change to Thurston County Policy or Procedures related to the DRT shall be provided in writing to the City of Olympia at least thirty (30) days in advance of the effective date of such change, and attached to this Agreement as an updated Exhibit A.*

If the scope of the incident is multi-jurisdictional, the provisions of the Washington State Law Enforcement Mobilization Plan and/or Intrastate Mutual Aid Plan pursuant to RCW 43.43.972 and/or RCW 38.56 **may** become operative if mobilization is required in response to a disaster or emergency. The assignment of duties to officers of assisting agencies shall be made by the supervising officer of the primarily responsible agency unless that responsibility is delegated to a different law enforcement agency as indicated above.

4. **Qualifications.** The qualifications for membership on the DRT are as set forth by the TCSO and provided to the City of Olympia.
  5. **Participation.** Participation of City of Olympia law enforcement officers in the DRT is at the sole discretion of the Olympia Police Chief.
  6. **Contact Information.** The signatory agencies shall provide the names and contact information of staff who have the authority to commit personnel and/or equipment to any mobilization effort.
  7. **Press Releases.** Any agencies participating in mutual aid or DRT under the terms of this Agreement shall make all press releases through the primarily responsible agency, or jointly, if agencies have agreed to make joint press releases.
  8. **Command Post.** The primarily responsible agency shall establish a command post in such a manner as to provide an area suitable for the staging and direction of resources and shall notify all assisting agencies at the earliest possible time of its location.
  9. **Arrest Policies.** When necessary, arrest policies shall be determined by mutual agreement of the parties at the outset of any mutual aid incident.
  10. **Repairs.** Each agency shall be responsible for any repairs and/or damages done to their own vehicles or equipment as a result of participating in mutual aid.
  11. **Each Agency Responsible for its Own Employees.** The primarily responsible agency shall not be responsible for salaries, benefits, or overtime pay for officers from assisting agencies.
  12. **Each Agency Responsible for its Own Expenses.** Each agency is responsible for expenses incurred for the expenses of its own employees for personal equipment and training to participate in the DRT, except as otherwise provided by TCSO.
  13. **Insurance.** Each signatory agency shall carry for the duration of this agreement general liability including coverage for police professional liability and auto liability with the following minimums:

General Liability	\$10,000,000.00
Auto	\$10,000,000.00
- It is understood that each of the parties hereto may fulfill the requirements set forth in this section through either self-insurance or the duly authorized insurance pool.
14. **Responsibility.** Each signatory agency shall be responsible for the wrongful or negligent actions of its employees while assigned to the DRT or other mutual aid response team as their respective liability shall appear under the laws of the State of Washington and/or Federal Law and this Agreement is not intended to diminish or expand such liability.

- 14.1. **Hold Harmless.** To that end, each party agrees to hold harmless and release the other party from any loss, claim or liability arising from or out of the negligent tortious actions or inactions of its own employees, officers, and officials. Such liability shall be apportioned among the parties or other at fault persons or entities in accordance with the laws of the State of Washington.
- 14.2. Nothing herein shall be interpreted to:
- 14.2.1 Waive any defense arising out of RCW Title 51.  
However, to the extent allowed by law each jurisdiction shall indemnify the other jurisdictions for legal actions brought by its own employees against another party to this Agreement, where such legal actions are related to police actions conducted under this Agreement, notwithstanding the immunity provided by the Worker's Compensation Act, RCW Title 51.
- 14.2.2. Limit the ability of a participant to exercise any right, defense, or remedy which a party may have with respect to third parties or the officer(s) whose action or inaction give rise to loss, claim or liability including but not limited to an assertion that the officer(s) was acting beyond the scope of his or her employment.
- 14.2.3. Cover or require indemnification or payment of any judgment against any individual or party for intentionally wrongful conduct outside the scope of employment of any individual or for any judgment for punitive damages against any individual or party. Payment of punitive damage awards, fines or sanctions shall be the sole responsibility of the individual against whom said judgment is rendered and/or his or her employer, should that employer elect to make said payment voluntarily. This agreement does not require indemnification of any punitive damage awards or for any order imposing fines or sanctions.
15. **On the Job Injuries.** Whenever a commissioned officer, acting pursuant to their official duties pursuant to this Agreement, is injured and thus unable to perform their official duties by reason of engaging in mutual aid but isn't at the time acting under the immediate direction of his/her own employer, the officer or their dependents shall be accorded by their employer the same benefits which they would have received had that officer been acting under the immediate direction of their employer in their own jurisdiction.
16. **Law Enforcement Commission.** Full-time, paid commissioned law enforcement officers who are properly trained and authorized to participate in the DRT pursuant to this Agreement and who respond to a call for mutual aid shall be automatically commissioned by virtue of this Agreement, through the commissioning authority of the primarily responsible agency, and, therefore, shall be empowered to exercise the same police

authority during the time of mutual aid as though they were a full-time commissioned officer of the primarily responsible agency.

17. **Termination.** Either party may terminate this Agreement with ninety (90) days notice to the other party (or parties), provided notification is made by registered letter to the attention of the contract manager of each entity that is a signatory party to this Agreement. Withdrawal or non-execution of this agreement by any one agency shall not affect the continued efficacy of the Agreement regarding other signatory agencies.
18. **Jurisdiction/Venue.** This Agreement has been and shall be construed as having been made and delivered in the State of Washington, and it is mutually understood and agreed by each party hereto that this Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action in a lawsuit in equity or judicial proceedings for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained only in courts of competent jurisdiction in state court in Thurston County, Washington or in the federal court for the western district of Washington.
19. **Modification/Amendment.** No changes or modification to this Agreement shall be valid or binding upon parties to this Agreement unless such changes or modifications are in writing and executed by all parties.
20. **Severability.** It is understood and agreed by the parties hereto that if any part of this Agreement is declared invalid, the validity of the remaining provisions shall not be affected and the rights and obligations of the parties shall be construed as if the agreement did not contain the invalid part. If it should appear that any provision herein conflicts with any statutory provision of the State of Washington, said provision shall be deemed inoperative and null and void insofar as it may be in conflict therewith and shall be modified to conform to such statutory provisions.
21. **Extent of Agreement.** This Agreement contains terms and conditions agreed upon by the parties. The parties agree that there are no other understandings, oral or otherwise, regarding the subject matter of this agreement between the parties hereto.
22. **Records.** TCSO shall be responsible for keeping DRT records such as Mission Logs, to include all record of incidents to which the DRT responds, as well as training records for DRT participants to the extent the training is relevant to the qualifications and/or training required to participate in the TCSO DRT. Each agency shall be responsible for responding to public records requests received by its own agency if requested records meet the definition of a public record for that agency. If a party receives a request for records that are held only by the other party, that other party agrees to promptly respond to any party to this Agreement who seeks a copy of records for the purpose of responding to a public records request.
23. **Relationship of Agreement to the Statewide Mutual Aid Plan.** All the provisions of this Agreement are designed to be in accordance with the provisions of the Washington

State Law Enforcement Mobilization Plan and/or Intrastate Mutual Aid Plan pursuant to RCW chapters 43.43 and/or 38.56. While this document serves to clarify and define the working relationship for law enforcement mutual aid, nothing herein precludes the adoption of specific mutual aid agreements between the signatory agencies of Thurston County and those of other counties which comprise respectively the district and regional configurations mentioned in the mutual aid plan.

24. **Contract Managers/Notices.** The contract manager for each party is listed below. Any notice required or permitted to be given under this Agreement shall be deemed sufficient if given in writing and sent by registered or certified mail to the signatory agencies and to the attention of the party listed in this Agreement.

Notices:

**CITY OF OLYMPIA**  
ATTN: Police Chief  
Mailing: PO Box 1967  
Olympia, WA 98507-1967

**THURSTON COUNTY**  
Undersheriff Dave Pearsall  
2000 Lakeridge Drive SW  
Olympia, WA 98502  
[Dave.pearsall@co.thurston.wa.us](mailto:Dave.pearsall@co.thurston.wa.us)  
Office: 360/786-5502  
Cell: 360/968-0437

Contract Manager:

**CITY OF OLYMPIA:**  
Dep. Chief Shelby Parker  
Mailing: PO Box 1967  
Olympia, WA 98507-1967  
[sparker@ci.olympia.wa.us](mailto:sparker@ci.olympia.wa.us)  
Office: 360/570-3899  
Cell: 360/239-2977

**THURSTON COUNTY:**  
Chief Deputy Heidi Thomsen  
2000 Lakeridge Drive SW  
Olympia, WA 98502  
[Heidi.thomsen@co.thurston.wa.us](mailto:Heidi.thomsen@co.thurston.wa.us)  
Office: 360/786-5504  
Cell: 360/972-0700

25. **Review.** The parties shall meet periodically to review and recommend any necessary changes to this Agreement.
26. **Joint Board.** This Agreement creates no joint board and no separate legal entity.
27. **Duration of the Agreement.** This Agreement shall be effective on the date of the last authorizing signature affixed hereto and shall terminate only upon proper notice to the other party.
28. **Recording or Posting.** The Thurston County Sheriff's Office shall file this Agreement with the Thurston County Auditor's Office or post the Agreement on its website and City of Olympia shall post the Agreement on its website as provided by RCW 39.34.040.
29. **Signatory Agencies.** Other parties may join this Agreement with permission of the TCSO so long as this Agreement has been properly signed by that party's governing

authority, proof of insurance provided, and the Agreement has been recorded or posted pursuant to Section 28. Any sovereign entity may join with the authorization of TCSO, proof of insurance, and execution of an appropriate Tribal Resolution adopting this Agreement's terms and specifically waiving sovereign immunity as to the Agreement with language granting jurisdiction for any dispute to be heard exclusively in Washington state or federal court pursuant to Section 18.

30. **Counterparts.** This Agreement may be executed in any number of counterparts, which counterparts shall collectively constitute the entire Agreement.

**THURSTON COUNTY:**

By: \_\_\_\_\_  
Chair, Board of County Commissioners Date

**THURSTON COUNTY SHERIFF:**

By: \_\_\_\_\_  
Sheriff Derek Sanders Date

Approved as to form:

By: \_\_\_\_\_  
Senior Deputy Prosecuting Attorney

**CITY OF OLYMPIA:**

By: \_\_\_\_\_  
City Manager Date

Approved as to form:

By:   
Deputy City Attorney/Police Legal Advisor

# EXHIBIT A



## THURSTON COUNTY SHERIFF'S OFFICE DIVE RESCUE TEAM (DRT) PROCEDURE MANUAL

APPROVED BY: \_\_\_\_\_  
CHIEF CARLA CARTER

DATE: JANUARY 4, 2023





**Thurston County Sheriff's Office**  
**Dive Rescue Team**  
**Diver Job Description**

A “**Diver**” with the TCSO Dive Rescue Team is more than a traditional public safety diver. The environment in which we work is a difficult and unforgiving place. We specialize in three disciplines; SCUBA, Swift and Flood Water Rescue, High- and Low Angle Rope Rescue. Many of our calls are performed in extreme weather conditions; extreme heat, bone-chilling cold, snow and ice environments, and torrential rains. Below are basic functions of the team:

**Monthly Training:** Each team member is expected to attend training each month. With the exception of holidays and un-scheduled events, monthly training is held the third Monday of each month. Training topics will involve one of our three disciplines.

**Call outs:** Each team member is expected to be available for call-outs at all hours of all days. Exceptions may be made based on the need of team, the nature of the call, the work load of the team member, and certain, limited personal issues including vacations, etc...

**SCUBA:** Team members will attain and maintain a professional level of proficiency with their SCUBA skills. Dry suits will be worn in most cases to help protect the diver from potential hazards in the water in which we dive. Full face masks with communications will be used during recovery and search operations. Divers are expected to be able to perform both self-rescue and the rescue of fellow team members or citizens as situations dictate. Diving in our environment usually is done in low- or zero-visibility conditions and divers may be expected to be under water up to an hour at a time. Often, dives are slow and tedious and divers are expected to maintain a professional decorum at all time.

**Swift and Flood Water Rescue:** This is potentially the most demanding of all disciplines. Moving water is unforgiving and can kill in moments. Team members are expected to attain and maintain a professional level of proficiency in the moving water skills. River operations often involve movement and swimming in currents up to five miles per hour and exerting hundreds of psi on the body. All operations are done in full surface gear, to include thermal protection (dry suit or wet suit), helmet, gloves, eye protection and PFD. River and flood rescue and recovery often involves the requirement that team members exert all of their strength and senses to locate and maintain victims and assist them to safety. Rivers and the banks that we work on are unforgiving and the rocks, roots, and tripping hazards can often lead to trips and falls.

**High, Steep and Low Angle Rope Rescue:** Equally as demanding as moving water, strength and endurance are also extremely important in this discipline. Another paramount issue is mental acuity and the ability to concentrate on one's task and perform as a team. Team members are required to rappel, suspend in seat harness in a high angle environment, assist in the carry of victims in a wildland environment, and work in dirty, dusty, wet, and muddy environments.

## Definitions

<b>Alternate air system</b>	A secondary air supply system that involves an alternate second-stage regulator provided by either a separate dedicated air source or a multi-purpose second stage regulator coupled with a buoyancy compensator inflator valve.
<b>Certification</b>	Documentation stating an individual has completed the qualifications required by a nationally recognized Public Safety Diving agency to perform specific diving activities.
<b>Competent Person</b>	One who is capable of identifying existing and predictable conditions in the surroundings or in the working area that are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate such conditions.
<b>Cutting device</b>	A handheld cutting device; may include, but not limited, to a dive knife or Paramedic shears.
<b>Dive</b>	An exposure to increased pressure whether underwater or in a hyperbaric chamber.
<b>Dive/ No Dive decision</b>	The decision regarding whether to conduct a sub-surface rescue/ recovery operation made after a Risk vs. Benefit analysis is completed.
<b>Dive operation</b>	A situation requiring divers to complete an assigned task.
<b>Dive Rescue Team (DRT)</b>	Personnel trained and certified in public safety dive operations.
<b>Emergency plan</b>	Written procedure identifying actions needed for managing operational or medical emergencies that may occur during a dive operation.
<b>High angle rope rescue</b>	Terrain that has a slope angle of 60 degrees and higher. Rescuers are totally dependent upon the ropes used to keep them and the victims from falling and to gain access to and egress from the rescue location.
<b>Low angle rope rescue</b>	Terrain that has a slope angle from 15 degrees to 35 degrees.
<b>Mission Log</b>	A written record of the mission. This shall be on a form prescribed by TCSO DRT and shall include information such as date, time, location, nature of mission, personnel

and equipment used, weather, current, and environmental conditions and a summary and an optional sketch of the mission operations.

<b>Personal flotation device (PFD)</b>	A USCG approved flotation device designed for the dive rescue environment and specifically for the task assigned.
<b>Public safety diver (PSD)</b>	An individual using breathing apparatus that supplies compressed breathing air at ambient pressure and is conducting dives outside the parameters of recreational diving for the specific purpose of underwater rescue or recovery operations.
<b>Public safety diving</b>	Underwater diving, related to team operations and training, performed by a member, group, or agency of a community or government- recognized public safety diving or water rescue team.
<b>PSD training agency</b>	A nationally recognized Public Safety Dive certifying agency that provides the following: a nationally recognized public safety dive training standards; a nationally recognized public safety diving curriculum; and a mandatory (certification contingent) continuing education/skills maintenance program.
<b>“Reach, Throw, Row, Go”</b>	The four sequential steps in water rescue with progressively more risk to the Rescuer. Specifically, a “go” rescue involves physically entering the medium.
<b>Redundant air system</b>	An independent secondary underwater breathing system minimum of 3 cubic feet of air (i.e. spare air, pony bottle with first and second stage or a pony bottle supplying a bailout block). Depending on depth and equipment additional gas volume and redundant supply may be warranted.
<b>Risk/Benefit analysis</b>	A decision made by a responder, based on a hazard and situation assessment, that weighs the risks likely to be taken against the benefits to be gained for taking those risks.
<b>Rope Rescue Technician (RRT)</b>	An individual using rope rescue equipment and trained in rope rescue operations and techniques for the specific purpose of high- and low-angle rescue or recovery operations.
<b>Primary Diver</b>	The diver conducting the in-water operation.
<b>Safety Diver</b>	An on-site diver available to assist another diver in the water, who is already operating at a site. The Safety Diver

	shall be able to deploy immediately to provide assistance to the primary diver in distress or need. The Safety Diver must have all equipment donned and operational.
<b>90% diver</b>	A diver dressed to the point where becoming fully-dressed and operational would take minimal time. The 90% diver is a back-up to the safety diver if they were to be deployed.
<b>SCUBA equipment</b>	Apparatus used to allow swimming underwater including compressed-air cylinder, regulator, thermal protection, fins, buoyancy compensating device, weights, and mask.
<b>Search and Rescue Coordinator</b>	Personnel assigned by TCSO to coordinate SAR missions within the county. This is not a DRT person.
<b>Sport dive</b>	A training dive with a partner that does not require direct communication or the diver to be tethered to a tender.
<b>State mission number</b>	Issued by Washington State Emergency management at the request of the Incident Commander or Search and Rescue Coordinator.
<b>Steep angle rope rescue</b>	Terrain that has a slope angle from 35 degrees to 60 degrees. The condition of the terrain will determine the level of technical expertise required to perform this rescue safely.
<b>Swiftwater</b>	Water moving at a rate greater than one knot (1.15 mph).
<b>Swiftwater rescue Technician (SRT)</b>	An individual using swiftwater rescue gear and trained in swiftwater rescue techniques for the specific purpose of swift or floodwater rescue or recovery operations.
<b>Tender</b>	An individual trained in the responsibilities of diver safety that provides control of search patterns from the surface of the water.
<b>Water hazard zone</b>	The area around a water environment that is identified by the Incident Commander or Safety Officer that poses a risk to personnel. Personnel must be in personal floatation devices and helmets.
<b>Watermanship skills</b>	Capabilities that include: swimming, surface diving, treading water, and staying afloat with a reasonable degree of comfort appropriate to the required task.

## Dive Rescue Team (DRT) Call-Out Procedure

The Thurston County Dive Rescue Team responds to rescue and recovery missions involving:

- **SCUBA**
- **Flood and swiftwater responses**
- **High, steep and low angle rope rescue responses**

These types of missions include victim and evidence searching and recovery, recovery of injured persons in wildland environments and responses to victims trapped in and around water environments.

The Dive Rescue team responds in two modes: 1) **Rescue**; 2) **Recovery**. The decision regarding the response mode is made by the Team Commander or designee based on the information known at the time.

### **Rescue Mode**

The following situations would warrant activation of Dive Rescue in “Rescue Mode”. Other incidents not listed here could also warrant a response based on the totality of the circumstances. *If the on-duty patrol supervisor has questions about the appropriateness of the call-out, they should contact the Dive Rescue Team Commander or designee to determine the course of action.*

- A person or persons is in peril of drowning in a lake, river, canal, Puget Sound or other body of water.
- A person or persons is trapped by rising rivers or flood water.
- A situation arises where it is likely that a person has disappeared into a water environment within 60 minutes.
- A situation where a person or persons’ recovery is dependent upon access by high or low angle rope responses.

Any or all of these could either be generated by TCSO or come as a mutual aid response from law enforcement or fire agencies within our county or outside of our county.

The on-duty supervisor will notify the Dive Rescue Team Commander or designee for a response. *Approval of the Support Services Lieutenant is not required prior to activation, but notification must be made immediately thereafter.*

The on-duty supervisor will advise the Dive Rescue Team Commander or designee of the situation and the decision to call additional resources will rest with the Team Commander. Once notification is made, the Team Commander or designee will assume coordination of the response, and once on scene, assume command of the incident.

### **Recovery Mode**

In **Recovery** mode, Dive Rescue responds for the recovery of a victim known to be deceased. Evidence searches are also conducted in **Recovery** mode. Requests for these types of responses

could either be generated by TCSO or come as a mutual aid response from law enforcement or fire agencies within our county or outside of our county.

Should the On-duty patrol supervisor receive a request for an evidence search or body recovery, they will notify the Dive Rescue Team Commander or designee for a response. *Approval of the Support Services Lieutenant is not required prior to activation, but notification must be made immediately thereafter.* Once notification is made, the Team Commander or designee will assume coordination of the response.

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**A. Team Management and Assignments**

The following assignments are made relative to the Dive Rescue Team.

- 1) **Support Services Bureau Lieutenant-** The administrative supervisor of the DRT. The Support Services Bureau Lieutenant appoints the Dive Rescue Team Leader and directs team functions and operations. All procedure changes are approved by this Lieutenant and they provide administrative support to the team.
  
- 2) **Team Leader-** An active team member and full-time commissioned TCSO employee assigned to the position of Team Leader. This person may or may not hold official rank within the Sheriff's Office. The Team Leader is the regular supervisor of the team and responsible for supervising day-to-day activities. The team leader is responsible for the following specific tasks:
  - a. Channels procedure change recommendations to the Lieutenant
  - b. Prepares budget recommendations
  - c. Schedules all training
  - d. Assigns duties and responsibilities to other team members
  - e. Assures the safety and coordinates all missions. This includes suspending missions if necessary.
  - f. Ensures that all new members complete their pre-selection processes.
  - g. Conducts periodic safety inspections of all team and personal equipment.
  - h. Maintains training files.
  - i. Maintains Mission Logs.
  - j. Maintains team inventory.
  - k. Acquires needed equipment
  - l. Assures compliance with policies and procedures.
  
- 3) **Assistant Team Leader-** The Assistant Team leader shall be an active team member and may or may not be a TCSO employee. This person may or may not hold official rank within the Sheriff's Office. The Assistant Team Leader is responsible for the following specific tasks:
  - a. Assist the Team Leader in their duties.
  - b. Assumes the role of Team Leader in the absence of the actual Team Leader.
  
- 4) **2nd Assistant Team Leader-** A 2nd Assistant team leader may be selected depending on the needs of the team identified by the Team Leader and/ or Support Services Bureau Lieutenant. The 2<sup>nd</sup> Assistant Team Leader may or may not hold official rank within the Sheriff's Office and may or may not be a TCSO employee. The 2<sup>nd</sup> Assistant Team Leader will assume those Team Leader duties in the absence of both the Team Leader and Assistant Team Leader.
  
- 5) **Training Coordinator-** The Team Leader may elect to appoint a team member as the Training Coordinator. In this case, the Training Coordinator will assume those duties from the Team Leader that involve scheduling and coordinating team training.

- 6) **Equipment Coordinator-** The Team Leader shall appoint a Team Member to be the Equipment Coordinator. The Equipment coordinator is responsible for the following tasks:
  - a. Complete regular equipment inspections.
  - b. Maintains equipment inventory for the Team Leader and keeps maintenance records.
  - c. Prepares equipment acquisition proposals for the Team Leader's consideration.
  
- 7) **Team Member-** Team members are selected based on the selection process detailed in this procedure and TCSO Policy #2.G.2. Team Members are responsible for maintaining all county-issued and personal gear in a state of readiness and Team Members must make themselves available for call-outs and understand that as an emergency response team, they may be called upon during all hours and on any day.
  
- 8) **Support Personnel-** TCSO authorizes certain non-rescue certified volunteers the opportunity to be Support Personnel on the team. These Support Personnel may be former full-Team Members, Special Deputies, or citizen volunteers. Support Personnel will not be full members and will not receive the same level of training and equipment issuance. The Team Leader will accept applications for Support Personnel and get the approval from the Lieutenant prior to allowing them on the team.

**B. Team member selection**

The following procedure shall be followed when accepting applications and screening candidates for positions on the Dive Rescue Team.

**Dive Rescue Team Basic Requirements**

1. Be affiliated with a law enforcement or fire service agency and be sponsored by that agency.
2. Be in good physical condition and pass a physical exam, if required.
3. Be willing to participate, if selected, for a minimum of five years.
4. Be able to respond to a call-out at any and all hours, if required.
5. If applicable, have the support of their spouse or significant other to team membership.
6. Pass a selection process as determined by the Team Leader and the Office.
7. Possess sound judgment under stressful conditions and be punctual to all training and call-outs
8. Preference given to certified SCUBA divers, Rope Rescue Technicians, or Swiftwater Rescue Technicians. Those candidates who are selected and not SCUBA certified will receive this training at the expense of TCSO. Those applicants that are currently certified must provide proof of the certification and proof of experience in one of the listed disciplines within the previous three years.



## **Dive Rescue Team Selection Process**

When team vacancy occurs, the Team Leader will make an announcement based on where the vacancy comes from (internal or external position). When the vacancy is internal, the Team Leader will announce the vacancy to all commissioned members of the Thurston County Sheriff's Office. When the vacancy is external, the Team Leader will contact law enforcement agencies in Thurston County and offer participation on the team.

Both external and internal candidates are required to follow the same selection process.

1. Team Leader announces the opening and provides a closing date for memorandums of interest.
2. Prospective members turn in their memorandum of interest by the due date. This memo should include the candidates training and experience that is relevant to the team functions.
3. An oral board or interview with the Team Leader will be scheduled.
4. After the interview, a physical fitness assessment will be scheduled. This assessment will consist of a land equipment trek and surface swim as outlined below. SCUBA certified candidates will also complete a SCUBA skills assessment.
5. After successful completion of the interview and physical fitness assessment, a list will be established. Candidates selected to be on the team will then have to submit to a medical physical to ensure fitness for duty. Once that is successfully completed, the candidate will become a Team Member.

## **Dive Rescue Team Physical Fitness Standards**

DRT fitness standards are adopted from the International Association of Dive Rescue Specialists. The following standards are mandatory for team members. Prospective team members must pass these tests during the selection process. Candidates that are not SCUBA certified will not be required to take the SCUBA skills test.

Tests will be administered annually. If a member fails in one or more areas, that member will be allowed a 30-day makeup period. If that member fails the full retest, a resignation will be required. Only illness, physical disability, or doctor's release will excuse a member from performing. Each member will be allowed two attempts at each standard on testing days.

*Standards continued on following page.*

### Standards:

#### **Stamina Exercise 1: 500 yard swim**

The diver shall swim 500 yards without stopping using a forward stroke and without using swim aids such as dive mask, swim goggles, fins, and snorkel or floatation device. Stopping or standing up in shallow end of the pool at any time will constitute a failure of this evaluation station.

<u>Time to complete</u>	<u>Points Awarded</u>
Under 10 minutes	5
10 to 13 minutes	4
13 to 16 minutes	3
16 to 19 minutes	2
more than 19 minutes	1
stopped or incomplete	Incomplete

***Stamina Exercise 2: 15 Minute Tread***

Using no swim aids and wearing only a swimsuit, the applicant will stay afloat by treading water, drown proofing, bobbing or floating for 15 minutes, with hands only out of the water for the last 2-minutes.

<u>Performance Criteria</u>	<u>Points Awarded</u>
Performed satisfactorily	5
Stayed afloat, hands not out of water 2 minutes	4
Used side or bottom for support at any time	3
Used side or bottom for support twice	2
Incomplete	Incomplete

***Stamina Exercise 3: 800 yd. Snorkel Swim***

Using a dive mask, fins, snorkel, and swimsuit (no BCD or other floatation aid) and swimming the entire time with the face in the water, the applicant will swim nonstop for 800 yards. The applicant must not use arms to swim at any time.

<u>Performance Criteria</u>	<u>Points Awarded</u>
Under 15 minutes	5
15 to 17 minutes	4
17 to 19 minutes	3
19 to 21 minutes	2
more than 21 minutes	1
stopped at any time	Incomplete

***Stamina Exercise 4: 100 yd. Inert Diver Rescue Tow***

Wearing full scuba equipment, and breathing air, the diver will push or pull an inert diver wearing dive gear on the surface a distance of 100 yards nonstop without assistance.

<u>Performance Criteria</u>	<u>Points Awarded</u>
Under 2 minutes	5
2 to 3 minutes	4
3 to 4 minutes	3
4 to 5 minutes	2
more than 5 minutes	1
stopped at any time	Incomplete

**C. Dive Rescue Team Personal Protective Equipment (PPE)**

It shall be the policy of the Thurston County Sheriff's Office to provide all TCSO Team Members with the PPE necessary to perform the duties asked of them. Outside agencies with Team Members are required to purchase a dry suit for their Team Members. This dry suit will be of the brand, type, and style that is the same as what TCSO purchases.

The DRT also understands that certain personal equipment may be preferred by Team Members, and in those cases, that equipment will be evaluated and documented. It is the responsibility of the Team Members to maintain both their assigned gear and their personal gear in a state of readiness.

The following list describes the personal protective equipment (PPE) that will be issued:

### **SCUBA gear**

1. Dry suit and thermal undergarment\*
2. BCD, tank, regulator set (including mask)
3. Fins, gloves and dive knife.

\*If the team member comes from an agency other than TCSO (law enforcement or fire service), the sponsoring agency is responsible for providing the dry suit and undergarment.

### **Swiftwater/ Floodwater Gear**

1. Dry suit and thermal undergarment (may be the same as the SCUBA suit)
2. Swiftwater PFD and accessories
3. Swiftwater helmet
4. River gloves

### **Rope Rescue Gear**

1. Rescue harness
2. Rope rescue helmet
3. Climbing gloves

All assigned PPE will be stored and carried in accordance with training, manufacturer's recommendations, current industry standards, and this procedure.

## **D. Dive Rescue Team Shared Equipment**

Dive Rescue maintains an inventory of gear and equipment used for the various missions. This gear and equipment includes, but is not limited to:

1. Inflatable boats (i.e. C5/Zodiacs)
2. Electronics (sonar, ROV, camera and video equipment, etc...)
3. Rope Rescue equipment (ropes, hardware, etc...)
4. SCUBA gear (tanks, regs, etc...)

This inventory is maintained by the Equipment Coordinator and forwarded to the Team Leader. In accordance with Thurston County Policy, certain items will have an inventory control tag attached to it.

TCSO DRT recognizes that Team Members desire to increase their proficiency outside of team functions. To this end, certain team PPE and shared equipment may be checked out by individual Team Members for the purpose of maintaining their skill and ability outside of normal Team training. Any gear checked out needs to have the approval of the Team Leader or designee.

It is the responsibility of each Team Member to use all team equipment and issued PPE in accordance with their training, manufacturer's recommendations, and current industry standards. Failure to do so could result in discipline, up to and including, removal from the team. This does not include any discipline that may arise at the Sheriff's Office or individual law enforcement agency level.

#### **E. Equipment Care Requirements**

The following describes the general care of both PPE and Shared equipment. Each item also carries its own use, care and maintenance requirements that will be described during training exercises.

1. All items removed from the Dive Locker or Dive Truck / Trailer will be approved by the Team Leader or designee and recorded on the announcement board in the locker.
2. All issued PPE will be stored on the Dive Truck / Trailer, in the Dive Locker, or secured in Team Members' assigned vehicles.
3. All equipment will be stored or secured in such a fashion as to cause no damage to the equipment.
4. All equipment lost or needing repair or replacement will be immediately brought to the attention of the Equipment Coordinator. Based on the circumstances, the Team Leader may or may not require the Team Member to document the instance in a memorandum.
5. All equipment will be cleaned and maintained after every use.
6. All equipment that requires a regular service interval will be given to the Equipment Coordinator for that service.
7. All Team Members will inspect and check their own gear before any mission. A Sight Safety Officer (SSO) will be assigned to perform safety checks prior to participation.

#### **F. Dive Rescue Team Training**

1. Dive Rescue trains monthly. Training is held on the 3<sup>rd</sup> Monday of each month, except when that date falls on a holiday. In those instances, the Team Leader will select another date. Training will be held on 2 days in the months of January, May/September, and December on the 3<sup>rd</sup> Monday and Tuesday. Team

members **must** notify the Team Leader if they will not be present at monthly training. The circumstances surrounding the absence must be unavoidable. Failure to attend two (2) training sessions or call-outs during a calendar year without an approved excuse could result in suspension from the team.

The following documentation will occur during each months' training.

- a. A clear training outline will be completed prior to the training day
  - b. Documentation of who is present and who is absent will be added to the outline
  - c. A complete description of who completed what function during training will be included.
  - d. A complete description of what equipment was used will be included.
2. Given the disciplines we are trained in, it is imperative that we maintain our training and expertise at the highest level. In addition to monthly team training, each team member will receive the following training as soon as practical after selection to the team:

- a. Dive Rescue I
- b. Rope Rescue I and II
- c. Swiftwater Rescue Technician I

Additionally, as schedules and budget allow, team members will receive the below-listed training:

- a. Current Diving
- b. Haz-Mat Diving
- c. Ice Diving (Dependent on current diver qualifications)
- d. Underwater crime scene investigation
- e. Surface-supplied air diving
- f. Rope Rescue III
- g. Swiftwater Rescue Technician II
- h. Additional technical training as available.

Team members who desire to attend these courses shall submit their request to the Team Leader for consideration. Dive Rescue has limited training funds, so it may be necessary for Team Members to look for training approval through their own bureau, division, or agency.

## **G. Mission Operations**

### **Risk Management**

**Safety is always our first concern-** At the start of each operation, ask these questions:

- What is the key problem?
- What is our plan of action?
- Why is that the safest path?
- What is the biggest risk we need to watch out for?
- What is your gut feeling about this plan?

**Remember!**

- We will risk our lives in a calculated way that is appropriate to the situation to save ‘savable’ lives.
- We will not risk our lives at all for that which is already lost.

**Communicate**

- Each operation must have a clearly identified leader.
- A decision on rescue or recovery strategy must be made clear to everyone at the outset of the operation.
- Speak up if you see a problem, no matter how small or obvious it may seem.

**Re-evaluate strategy whenever appropriate**

- When new information becomes known.
- When a significant event occurs.
- After an extended time period has elapsed.

**1. General provisions**

Dive Rescue responds to rescue and recovery missions involving SCUBA, flood, swift, and river responses, and high and low angle rope responses. These types of missions include, but are not limited to, victim and evidence searching and recovery, recovery of injured persons in wildland and urban environments and responses to victims trapped in and around water environments.

The Dive/ Rescue team responds in two modes: 1) **Rescue**; 2) **Recovery**. The decision regarding the response mode is made by the Team Leader or designee based on the information known at the time.

In **Rescue** mode, team members respond code 2 or code 3 to the scene or to the dive locker to affect a rescue of a viable victim. This includes drowning victims who have been missing for one hour or less in any type of water environment in our county.

**Rescue** response also includes swift or flood water environments where victims are known to be in distress and other situations that require rope rescue response to reach an injured victim.

In **Recovery** mode, team members respond code 1 to either the scene or the dive locker to prepare for the recovery of a victim known to be deceased. Evidence searches are also conducted in **Recovery** mode.

Mutual aid requests for **Rescue** responses are made through the on duty shift supervisor. The on-duty shift supervisor will forward the request to the Dive Rescue Team Leader or

designee, who will make the decision whether or not the team is capable of handling the request. Dive Rescue Team Leaders will then initiate a call-out utilizing text messaging.

Mutual aid requests for **Recovery** responses are made through the on duty shift supervisor. The on-duty shift supervisor will forward the request to the Dive Rescue Team Leader or designee, who will make the decision whether or not the team is capable of handling the request. Dive Rescue team leadership will then get permission to respond from the Support Services Lieutenant or designee.

## **2. Incident Command System (ICS)**

TCSO Dive Rescue recognizes and employs the Incident Command System on all missions and training operations. The **Incident Command System (ICS)** is a standardized, on-scene, all-hazard incident management concept. ICS is based upon a flexible, scalable response organization providing a common framework within which people can work together effectively.

### **a) Incident Commander**

On all missions, both actual and training, an Incident Commander (IC) will be assigned. This will typically be the Team Leader, but in case of an absence, it shall be the Assistant Team Leader or 2<sup>nd</sup> Assistant Team Leader. In cases where these personnel are not available, the senior team member will assume command. In large-scale, multi-agency incidents, the IC may be the Support Services Lieutenant. The IC assumes sole responsibility for the incident and is charged with completing all dive logs, training records, and any other paperwork necessary for accurate record-keeping. The IC may delegate tasks as necessary. The IC may also assume more than one role depending on the personnel and nature of the incident. In instances where Dive Rescue is part of a larger operation, the IC will become part of the Unified Command (UC) and direct Dive Rescue operations from there based on the needs of the Unified Command (UC).

### **b) Sight Safety Officer**

On all missions, both actual and training, a Sight Safety Officer (SSO) shall be assigned. The SSO will be chosen based on their knowledge of the particular mission. The SSO should have a broad range of knowledge of the technology and procedures in use on the specific mission so they can facilitate a safe working environment and ensure the safety of team members, citizens, victims, and equipment. In the training environment and at small missions, this may be the IC.

### **c) Public Information Officer**

The Public Information Officer serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event. In the training environment and at small missions, this may be the IC.

d) Liaison

A Liaison serves as the primary contact for supporting agencies assisting at an incident. In the training environment and at small missions, this may be the IC.

e) Section Chiefs

The term Section Chief is nationally recognized as the person tasked with ensuring that mission objectives are met. For our purposes, this will often be the IC, except during large-scale incidents where Section Chiefs will be assigned.

f) Group

Group is a unit arranged for a purpose, along agency lines if necessary, or based on the makeup of the resources within the Group. This will typically be a SCUBA group, a Systems group, an away team, etc...assigned based on the need of the group.

g) Division

A Division is a unit arranged by geography, along jurisdictional lines if necessary, and not based on the makeup of the resources within the Division. We will typically avoid assigning divisions.

h) Strike Team

Comprised of same resources assigned to a specific function, either working within a Group or comprising the Group in its entirety.

i) Task Force

Comprised of different resources assigned to a specific function, either working within a Group or comprising the Group in its entirety.

### 3. All missions

During all Dive Rescue missions, certain rules will be abided by. Each separate discipline will employ mission specific rules. Requirements for all missions are:

- The HOT, WARM, and COLD zones shall apply. These zones are established by the Incident Commander or Sight Safety Officer and shall be abided by all personnel, regardless of whether they are DRT personnel or not.

**HOT zone** (*Restricted, High-Hazard Area*): The immediate hazard area surrounding the rescue/recovery operation which extends far enough to provide safety to personnel operating inside and outside of the zone.

**WARM Zone** (*Limited Access Area*): The area surrounding the hot zone and bounded by the cold zone. Entry is restricted to emergency response personnel, as well as those assigned by the Incident Commander.

**COLD Zone** (*Support Area*): The area surrounding the warm zone which presents no hazards to emergency response personnel and equipment. It is



reserved for emergency services functions only, such as the command post and other support functions deemed necessary to control the incident.

- A Mission Action Plan (MAP) shall be created for all missions, regardless of size, duration or complexity. The MAP will allow for dynamic changes in the mission and should be suitable for inclusion in an Incident Action Plan should DRT be part of a Type 3 or greater response. The MAP will be completed in the approved format.
- Upon completion of all missions, a DRT Mission log shall be completed. The mission log will include, but not be limited to, date, time, location, nature of mission, personnel, equipment used, case and mission numbers. Scene sketches will be included, and the mission log may also include the MAP and any revisions.

#### **4. SCUBA missions**

During all SCUBA missions, the safety of team members is paramount. No shortcuts will be taken and all procedures will be followed. The following rules must be abided by for all SCUBA missions and training:

- No divers will dive at depths deeper than 110 feet
- During all dives, there will minimally be a primary diver, a safety diver, and a 90% diver. A description of these assignments is outlined in Appendix A.
- All primary divers will be equipped with electronic communications to the surface. Rope signals may be used during certain Rescue operations.
- During all dives, there will be a dive tender to communicate with the divers and assist as necessary.
- All divers will be equipped with minimum PPE as outlined below.
- Safety checks are required before any diver enters the water.
- Only divers certified as “current diver”, “haz-mat diver”, or “ice diver” will work in those environments.

##### Minimum PPE for SCUBA evolution:

- Dry suit with undergarment, latex hood and either integrated boots or over-boots.
- Neoprene or other gloves.
- Team issued BCD with full-face AGA mask with attached light and regulator set.
- Split weights: Approximately 50% on a belt, 50% in an integrated BCD  
*\*Ankle weights or gators are recommend for buoyancy control. Tank weights may be used as well.*
- Minimum of one cutting device, one high and / or one low.
- SCUBA fins
- Chest harness
- Redundant air supply.

Personnel in the HOT zone will be DRT personnel only. This includes divers (primary, safety, 90%), tenders, sight safety officers, the incident commander, or other personnel necessary to complete the actual task. Divers will be equipped with minimum PPE listed above. Other personnel in the hot zone shall wear a PFD with cutting device.

Personnel in the WARM zone will be support personnel and will include equipment staging and rehab. This may be DRT or other personnel with a job function related to the mission. No specialized PPE shall be required.

Personnel in the COLD zone may be anyone not directly related to the mission. The COLD zone may extend as far as necessary so as to not jeopardize the mission objectives and to minimize unnecessary intrusion.

## **5. Swiftwater/ Floodwater missions**

During all Swiftwater or floodwater missions, the safety of team members is paramount. No shortcuts will be taken and all procedures will be followed. The following rules must be abided by for all Swiftwater and floodwater missions:

- No operation will occur without a safety mechanism in place. This could include downstream safety, partners with throw bags, or a safety vessel.
- All Swiftwater/ floodwater PPE must be worn in accordance with the procedure outlined below.
- Safety checks are required before any rescue technician enters the water or boards a vessel.

### Minimum PPE for Swiftwater/ Floodwater evolution:

- Dry suit with undergarment and either integrated boots or over-boots.
- Neoprene or other gloves.
- Team issued PFD with strobe, river knife and whistle.
- Team issued helmet and eye protection.
- Leg knife or secondary cutting device on PFD.

Personnel in the HOT zone will be DRT personnel or other personnel necessary to complete the actual task. This includes Rescue Technicians, tenders, sight safety officers, the incident commander, or outside personnel necessary to the mission. DRT personnel will be equipped with minimum PPE listed above. Other personnel in the hot zone shall wear a PFD and helmet.

Personnel in the WARM zone will be support personnel and will include equipment staging and rehab. This may be DRT or other personnel with a job function related to the mission. No specialized PPE shall be required. Personnel in the COLD zone may be anyone not directly related to the mission. The COLD zone may extend as far as necessary so as to not jeopardize the mission objectives and to minimize unnecessary intrusion.

## **6. High/ steep/ low angle rope missions**

During all high/ steep/ low angle missions, the safety of team members is paramount. No shortcuts will be taken and all procedures will be followed. The following rules must be abided by for all high/low angle rope missions:

- All personnel will use only rescue-rated equipment.
- All rope evolutions will utilize only ½” rescue-rated and non-expired rope.
- No personnel will attempt tasks or techniques that they have not received adequate training in.
- Safety checks are required before any rescue technician begins a task.
- All High/ low angle PPE must be worn in accordance with the procedure outlined below.

### Minimum PPE for High/ steep/ low angle rope evolution:

- Rescue-rated seat harness. Chest harnesses may be worn at the discretion and expense of individual team members.
- Leather or rope rescue gloves.
- Rope rescue helmet.
- Eye protection.
- Emergency cutting device.

Personnel in the HOT zone will be DRT personnel only. This includes Rescue Technicians, tenders, sight safety officers, the incident commander, or other personnel necessary to complete the actual task. Rescue Technicians will be equipped with minimum PPE listed above. Other personnel in the hot zone shall wear a helmet. All personnel shall utilize edge safety while in the HOT zone.

Personnel in the WARM zone will be support personnel and will include equipment staging and rehab. This may be DRT or other personnel with a job function related to the mission. Personnel in the WARM zone will be required to wear a helmet.

Personnel in the COLD zone may be anyone not directly related to the mission. The COLD zone may extend as far as necessary so as to not jeopardize the mission objectives and to minimize unnecessary intrusion.