



PORT SAN LUIS HARBOR DISTRICT

HARBOR PATROL DEPARTMENT STANDARD OPERATING PROCEDURES

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I. QUALIFICATIONS FOR OFFICERS

The department has an indispensable obligation to the public to ensure that only suitable individuals are employed as Harbor Patrol Officers; therefore, the following qualifications and requirements are necessary. It shall be the responsibility of Harbor Patrol Officers to ensure that all required qualifications, certifications, licenses, etc. to work as a Harbor Patrol Officer are kept current and valid.

A Pre-employment:

- 1 High School Graduate.
- 2 21 years of age.
- 3 Possession of a valid California driver's license (Class C or higher).
- 4 Possession of P.C. 832 (Laws of Arrest Search and Seizure)certificate or ability to acquire within one year of employment (Officers shall not have the authority to act as peace officers until this requirement is completed)
- 5 Possession of or ability to acquire a United States Coast Guard License (OUPV {Operator of uninspected vessel} or Masters) within 3 years of employment.
- 6 Pass a pre-employment psychological evaluation, medical exam including a pre-employment drug screening and Department of Justice (DOJ) background investigation in accordance with Government Code. Misdemeanor convictions will be reviewed on a case-by-case basis, felony convictions will generally bar employment as a Harbor Patrol Officer.
- 7 Have knowledge and experience in boating safety.
- 8 As determined by the Chief Harbor Patrol Officer, pass a pre-employment water proficiency test. and written and oral pre-employment examinations.
- 9 Possession of a valid CPR for the Professional Rescuer and First Aid card in accordance with Title 22 California Health & Safety Code

B Required to maintain/perform during employment:

- 1 T-22 Emergency Medical Response certification at the discretion of management.
- 2 Completion of all assigned required training courses and drills.
- 3 Participation in the DMV Pull Notice program and the DOJ criminal notification program.
- 4 Report to Harbor Management any outside contacts with law enforcement. This includes but is not limited to arrests, investigations, citations, and convictions.
- 5 Psychological and physical fitness to perform all duties.
- 6 Hazardous Materials First Responder Operational certification.
- 7 Updated knowledge and skills to perform duties and operate all equipment. Use available time to study and train. Officers should see Chief Harbor Patrol Officer with questions or comments.
- 8 Annual proficiency swim tests equivalent in distance to the current pre-employment swim test will be conducted. An officer may elect to conduct the swim test in the ocean or in a swimming pool. Officers who refuse to take, or fail, the required test, will be required to wear a PFD at all times while aboard a vessel.
- 9 Maintain the ability to respond to Port San Luis Harbor within one hour of notification of emergency condition that requires response while on call.

II. HARBOR DISTRICT PROPERTY

A Priorities:

- 1 The properties of the Port San Luis Harbor District are as follows:
- 2 Granted State Tidelands from Point San Luis out three miles, running south along the coastline towards Shell Beach. Charts and Maps are available in the Harbor Patrol Office if needed for exact boundary determination.
- 3 Avila Beach (from the lowest edge of the seawall to the water).
- 4 Avila Pier including restrooms and Lifeguard Headquarters
- 5 Avila Beach parking lot.
- 6 Olde Port Beach and facilities (from the lower edge of the rip-rap to the water). This includes- the three stall restroom, vehicle ramp, Stairways, wheel chair ramp and lift station located on north side of Avila Beach Drive.
- 7 Harford Pier and surrounding land area.
- 8 Harbor Terrace and Port San Luis Trailer Park.
- 9 Point San Luis Light Station.
- 10 Coast Guard Beach (except portion still owned by the Coast Guard), Fisherman's Beach, and any other beach that may reveal itself during low tides within the legal boundaries of the State Tidelands of Port San Luis.

Note: Accurate charts and maps available in the Harbor Patrol Office should be consulted if Harbor District boundaries are questioned.

B Emergency Response Area:

- 1 Incidents involving the significant possibility of injury or death due to conditions or the unreasonable response time of another agency may require officers to respond outside of the District's boundaries. The following guidelines will be standard procedure for such incidents:
 - a Officer's discretion will be used for incidents on the water up to ten miles out of the State Tidelands as granted to the Harbor District as indicated on the local Navigation Chart.
 - b Any response outside ten miles must first be cleared by a Supervising/Management District Peace Officer or Harbor Manager.
 - c **IMPORTANT NOTE:** The United States Coast Guard must be notified prior to, or as soon as practical, when initiating any emergency response on the water and outside the Line of Demarcation unless the request for assistance was received directly from another public safety agency. When the Coast Guard is unable to respond in a timely manner, they may request that the Harbor District respond. Generally, officers should receive a Coast Guard, Sheriff/Police or Cal Fire request for assistance before proceeding past the Line of Demarcation. Officers shall record the time of any such request and the contact's name. Any response outside of the line of Demarcation requires a two-person crew. If another officer is not available, then a Harbor District employee, Cal Fire employee or other on-duty public safety employee may be asked to act as deck hand if they have been trained or have demonstrated that they are qualified to perform in that capacity.

III. DUTY PRIORITIES

Officers shall consider the following priorities when assessing and responding to routine and emergency calls for service: **Officers' safety; Public safety; Property.**

A Harbor Patrol Priorities:

- 1 Rescue and emergency services to include:
 - a Aquatic aid (Notify and receive request for assistance from the US Coast Guard or other public safety agency as prescribed in II. HARBOR DISTRICT PROPERTY, B Emergency Response Area, c **IMPORTANT NOTE** above for incidents outside the Line of Demarcation).
 - 1 Persons in the water.
 - 2 Vessels in distress.
 - 3 Hazards to navigation.
 - 4 Incidents involving pollution.
 - b Medical aid within the District's boundaries or with a request for mutual aid. (Request Fire and Ambulance through Control 20 - Blue Channel UHF).
 - c Fire— use "Blue" Channel.
 - 1 Scene safety.
 - 2 Evacuation.
 - 3 Attempt to extinguish or contain pending Fire Department arrival (within your level of equipment, training and experience).
 - d Hazardous Materials Incidents and Pollution Incidents. Officers shall act within the scope and training as prescribed in their Hazardous Materials First Responder Operational certification.
- 2 Boating Safety And Education:
 - a Vessel safety inspections.
 - b Officers provide information regarding safe boating and water safety to the public. When boaters inquire about hazards they will be cautioned that hazards exist at all times and due care must be exercised during boat operations. Inquiries about specific conditions should be referred to the appropriate agency. (National Weather Service, U.S. Coast Guard).
- 3 Enforcement of Harbor District Regulations & California Laws.
- 4 Generally, public requests for service take priority to inter- and intra-departmental tasks and assignments, except:
 - a When other District employees are available and have confirmed their commitment to perform requested service.
 - b When emergency vehicles, vessels or other equipment need immediate attention

IV. DUTIES AND RESPONSIBILITIES

A Weather Reports:

- 1 Officers should post all weather pennants.
- 2 Upon notification, officers should hoist warning flags and log storm watch warning as soon as practical.
- 3 Harbor management shall be notified of all significant storm, atmospheric, and oceanographic warnings and any critical changes in those conditions.

B Facility Checks:

1 Officers shall:

- a Initiate a morning facility check
 - 1 If a vessel is in immediate danger of sinking:
 - (i) attempt to pump the vessel out;
 - (ii) notify the owner or responsible party; and
 - (iii) enter the incident into the Daily Activity Report.
- b Any discrepancies or unsafe conditions seen in the harbor should be logged and the proper supervisor should be notified.
- c Make routine inspections of painters, chains and fastenings of moorings; notify the owner if a deteriorated condition exists; attempt to prevent any vessels from going adrift.
- d At least daily, check piers, landings, etc. for illegal docking, fire, health or safety hazards. Report found hazards to the appropriate authority or the Chief Harbor Patrol Officer.

C Land Side Patrol:

1 Landside patrol consists of the following:

- a The goal of the Harbor Patrol shall be to balance the demands of all the District's locations and provide the best coverage possible. This will limit the time that officers will spend in the Harbor Patrol Office unless assigned to a specific task.
- b Harbor Patrol Officers will not routinely patrol areas not owned or controlled by the Harbor District.
- c Foot patrol on Harford Pier, boat yard, landing, and parking lot together with the facilities in the District.
- d Routine vehicle patrol includes all Harbor District properties except the Lighthouse grounds. Note: Officers may patrol the Lighthouse Road and grounds if they have reason to believe that the area would benefit from a patrol.
- e Officers not directly involved with maintenance of equipment or other assignments shall be on patrol constantly throughout the day. Officers should focus on opportunities for foot, vessel or bicycle patrol. District Supervisors may assign a method of patrol if any of these are not receiving sufficient attention.
- f Patrols of Harbor District properties will be balanced with no one area receiving undue time to the detriment of others. Factors such as time of day, use patterns and specific past incidents may influence the daily patrol patterns. All areas should be routinely patrolled at least one during each shift.

D Enforcement:

- 1 All Law Enforcement activities must conform with the District's Public Safety and Law Enforcement Policies, (Chapter 7000).
- 2 Ordinances, Laws and regulations shall be enforced courteously, fairly and intelligently.
- 3 Officers may warn or advise violators and, when necessary, cite violators for violations within the District. Officers may monitor and enforce the District's parking regulations.
- 4 It is essential that each Officer maintain a good rapport with the public. At no time should an Officer engage in an argument or use abusive language toward the public.

- 5 Conversations with the public shall be limited to District business, giving information and displaying common courtesy demanded of all public employees.
- 6 Any person brought on board Harbor Patrol vessel for an enforcement or rescue activity shall be instructed and, if needed, assisted in donning a Coast Guard approved personal flotation device. When any person is detained aboard a Harbor Patrol vessel, all Harbor District employees aboard that vessel shall wear a Coast Guard approved personal flotation device.
- 7 Writing Citations:
 - a Officers shall insure that they are up to date with changes in the law and proper citation writing protocols prior to beginning their patrol shift each day.
 - b Citations are numbered consecutively and must be accounted for. If a mistake is made while issuing a citation or if the officer decides that the citation is not justified, it must be voided. In order to void the citation, all copies must be marked "VOID," it must be signed and a brief explanation of the reason for voiding given.
 - c When writing a citation, officers should take their time and be precise. The citation shall be legibly printed except for the signature of the officer and the individual being cited.
 - d All citations must be turned in to the Supervising District Peace Officer (Chief Harbor Patrol Officer, or Supervising Harbor Patrol Officer III) with reports attached, no later than two days after the citation was issued.
 - e Amendment to citations must be filed with the Chief Harbor Patrol Officer and shall be completed and returned to the court in a timely manner.
- 8 Complaints/Use of Force Evaluation:
 - a The Port San Luis Harbor Patrol strives to achieve the highest levels of service to the public we serve. When members of the public are dissatisfied with the performance of the Harbor Patrol, management shall make themselves available to meet and discuss any complaints. A formal complaint and any complaint alleging the unlawful or excessive use of force shall be required to be written and filed with the department. It shall be reviewed by the Chief Harbor Patrol Officer. If supported by fact, an investigation shall be commenced by management or by an outside investigator. Both the officer(s) and the person filing the complaint shall be notified by the Harbor District regarding the outcome of the review. Either party may then file an appeal with the Harbor Manager.
 - b All force used by Harbor Patrol Officers shall be within the scope of the Use of Force Standards, and Public Safety and Law Enforcement Policy, and consistent with their training. No Harbor Patrol Officer shall work any assigned patrol shift without reading and fully understanding the Districts Use of Force Standards and their application in the field.

E Collection of Fees:

- 1 Officers are responsible for the collection of rental mooring, camping (through Camp Hosts), parking, and work dock fees. (See fee schedules in District Code Of Ordinances).
- 2 Collection of fees shall be a high (non-emergency) priority. Officers that are unable to collect fees during their shift shall pass on applicable information to the next shift officer(s), so that he/she may collect fees.
- 3 All vessels using District rental moorings shall be required to fill out a "Vessel Registration Card" and sign the release of liability on the back at the time of collection. Registration cards are kept in the Harbor Patrol Office, Main Office, Boat I, Boat II, Boat III and the rescue truck. Once completed by the vessel operator they shall be filed in the registration card file at the Main Office.

F Maintenance:

- 1 The Harbor Patrol shall be ready to respond immediately to emergency calls. Therefore, it is imperative that all equipment, vehicles, vessels and apparatus be ready for rapid deployment.
- 2 Officers shall strive to complete all maintenance tasks during weekdays, leaving peak hours (evenings and weekends) for patrol and public contact. (Maintenance of critical rescue equipment is exempt).
- 3 Vehicles shall be washed regularly and kept clean at all times. Vehicles will at all times have no less than a half tank of fuel. All engine fluids and belts will be checked daily at the start of the shift.
- 4 All vessels should be started and inspected daily along with required equipment on board. Inspections and any problems will be corrected and logged or management notified and the equipment pulled from service.
- 5 The gas dewatering pump will at all times be full of fuel, as well as the small reserve tanks.
- 6 One charged 12-volt marine battery, as well as one electric pump will be readily available on each vessel or alternatively a gas pump can be substituted as the primary dewatering equipment.
- 7 First aid kits shall be restocked after each medical aid and inspected regularly.
- 8 Oxygen bottles shall be inspected daily and will be replaced if they contain less than 1200 psi.
- 9 Fire monitor on Boat 1 will be operated once per week.
- 10 The on-duty officer(s) is/are responsible for the readiness of all rescue equipment. If any equipment is not ready for deployment prior to, during or after your shift, a report must be made to the Chief Harbor Patrol Officer and the next on shift officer.
- 11 The Chief Harbor Patrol Officer may assign specific areas or pieces of equipment that each officer shall be personally responsible for maintaining.
- 12 Officers shall clean up after themselves at all times. Leaving behind tools, trash, dishes, etc. is unacceptable. This includes the Maintenance shop and tools as well as the maintenance yard.

G Communications:

- 1 At the beginning of each shift, all officers shall report to the current on-duty officer(s). This will facilitate a complete briefing of the day's events and promote better communication among officers.
- 2 All officers shall carry a VHF/UHF hand held radio at all times and shall monitor channels 16, 12, Red Repeat, and UHF Yellow.
- 3 One Officer shall carry the department cell phone while on-duty. The phone shall remain charged and on at all times. Use of the department cell phone will be restricted to department communication. It should not be used for personal or non-District business.
- 4 When emergencies arise, officers shall use the proper radio frequency as prescribed in Section A of the Boat Crew / Operator Training Manual. Use of 911 may delay response and should be used as a last resort.
- 5 Officers shall use proper radio operating procedures as prescribed in the Coast Guard Training Manual Communications section. The use of "Police ten" codes on marine and fire frequencies is not proper and officers should refrain from doing so.
- 6 Officers shall use UHF Yellow channel for all non-marine emergency assistance requests.
- 7 Officers shall not carry personal cell phones or personal electronic devices while on duty without written approval from management. Officers may give the Harbor Patrol cell phone number to family members for urgent communication.

H Uniforms and Equipment:

- 1 Harbor Patrol Uniform requirements are as follows:
 - a Shirt: Department issued long or short-sleeved Polo shirt. Undershirts are optional. If an undershirt is worn it must be black or white in color and without visible logos.
 - b Trousers: Department issued navy blue uniform pant with black belt.
 - c Shorts: Department issued navy blue uniform short.
 - d Shoes: Department issued leather black boot.
 - e Jacket: Department issued navy blue jacket.
 - f Cap: Department issued navy blue cap worn forward except in wind conditions that will result in loss of the hat. Full brimmed hats may be issued upon request. Full brimmed hats provide increased sun protection and are recommended. If issued a full brimmed hat it must be used during times of sun exposure.
- 2 To the greatest extent possible, all uniforms shall be clean and unwrinkled. Officers shall use discretion when determining if clothing has become unacceptably dirty while on duty, and shall change into clean uniforms as necessary, or at the direction of the Chief Harbor Patrol Officer.
- 3 Undershirts shall not hang below the sleeve of the uniform shirt. Uniform shirts shall be tucked into pants.
- 4 All Department issued uniform supplies shall only be worn while transiting to and from Port and while on duty. When off duty and traveling to and from work, officers shall wear a covering garment to hide the badge and any identifying marks that would identify them as a Peace Officer.
- 5 Personal Flotation Device: Officers shall wear a PFD while on a vessel underway if any of the following conditions exist:
 - a alone
 - b at night
 - c outside the Line of Demarcation
 - d during storm conditions
 - e the officer has failed to pass or participate in the annual swim test.
- 6 All officers are encouraged to wear a PFD at all times while over the water. The District will provide inflatable PFDs and issue them to officers as requested. If issued a PFD the officers will normally wear them while underway.

I Deployment:

- 1 The District provides service and assistance for the benefit of the general public who visit or work at Port San Luis. The District strives to provide 24-hour coverage by uniformed personnel 365 days a year. The District uses outside contracted uniformed Security Officers as adjunct to the Harbor Patrol.
- 2 The Harbor Patrol schedule shall be set up in the most efficient and economical manner possible, providing:
 - a Maximum coverage during high use periods.
 - b Lower levels of coverage during low use periods.
 - c 24-hour Storm Watch.
 - d Personnel shift changes for sick time, vacations, CTO and training.

- 3 Officers may be assigned to various shifts, days of the week and locations where it is believed that their activity will be of maximum benefit to the public at the sole discretion of the District.
- 4 Requests for vacations and compensating time off shall comply with the District's Personnel Policy and the current Memorandum of Understanding. Generally, they shall be made in writing by the 20th of the month preceding the month of the request. Time off shall be approved in advance by the Chief Harbor Patrol Officer. Last minute requests for vacation or CTO may not be granted.
- 5 Officers may be required to work overtime as directed by Harbor Management.

J Storm Watch:

- 1 During southerly storms with sustained winds of 30 knots or greater, or at the discretion of the Harbor Manager, the Harbor Patrol may go into "Storm Watch" mode.
- 2 To ensure around the clock coverage Officers may be placed on paid 'on call/standby' when such storms are predicted.
- 3 Officers will remain available to respond to life threatening rescues when it is reasonably safe to do so.
- 4 Officers will conduct shore monitoring of Harbor Facilities.
- 5 Officers will monitor changes in weather and conditions and report pertinent changes to management.
- 6 At no time shall a Harbor District vessel be operated in such conditions or in such a manner that places the vessel or the crew in obvious threat of harm without proper justification. It shall be the task of the officer in charge to balance the potential gain against the risk of danger to the vessel and crew. Life safety shall at all times take priority over property.
- 7 Transportation of non-District persons is at the sole discretion of the Harbor Patrol boat operator. Life and safety shall be primary concern, taking into consideration the conditions, risk and capabilities, at the time, of the person(s) being transported.

V. REPORTS

- A Officers will keep track of their activity in the Daily Activity Report. Significant incidents occurring within the District and simple daily tasks will be logged. Entries must include information of sufficient detail. Include the Who, Where, When, Why and How Officers will use the entry codes provided to ensure accurate statistical tracking of Harbor Patrol activity.
- B The Daily Activity Report is an official record of events that occur and as such, all information shall be entered in an organized manner. Officers shall complete and turn in their log(s) prior to the end of their watch. An exception may be made for routine matters if the officer completes the log on the next morning, if on duty. In all cases emergency situations shall be logged before the end of watch.
- C Incident reports should be completed on all significant incidents within 48 hours unless a time extension is approved by a supervisor or manager. If in doubt, an officer should write and submit a report.
- D Significant incidents should include, but are not to be limited to:
 - 1 Injury to the public, Harbor District employees.
 - 2 Damage to Harbor District property or damage to any property located on District lands that appears to be intentionally caused and is more than \$500 in value.
 - 3 Any incident that is likely to subject the District to significant potential liability.
 - 4 Any incident that requires the Harbor Patrol to call for assistance from an outside agency.
 - 5 Vessel accidents.

- 6 Any incidents involving injury, loss or damage to businesses in Port San Luis. An incident report shall be made that includes the Sheriff's Crime Report number for future reference. Officers shall explain to reporting parties that our report is for crime prevention planning only.
 - 7 Any arrest made on District property involving Harbor Patrol Officers.
 - 8 Significant user conflicts or complaints.
 - 9 Any condition that potentially jeopardizes the health, safety and welfare of persons, or that might result in significant and preventable property damage.
 - 10 Officers shall use the prescribed format for all incident reports. Reports shall be typed on the proper template. Officers should ensure that reports are turned in complete, have adequate details and are free from spelling, punctuation and grammar errors. Officers should not expect the supervisor to correct their errors.
- E A California Boating Accident Report shall be filled out when an officer is involved in any boating incident involving death, injury that requires medical treatment beyond first aid, total property damage in excess of \$500, and/or disappearance or complete loss of a vessel.
 - F Incidents involving theft or damage to personal property shall be referred to the Sheriff's Department to improve the chances of recovering the stolen property and apprehending those responsible. An incident report should be made that includes the Sheriff's Crime Report number for future reference. Officers shall explain to reporting parties that our policy, including why we do not investigate crimes and that our report is for crime prevention planning only.
 - G Public review of all logs and reports require the requestor of information to file a written request with the District Office on the District Public Records Form.
 - H Daily security logs shall be placed in the designated area in the Harbor Patrol ready room.
 - I Orally report to Harbor District management daily incidents, problems, changes in staff availability and equipment status.
 - J Daily logs shall be reviewed by the Chief Harbor Patrol Officer and submitted to Administration for compilation no less than once weekly.

VI. STANDARD OPERATING PROCEDURES

A A.M. Shift Daily Duties:

- 1 Brief with on-duty officer, review log. and check individual officers district provided email account.
- 2 Check weather forecast/conditions
- 3 Log vessels at the work dock in the Daily Activity Report and Water Host and/or Main Office.
- 4 File Security log in HP ready room.
- 5 Verify Olde Port Beach gate is open.
- 6 Morning facility check - noting all vessels on rental moorings, at work dock and anchored. Start and inspect all Harbor Patrol vessels. Inspect all equipment on board and repair or replace all deficiencies.
- 7 Officers shall check memo board in the Ready Room daily and initial each new memo.
- 8 Check parking machines for proper functioning and supply inventory.
- 9 Officers shall clear and follow up on all information left on the Harbor Patrol answering machine at beginning of shift and again prior to 1200 hours.

B P.M. Shift Daily Duties:

- 1 Brief with on duty officer and review log, read and initial new memos and check individual officer's District provided email account.
- 2 Inspect vehicles and equipment. Complete safety inspection checklist
- 3 One hour after sunset, or at officer discretion, based on public safety and conditions close Olde Port Beach gate and 26 acres gate.
- 4 Secure all vessels. Secure Boat III to pier tie-up.
- 5 Officers shall check memo board daily and initial each new memo.
- 6 Clean Harbor Patrol Office and Ready Room., Brief District Security and ensure security of District facilities and buildings.
- 7 Officers shall clear and follow up on all information left on the Harbor Patrol answering machine before 1600 hours and again prior to 2000 hours.

C Vessels in Distress:

- 1 When a vessel or person is reported in distress, the officer receiving the report must ascertain the level of distress by thoroughly questioning the reporting party. The Officer should request the following information:
 - a Location of distress: Latitude and longitude, bearing and distance to landmarks, depth of water, etc. Get as much information as possible.
 - b The name of the vessel, size, type, color and number of persons on board.
 - c The communication capabilities of those on board the vessel (radio, cell phone, satellite phone)
 - d Nature of distress: taking on water, collision, out of fuel, dead in the water, medical emergency, fire, etc.
 - e Conditions: visibility, wind/sea/lighting conditions, ability to anchor, safety equipment (flares, lifejackets, survival suits, etc.)
 - f If reported via landline or cell phone, make sure to get call back number and name of reporting party.
 - g Once the above information is obtained, the officer(s) must evaluate the case to determine if it is an emergency and requires immediate response.
- 2 If it is determined that the vessel is in an emergency (distress) situation, the officer(s) shall follow the guidelines outlined in Emergency Response Area on Page 2, above. Emergency (distress) situation is defined as any situation likely to cause injury or death or significant property loss or damage.
- 3 For non-distress cases:
 - a Advise and question the reporting party as to what action he/she is requesting. The vessel requesting assistance should be advised that:
 - 1 It appears that there is no imminent danger.
 - 2 It is Port San Luis Harbor Patrol policy to defer to an alternate responder if available, and to charge for any commercial services provided.
 - 3 Outside of the harbor, USCG has primary responsibility for vessel assists and Harbor Patrol, may, on request, notify USCG..

D Overdue Vessels:

- 1 When an overdue vessel is reported, the officer shall get as much information from the reporting party as possible:
 - a The name, size, type, color of the vessel, and number of persons on board.
 - b The communication capabilities of those on board the vessel (radio, cell phone, satellite phone)
 - c Registration or Documentation numbers
 - d Owner's name
 - e Date, time and place of departure and expected time of arrival.
 - f Last known position of vessel.
 - g Record name and phone number of reporting party.
- 2 Report all information to Coast Guard Sector Los Angeles/Long Beach and or Station Morro Bay (Report all info regarding overdue vessels no matter how vague or incomplete.)
- 3 Advise the Chief Harbor Patrol Officer or Harbor Management of the incident.
- 4 Wait for request for assistance from the Coast Guard and/or direction from Harbor Management regarding any search/rescue plans

E Towing:

- 1 All non-emergency requests shall be referred to a local service provider if available. If local service is not able to respond, the Harbor Patrol may respond.
- 2 The safety of persons on board the vessel and or persons in the vicinity, shall take precedence over property recovery or salvage.
- 3 Grounded vessels may have sustained damage not readily visible; officers shall use discretion based on training and experience in determining whether or not to tow a grounded vessel.
- 4 For emergency situations, refer to Emergency Response Area on Page 2 above.
- 5 A Release of Liability form should be completed whenever possible prior to non-emergency tow or assistance.
- 6 Complete a work order to charge for the service based on Code of Ordinances

F Dewatering:

- 1 NON-EMERGENCY
 - a DEFINED - Obvious signs of water on board, but no signs indicating immediate threat of sinking.
 - b Procedure:
 - 1 Make arrangements to have the owner notified.
 - 2 Advise owner of situation and suggest they secure commercial assistance or handle it themselves.
 - 3 Log all pertinent information including the time that the owner was notified and his/her response.
 - 4 Monitor situation.
 - 5 A Release of Liability form should be completed whenever possible prior to non-emergency dewatering or assistance.
 - 6 Complete a work order to charge for the service based on Code of Ordinances

2 EMERGENCY

- a DEFINED - Signs indicating immediate threat of sinking.
- b Procedure:
 - 1 REMEMBER, LIFE OVER PROPERTY.
 - 2 Ensure that all persons involved are not in danger prior to taking emergency dewatering action.
 - 3 Dewater as trained.
 - 4 Log all pertinent information.
 - 5 Attempt to notify vessel owner or responsible party.

G **Derelict or Abandoned Vessels:**

- 1 DEFINITIONS:
 - a Abandoned vessel. Any hulk, derelict, wreck, or parts of any vessel sunk, beached, or allowed to remain in an unseaworthy or dilapidated condition upon state tidelands for a period longer than 30 days without a watchman or other person stationed upon or near, and in charge of the vessel.
 - b Unseaworthy vessel. A vessel without adequate and safe means of propulsion and/or a vessel certified by a licensed marine surveyor to be unsafe and/or which exhibits evidence of being in danger of sinking or otherwise becoming a hazard.
- 2 These vessels pose a special problem for the Harbor District. The Harbor Patrol is directed to attempt to protect all vessels in Port San Luis, which at times may require officers to initiate dewatering action without being able to contact the owner of a vessel.
- 3 When a derelict or abandoned vessel begins to take on water, officers should try to make contact with the owner. In cases where officers are unable to contact the owners, dewatering action, when safe, may be initiated by:
 - a Notifying the Chief Harbor Patrol Officer or Harbor Management.
 - b Preparing a Dewatering Work Order for billing purposes.
 - c Dewater
 - d Monitor and dewater as needed.
 - e Notify the next shift of the situation.
- 4 When commercial assistance is not available for non-emergency situations, the owner of the vessel can contract with the Harbor Patrol for dewatering service at the fee schedule pursuant to the Code of Ordinances. A Work Order, signed by the owner or responsible party, should be processed and A Release of Liability form should be completed whenever possible prior to non-emergency tow or assistance.

H **Sunken Vessels:**

- 1 When it is discovered that a vessel has sunk in the Harbor, the officer(s) shall placing a buoy over the vessel location.
- 2 Officers shall contact the owner(s) of the vessel as soon as possible to inform and to advise regarding the responsibility to remove the vessel.
- 3 Log all pertinent information and pass on to Coast Guard, Marine Safety Detachment Santa Barbara. (805) 962-7430

- 4 If oil or fuel sheen is present, officers shall follow Spill Response Plan. Inform vessel owner of his responsibility to make a report with all agencies listed on the Spill Response Plan.
- 5 Notify Chief Harbor Patrol Officer and Harbor Management.

I Medical Protocols:

- 1 Harbor Patrol Officers shall follow the appropriate protocols adopted by San Luis Obispo County Emergency Medical Services Agency. A copy of these protocols is available online at <http://sloemsa.org/policies/policy.html> or at the Harbor Patrol Office. following protocols when dealing with requests for medical assistance, Harbor Patrol Officers shall review these medical protocols on a periodic basis and forward any questions or concerns to their supervisor.

J Hazardous Material Spill or Incident:

- 1 Get help started. Call for assistance using Control 20 or 911 if unable to get through on the radio.
- 2 Ensure that you and your equipment are in a safe position UP wind, UP stream and away from spill. If you can see the container behind your thumb when held at arm's length, you are too close.
- 3 Without any wind, a safe distance can be 150 feet away for a small spill, up to 1000 feet away for a large spill. For a Boiling Liquid Expanding Vapor Explosion aka BLEVE (*i.e.*, burning propane tank), keep back ½ mile.)
- 4 Stay clear of vapors, fumes, smoke, and spills, even if injured people are in the hot zone. DO NOT RUSH INTO AN UNKNOWN HAZARDOUS MATERIAL SITUATION.
- 5 Establish scene control and keep people upwind and away.
- 6 Try to safely identify the material from a distance. Use binoculars. Check placards, container labels, Department of Transportation handbook, and note number of victims involved. If possible determine how much material is involved, spill and vapor movement, color, odor, etc.
 - a Be aware of other hazards such as wind/weather changes, fire and explosion hazards, reactivity, radiation, toxic substances, or electricity. Write this information down.
 - b Provide information to in-coming agencies.
 - c Call Chemtrec at 800-424-9300. They will render advice, contact manufacturer and shipper, and fax the MSDS to Port San Luis Harbor District.
 - d Contact the Chief Harbor Patrol Officer and Harbor Management
- 7 Do not enter Hot Zone without backup/assistance and not until a formal Incident Command has been established.
- 8 Relinquish command to more qualified arriving agencies. Fully brief them of the situation.
- 9 If possible to do safely, contain spill as close to source as possible. Supplies are kept in the hazardous materials shed located behind the Maintenance Shop. Cover storm drains with plastic, build dikes of sand or earth, and spread absorbent pads and absorbent material. Don't attempt containment unless you have the proper safety equipment, experience and training.
- 10 Priorities of response are: (1) Life Safety, rescuer first, then public; (2) Environmental Protection; and (3) Property Conservation.

K Oil Spill Reporting Procedures:

- 1 Anyone who spills oil in or near State waters is required by law to report it. Officers who witness a spill that is likely not to be reported should follow the reporting procedures below.
 - a After ensuring to the greatest extent possible under the circumstances that the spill has stopped, notify the District's Planner/Analyst (595-5431).

2 Landside:

- a Harbor Patrol Vehicles are emergency response vehicles and shall be used appropriately. Harbor Patrol vehicles should not routinely be used for towing vehicles or battery jumps.
- b Emergency equipment (emergency lights and siren), shall only be used when responding to a reasonable threat of injury or death occurring. Officers must act with due regard to the safety of the public.
- c Officers should use emergency lighting and siren to warn the public and other drivers when responding to an emergency that has a reasonable threat of serious injury or death.
- d Officers shall park in the least obstructive manner possible when responding to emergencies.

N Skin Protection from Sun Exposure:

- 1 Officers are individually responsible for taking precautions to protect his/her skin from sun exposure.
- 2 Officers are advised to use sunscreen daily with repeat applications throughout the day.
- 3 Officers are advised to wear wide brim hats approved by the Department, long sleeve shirts/pants and sunglasses that protect against UVA/UVB rays.
- 4 Officers are advised to have regular skin check-ups with their physician.
- 5 Officers are advised to learn the warning signs of skin cancer and to report any findings to their physician.
- 6 The District will provide any of the following upon request to help officers protect themselves from sun exposure:
 - a Wide brim hats.
 - b Long sleeve uniform shirts.
 - c Sun screen.
 - d Long uniform pants.

O Personal Grooming and Hygiene:

- 1 Officers shall at all times present a professional appearance, exhibiting pride in their individual role, the role of the department and the role of the District in the lives and safety of visitors to the port.
- 2 Officers are expected to maintain appropriate and professional hairstyles. Hair, beards, sideburns, and mustaches must be clean and neatly groomed. Hair coloring should be within the range of natural hair colors.
- 3 Piercing and Jewelry:
 - a Definition: Piercing -- the act of creating a hole in any part of the body for the purpose of creating a design, form, or figure of art.
 - b All facial piercing such as nose piercing, tongue piercing, eyebrow piercing, lip piercing, multiple ear piercing (2 or more in each ear), or any other facial piercing jewelry is prohibited..
 - c Plug earrings (earrings designed to stretch one's earlobes by enlarging the piercing) are not permitted.
 - d All jewelry worn by employees must be appropriate so that it does not represent a safety hazard or detract from a professional appearance.

4 Tattoos:

- a While on duty, officers will not have any tattoo, brand (intentional burning of skin to create a design) or scarification (intentional cutting of the skin to create a design) visible on the face, neck or head.
- b Visible tattoos that are prejudicial to good order and discipline are prohibited.
- c Any brand or tattoo that is visible while wearing Harbor Patrol uniform and detracts from a traditional law enforcement appearance is prohibited.
- d CHPO and/or the Harbor Manager, in their sole discretion, may require the wearing of long sleeve shirts, either at all times on duty, or under certain circumstances.
- e After October 1, 2011, officers shall seek review and written approval from the CHPO and the Harbor Manager prior to obtaining brands or tattoos that will be visible while in uniform.

P Ride-A-Long Policy:

- 1 No person shall ride-a-long with any on-duty Harbor Patrol Officer unless approved by Harbor Management in advance. The purpose of such activities shall be education, recruitment, orientation or a similar Harbor District supported objective. Any person participating in this program must complete and sign an approved release of liability. Any person under the age of 18 years must complete and have their parent or legal guardian sign an approved release of liability in the presence of a Harbor Patrol Officer. Officers must verify the form has been completed properly prior to allowing the person to begin their ride-a-long. If an emergency arises, Officers shall assess the safety of responding to the emergency with Ride-A-Long passengers and/or the consequences of taking time to offload the passengers prior to responding. Decisions shall be made with due regard for the safety of the passengers first and foremost. Personal Floatation Devices shall be donned by all passengers if responding to an emergency.

Q Impounding of vessels, equipment and other personal property:

- 1 Harbor Patrol Officers who impound a vessel, equipment or other property under Harbor District Ordinance or any other code or law, shall as soon as practical, inventory the property impounded and list any items of significant value. They will also to the extent practical list any pre-existing damage. This information will be filed with the incident report and kept on file with the Harbor District Office. Officers are encouraged to photograph the property to show the condition of the property, time and date of notice posted, prior to impound. At all times, reasonable care will be utilized by all Harbor District employees in the movement, transport and storage of impounded property. Property will be secured in designated storage areas.

R Dangerous Marine Conditions Policy:

- 1 Officers shall follow the District's Dangerous Marine Conditions Policy and county guidelines when receiving a report of such conditions. When possible the Chief Harbor Patrol Officer and/or Harbor Manager should be involved in the decision making process.
- 2 Implementation of the Policy with respect to posting of District facilities shall be consistent with the Signage Plan