

**POLICY & PROCEDURES
(OPERATING GUIDELINES)**

DROWNING ACCIDENT RESCUE TEAM

A California nonprofit public benefit corporation

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**OPERATING GUIDELINES
DROWNING ACCIDENT RESCUE TEAM₂**

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I.

STATEMENT OF CONDITIONS

The Drowning Accident Rescue Team's mission is to save lives and recover property in water-related incidents. We accomplish this through rescue, recovery and community prevention activities.

A. GOALS

To successfully rescue and resuscitate drowning victims.

To protect the lives and property of citizens in, on, under, or about the varied bodies of water in California with particular focus on Sacramento and surrounding counties.

To assist local public service agencies with underwater investigations and recovery of evidence.

To train members in specialized rescue and recovery techniques.

To educate the public in water safety, techniques and reduce the number of drownings.

To accomplish these goals, a Drowning, Accident Rescue Team ("DART") has been organized. The nucleus of this team is a group of unpaid professionals who have been trained for such service.

B. REGARDING VOLUNTARY SERVICE

It is important that a clear understanding of conditions and procedures be explained to all who are considering membership with DART. These conditions and procedures include, but are not limited to, the following list:

1. No payment will be rendered for your services.
2. While on a DART mission, you will be covered by workers' compensation insurance through the Law Division of the California Office of Emergency Service. DART is not a state law enforcement agency.
3. You will be expected to respond immediately when paged for a DART mission, regardless of the time of day, unless you have a valid excuse. Habitual failure to respond to DART missions may result in suspension from operations and/or removal from the Team.
4. The success of a DART mission is directly, related to the maximum effort offered by each team member. Individual recognition, however, should not be the goal of any member. Cooperation along with a positive and encouraging attitude is vital whenever engaged in any DART activity.
5. No member will converse or submit to an interview with the press or news media at any time, other than the DART Public Information Officers or Team Leaders. If questioned by any representative of the press or public, members shall refer him or her to the Team Leader or Public Information Officer.

6. On a DART mission, you will work only at your classification level. The Team Leader or Chief of Operations will assign duties as required.
7. You will be expected to serve on DART missions to which you have responded until they are completed or your services are no longer needed.
8. Arrangements for time off work for DART participation must be made by yourself. The Team will not make such arrangements nor intercede on your behalf if your employer disapproves. If necessary, you can request the Team Leader to provide you with a Letter of Participation for your employer following any DART mission.
9. You will conform to Team standards regarding personal conduct while at DART activities, and will in no way use your affiliation with DART for your own benefit.
10. You will not have peace officer's powers, nor be permitted to illegally carry weapons during, your services as a volunteer member of DART.
11. No DART member shall coerce another member into attempting any feat or performing any task for which he or she either is not qualified for or does not feel comfortable to undertake. Each member shall be the final judge as to his or her ability and capabilities of his or her equipment. No member shall attempt a task that entails an unacceptable measure of risk. "Unacceptable risk" shall be defined as: Any feat or act, which fails to provide a margin of safety through a backup system capable of aborting the attempt and retrieving the participants.

The foregoing, conditions are not intended to discourage those who wish to offer assistance and participate in DART. Rather, they are stated as objectively as able, so that the volunteer will fully understand the situation and its potential disadvantages, and to protect both himself or herself and DART.

II. APPLICATION AND BACKGROUND INVESTIGATION PROCEDURE

Any DART member receiving an inquiry regarding membership should refer the applicant to the Vice President of the Team , or a member of the membership committee.

Applicants must be at least 18 years old and a U.S. citizen.

When contacted by the applicant, the Vice President or membership committee member will explain the general mission of DART and provide a membership packet.

The applicant shall read the information contained in the membership packet, complete the application and return it along with a current physical, DMV printout and five dollar processing fee to the Vice President or a membership committee member.

The membership committee or Vice President will review the application, conduct an interview and perform a background check. After having attended at least two meetings (any DART sanctioned event that has a roster of attendees) and being approved by the membership committee, the applicant must attend a General Meeting at which the member will be introduced to the Team and is eligible to be voted in as a member by the general membership.

Upon being voted in, the new member shall see the DART Secretary to be sworn in and complete a DART identification card.

In order to become operational and receive a pager, new members must complete Shore Intern training and request an operation number from the Chief of Operations.

Operation, upkeep, and maintenance of the DART pager, is the responsibility of the Team member. If any problems are encountered with the pager, the member shall contact the Chief of Operations or the designee.

III.

ANATOMY OF A DART MISSION

The text below explains how a typical DART mission progresses.

1. The agency requesting DART is notified of a water-related accident or investigation, who then contacts Sacramento County Fire Dispatch or the Office of Emergency Services (OES).
2. DART is dispatched by a group page from Sacramento County, Fire Dispatch or the Chief of Operations and responds to the incident area in accordance with DART pager response procedures explained in detail on page 9- 1.
3. Once on scene, a search plan is developed by the Team Leader and/or Incident Commander. Specific duties are then assigned by the Team Leader to the team members on scene.
4. The first Team Leader on scene will be in charge of the DART mission. However, when/if the Chief of Operations arrives on scene, he/she has the option of taking charge of the scene or working, as a regular member, leaving the first Team Leader on scene in charge.

The first Team Leader to page in is responsible for contacting OES to request a mission number. The Team Leader or Chief of Operations shall determine if there is the requisite number of personnel necessary to commence the mission in accordance with the following Guidelines.

Divers

Minimum of three, one of which is safety diver. No DART member shall enter any body of water without authorization from a Team Leader. No exceptions.

Shore personnel

Minimum of one, which can be the Team Leader or Chief of Operations.

The Team Leader or Chief of Operations will assign all tasks including, but not limited to, rescue or recovery diver, safety diver and shore personnel. In addition, the Team Leader or Chief of Operations shall assign portable radios.

2 All DART members, excluding those wearing full dive gear, shall wear a personal flotation device and helmets when in and around the water from the commencement of the mission until its completion. Helmets may be removed at the discretion of the Team Leader.

- D. Assistance from other agencies on scene can be requested, but not to fulfill minimum DART Team requirements for mission commencement.
- E. If successful, the missing victim or item is located and recovered.

- F. The Team reunites for debriefing at a designated area and is then released from the DART mission only by the Team Leader or Chief of Operations.
- G. Debriefing shall include a roll call of all personnel.
 - a. If a member must leave a mission prior to the debriefing he/she shall first notify the Team Leader or Chief of Operations.
- H. Upon returning home from a call, page the Team Leader with your DART ID, * [Asterisk]. and 411 to denote your safe arrival home, then # to send.

IV.

DART CLASSIFICATION

DART has developed a classification program to enhance the current level of training provided to DART volunteers.

A. TRAINING

1. Each member must attend a minimum of six (6) training sessions per year (January to December) Any member not completing six (6) training sessions per year may be placed on inactive status, and removed from operations until they have completed six (6) training sessions.
 - a) Of the six (6) training sessions, at least two (2) must be practical shore or water training sessions (hands-on training - open water or confined water exercises).
 - b) All training that has been completed since August of 1994 must have the name of the instructor. Instructors must be approved by either the Training Officer or the Chief of Operations. By virtue of their position, all Team Leaders are qualified to sign off on training.
2. An approved instructor must conduct all training sessions and a Team Leader must be present. A Team Leader will be assigned responsibility for all training events. Exceptions to a Team Leader being present at training are: Formal training classes conducted by recognized organizations, training sessions with other agencies not involving DART related procedures and approved DART sponsored classes. Exceptions and agency recognition shall be made by the Board of Directors or Chief of Operations. A list of instructors and the training they are qualified to provide will be maintained by the Training Officer. A copy of this list will be rendered to the Chief of Operations, the Standards and Evaluation committee, and the Secretary on a quarterly basis.
3. Upon completion of any training, a signed and dated training roster must be supplied to the Training, Officer by the end of the following General Membership Meeting,. The training roster must contain the following information:
 - a) Instructor's full name and DART ID.
 - b) Title and description of training
 - c) Date and location of training,
 - d) Students' full names.
 - e) DART ID of operational members or phone number and address of non-operational members or prospective members.
4. Prospective members may attend most land-based training. However, prospective members shall not participate in any in-water training,
5. OES must be notified in writing at least one day prior to any training. The letter must contain the date, location and details of the training.

B. CLASSIFICATION LEVELS

1. The various DART classifications and requirements for each level are available upon request from the Training Officer.
2. Once a member has completed the required training for a classification, the application for change of classification is given to Standards and Evaluations. The change in classification is not automatic and is at the discretion of the Chief of Operations.

C. CONTINUING EDUCATION

1. DART is a recognized Sacramento County Continuing Education Provider. EMTS, Paramedics, and RNs are encouraged to utilize this service when attending training.
2. Continuing Education hours for selected training courses are awarded on an hour for hour basis.

V. **GUIDELINES FOR THE DART MISSION**

A. TYPICAL MISSION

Experienced DART Team members have found that following certain guidelines while on a DART mission tends to improve results, maintain a high level of safety, improve efficiency, and make searching easier. The following are examples of such guidelines

1. Stay alert and maintain the proper attitude for effective searching during, a DART mission. Searching is hard work and can be boring, tedious and extremely fatiguing. You must be able to stay alert and maintain your usefulness during a search if you expect to be of any assistance to the Team. The only thing worse than not keeping alert is not doing anything about it. You are obligated to advise the Team Leader if you are unable to search effectively. If you are unable to maintain the self-discipline necessary to search effectively in less than ideal conditions (i.e. bad weather, cold, hot, tired, lack of success, etc.), you should not participate in the search or reconsider your role in the DART mission.

2. Use all your senses for searching. Use your eyes, your nose, your ears and most importantly, your head.

Be prepared. Have the proper equipment and clothing, with you so you can be an asset rather than a detriment to the Team. Have a DART "ready pack" (described on page 8-1) and know what is in it.

4. Know the names of your fellow Team members on the mission.

5. At night, never shine your flashlight or headlamps into your eyes or those of your fellow Team members. It can take quite awhile for eyes to adjust to the dark again. If safety and effectiveness can be maintained sometimes not using, lights at all is preferred.

6. Always check the obvious and use common sense. When instructed to do so by the Team Leader, interview witnesses and people in the area. Be aware of media and the victim's family.

7. Search for clues and not just the victim. Clues can substantially decrease the search area. A lack of clues can be just as important as a great number of them. Do not be discouraged if you know you are searching effectively and yet have turned up nothing,

8. The safety of a DART member is more important than the mission itself. You are more important than your fellow Team members; your fellow Team members are more important than the victim, and the victim is the reason we are here. However, the searchers should be so confident in their own skills and those of their fellow

Team members that they can concentrate solely on the needs of the victim. When this confidence is lacking, the searchers may be in jeopardy.

9. Never run while on scene.
10. Stay calm and collected. Do not yell or use foul language while on scene.

B HAZARDOUS MATERIALS

DART does not get involved in "Haz-Mat" diving, but does have to deal hazardous materials. These materials may be chemicals such as oil, fuel, pesticides, fertilizers and industrial waste, or they may be biological such as blood-borne pathogens. The rivers and sloughs in the Sacramento Valley do contain some or all of these hazardous materials. The concentrations are normally low enough not to be of concern. The possibility of contamination from these materials increases with the concentrations. Increased concentrations will occur when water flows are low or eddies and currents do not allow for the contaminants to disperse. The potential for exposure to blood-borne pathogens increases when the victim is in an advanced state of decomposition.

Team Leaders, the Chief of Operations, and/or the Safety Officer evaluate the site during- a mission for the potential of chemical and biological contamination. If there is a potential for contamination by a hazardous material, these procedures will be followed:

1. Divers will only dive in a dry suit with a full face mask. No wet suits or half-face masks. (These allow contaminated water access to skin, mouth, and ears.)
2. Line Tenders and anyone coming in contact with wet equipment will wear rubber gloves.

The Team Leader and Safety personnel will inspect each diver and safety diver before they enter the water.

4. Whenever possible, the diver will enter upstream of the accident site.
5. Upon exiting, the water, Divers will be washed down.
 - a. The Fire Department may be requested to provide wash down service. In cases of gross contamination, a Hazardous Materials Response Unit will be requested for decontamination.
 - b. If oil, gas, or diesel are present, the diver will be scrubbed down with a soap solution and washed off again.
 - c. If biological hazards are present the diver will be sprayed down with a bleach solution and then hosed off after 3 to 5 minutes.
 - d. All these procedures will take place before the seal is broken on the EXO-26 or dry suit.

6. All wet equipment will be washed down and scrubbed with soap and/or bleach if necessary, before being placed back on the rig.
7. The Mission Report will note that divers were washed down, what was used, the duration of the wash down, and what chemical and/or biological substance was present, if known. This information is essential should a diver become sick or develop a rash, etc.
8. As soon as possible, the team member should shower and thoroughly scrub skin and scalp with an anti-bacterial soap.
9. In the event of gross contamination, personnel will evacuate upwind a minimum of 250 feet to prevent further exposure. Potentially contaminated equipment will be left behind until such time as the Haz-Mat team releases it back to DART or deems the area safe.

If a team member feels these safety procedures are warranted, they can request them at any time during the mission.

VI.

COMMUNICATIONS (Radio Use)

Radios are the most frequently misused devices on a DART mission. The following radio procedures should be understood by all DART members:

A. COMMON RADIO PROCEDURES

1. All users should acquaint themselves with the FCC's operating: rules and procedures before using, any radio equipment.
2. Radio messages and traffic should be kept short and related to DART business only.
3. Do not interrupt other transmissions. Always wait until the channel is clear and yield to more urgent or emergency traffic.
4. Death and injury should only be reported over the radio by code. Remember that others may be listening. See the Team Leader for codes.
5. Maintain professionalism on the radio. A good operator can get a sensitive point across without embarrassment and still sound professional.
6. Speak- slowly, clearly and avoid rushing messages.
7. Always use easily understood words. Avoid words with ambiguous meanings.
8. When preparing- to speak, key (activate) the microphone and wait a few seconds before talking to avoid cutting, off your first words.
9. Do not shout or talk too softly. Use a firm, monotone voice and enunciate.
10. When referencing time, use the 24-hour clock.

B. PORTABLE RADIO PROCEDURES

Portable radios have Guidelines specific to their use.

1. Portable radios shall be assigned to designated Team members on scene by the Team Leader or Chief of Operations at the outset of a mission.
2. Keep the antenna as vertical as possible and fully extended if equipped with a collapsible antenna.

3. Be aware of the proximity of the microphone to your mouth. The microphone should be approximately 1 to 2 inches from your mouth. Speak directly into the microphone.
4. Keep transmissions short. Transmitting uses more battery power than receiving.
5. EWA water tight bags shall be utilized for radios in the vicinity of water to prevent damage.
6. If you have trouble contacting someone with a portable radio try the following
 - a. Change your location. Sometimes even a foot makes a difference.
 - b. Get a new battery or have the one being used recharged.
 - c. If the radio is defective, turn it in to the Logistician for repairs.

C. 800 MEGAHERTZ RADIO PROCEDURES

The 800 MHz radio system is used in and around Sacramento County by both law enforcement and fire agencies. It has the capability of 150 channels and works off several repeaters in the area.

1. Talk groups/channels
 - a. Group A is used by Sacramento County, Fire Dispatch. A1 is used for communications unless directed elsewhere.
 - b. Group B is City Fire Dispatch. B2 is used for communications unless directed elsewhere.
 - c. Other groups are assigned to other agencies. The window on the front of the radio will tell you which agency, fire/law/city you are on.
 - d. Channel 15, the last channel, is set up to broadcast to all channels at the same time in the event you cannot see to get the proper channel and have urgent traffic.
 - e. Tactical channels are assigned as needed.
2. Do not press the emergency button except in cases of dire need. Activating, the emergency button will alert the various communication centers that the operator is in trouble. When the button is activated the radio number/ID is displayed at dispatch so they can identify who has the emergency. Should the button get pressed accidentally, turn the radio off and then on again to reset it and contact the dispatcher.
3. All other usual radio procedures apply.

VII.

SEARCH AND RESCUE UNIFORMS

A. MISSION ATTIRE

DART members should respond to missions dressed appropriately and appear professional.

1. Shirts: The white uniform shirt, red DART t-shirt or DART supporter t-shirt should be worn if possible. Street clothes may be worn, but shirts with logos that are inappropriate should be turned inside out.
2. Pants: Long pants are recommended for protection from the elements and surroundings, which could cause injuries.
3. Shoes: Closed toe shoes or boots are required (water booties are acceptable).
4. Socks and thermal protection will be worn at all times when wearing dry suits.

B. FUND-RAISERS AND PUBLIC EDUCATION ATTIRE

DART members should appear professional whenever meeting with the public.

1. Shirts: The white uniform shirt is preferred, but the red DART t-shirt or DART supporter t-shirt may be worn instead. In the event a Team member is unable to obtain an approved white uniform shirt or a DART t-shirt and one is not available at the site, the member may wear a shirt appropriate for the meeting (appear professional).
2. Pants/Shorts: Dark pants or shorts are acceptable. No holes in pants and no cut-offs.
3. Skirt/Slacks: Dark skirts or slacks are acceptable. Skirt length should be appropriate for the meeting.
4. Shoes: Any shoes appropriate to the setting may be worn.

C. PATCHES

Any clothing that references DART shall have only the following approved patches and name tag placement as noted.

1. Approved patches are to be worn in the following assigned locations:
 - a. DART Patch
 1. White uniform shirt - left shoulder.
 2. Red windbreaker or coat - left breast.
 - b. OES Patch (optional) - Right shoulder of the white uniform shirt and red windbreaker or coat.
 - c. Highest DART related training: (SRT First Responder, SRT I, SRT II, Dive Rescue I, Dive Rescue II, Etc.) – Left shoulder of red windbreaker or coat.
 - d. Name Tag: Left breast above pocket of the white uniform.

VIII.

PERSONAL DART EQUIPMENT

All DART members should carry a ready pack to all DART missions. The decision regarding, what equipment to include in the ready pack is primarily a personal one. However, some basic equipment is necessary if the pack is expected to meet the needs of the DART member.

Carrying the appropriate equipment is an essential part of preparedness for the DART member on a mission. The DART member must be responsible for his or her own ability to provide for personal safety and comfort in the field. The following list is not all-inclusive, but includes the items you will most use on a mission.

- DART identification card and DART classification card.
- Two 1-quart bottles of drinking water.
- Plastic whistle.
- Flashlight.
- Hat.
- Socks (2 pairs). Recommended wool or nylon. Cotton will not keep you warm when wet.
- Rain/wind park-a.
- Sunglasses.
- Sunscreen.
- Insect repellent.
- Extra pair of pants.
- Extra shirt.
- Extra shoes.
- Sacramento County and State Thomas Brothers map books and Delta map.
- Personal first-aid equipment.
- High energy bars or other snacks.

IX.

PAGER PROCEDURE

CONTENTS

General Information

Paging Guidelines

Pager Problems

A. GENERAL INFORMATION

1. The DART group paging system is used for both Call-Outs and Team information. Sacramento County Fire dispatch generally initiates Call-Outs in response to 911 calls or requests from other emergency service agencies.
2. Group Paging (other than responding to Call-Outs) is to be done only by the Operations staff, Team Leaders, Officers, or is authorized by one of these. All group pages must identify the sender. This may be accomplished in the paged information or with a DART ID number at the end of the page.
3. Group pages are not to be used to contact an individual member or Team Leader (TL) during Call Outs, or at any other time, except for urgent situations.
4. It is a members' responsibility to keep a current copy of the Team Phone/Contact List for response to calls, and use this as reference for contacting individuals. Team Phone/Contact Lists are made available by the Secretary.
5. Those that abuse the Group paging system will receive counseling and/or disciplinary action.

B. PAGING GUIDELINES

1. After Hours
 - a) In respect of others, limit group paging to between the hours of 0900 to 2100hrs (9AM-9PM), for communication purposes, including vehicle return status. Exceptions are in-progress call responses and its related information.
 - b) Code 4 should be group paged after hours, if necessary, to prevent further responses to the cancelled or terminated call unless the call is canceled more than 60 minutes after the initial Call-Out.
2. Fire Dispatch, or other group pages, not addressed to an individual:
 - a) Sometimes a group page will be sent from dispatch or another agency, requesting a call back. This could happen because they have been unable to contact Operations, in which case, the first TL to page the group with their DART ID# and 10-21 (i.e. 20**10*21), would be returning that call.
 - b) If the Chief of Operations or a TL does not page in within 5 to 10 minutes from the time of the initial page, then an Officer should page the group, and make the call.

c) Team members are not to return these types of group pages, unless they are directed to an authorized individual. If you have any concerns regarding a page, then please contact Operations or a TL.

3. Member Call Response:

a) Rescue Response

(1) Rescue Call-Outs generally are identified with the word RESCUE in the page and include the location, the type of rescue, the Thomas Brothers map coordinates and the tactical radio channel being used. If the call is outside of Sacramento County the requesting agency is identified.

(2) The first team leader to page in will be the Team Leader responsible for the call. Members/team leaders arriving on scene prior to the responsible Team Leader shall secure the scene and brief the responsible Team Leader on arrival.

(3) In response to a rescue Call-Out, each responding team member is to page in to advise the Team Leader of who is responding, what their capability is, where they are going and their estimated time of arrival (ETA).

(4) Upon receipt of a page from Sacramento County Fire dispatch, the following is the responsibility of the team members responding on the mission:

(a) Dial 948-2830, wait for beeps, then key in the following.

(b) 1-digit DART Classification code

(i) 5 Rescue Diver

(ii) 7 Rescue Diver Intern

(iii) 9 Shore Support

(c) * [Asterisk]

(d) 3-digit DART ID# (2-digit for Team Leaders)

(e) * [Asterisk]

(f) 3-digit response code

(i) 100 Direct to call location via personal owned vehicle (POV)

(ii) 200 Direct to Second Call-Out incident

(iii) 1601 Direct to Dock, located at 1601 Garden Highway

(g) * [Asterisk]

(h) 3-digit time code, indicating approximate number of minutes it will take member to arrive directly to the scene or Dock (1601). This time would be for your Estimated Time of Arrival. or ETA (i.e. 015 would be 15 minutes ETA).

(i) Note, try not to use a "4", this may be confused with the call being canceled (*004).

(j) # [Pound] to send.

(Note: two asterisks ** will enter a space in numeric paging, while one asterisk * will enter dash -).

(5) Rescue Response Examples

(a) To send: shore support, DART ID# 376, responding to scene in personal vehicle, arrival in 30 minutes.

(i) Dial 948-2830 (wait for tones) enter:

9*376*100*030#

(ii) Pager reads as: 9-376-100-030

(b) To send: Rescue diver, DART ID# 250, responding to Dock 1601 Garden Hwy., to arrive in 5 minutes.

(i) Dial 948-2830 (wait for tones) enter:

5*250*1601*005#

(ii) Pager reads as: 5-250-1601-005

b) Recovery Call Response

(1) Recovery Call-Outs generally include the word RECOVERY in the message.

(2) The first Team Leader to page in with their ID will contact the requesting agency for more information.

(3) In response to a recovery Call-Out each responding team member is to page in to advise the Team Leader that is coordinating the call, what their capability is, where they can meet and the time they are available to respond. This is accomplished with the following procedure:

(a) The recovery Call-Out response is the same as the rescue Call-Out response with the following changes:

(i) Instead of paging out your 3-digit estimated time of arrival, page out the 4-digit time (military time format) that you are available to respond.

(ii) You do not need to respond until the Team Leader pages out the actual time the Call-Out will occur.

(b) Based on who and when members can respond, the Team Leader will page out the time and location members will meet to respond. Those members that paged in with a time of availability within the call time frame will respond without further pages.

(c)

c) Members' Response Termination

(1) If your response is terminated subsequent to your initial page due to personal reasons (i.e. car breaks down), call 948-2830 and key in following:

(a) 2 or 3-digit DART ID

(b) * [Asterisk]

(c) 888

(2) Member Response Termination Example:

- (a) To send: DART member 417, canceling response
 - (i) Dial 948-2830 (wait for tones) enter: 417*888#
 - (ii) Page will read as: 417-888

d) Mission Termination

(1) When a mission is terminated. Team Leaders shall call 948-2830 and key in the following:

- (a) Team Leader number (two Digit)
- (b) * [Asterisk]
- (c) 004.
- (d) Add *100 or *200 to identify which call is terminated if there is a second call in progress.

(2) Only Team Leaders are authorized to code 004 a call.

(3) Upon receiving Team Leader number and 004, do not continue proceeding to the location of the mission.

e) End of Mission

(1) Upon returning home or leaving for your next destination from a call, page the Team Leader directly with your DART ID, * [Asterisk], and 411 to denote your safe arrival home, then # to send. In the event the call is cancelled enroute, page the Team Leader that pages in first.

4. Paging the Rigs / Boat In Service

a) When Response vehicles are moved or responding to calls, they must be paged as being In Service with a Code 10-8 (in service) and by whom (DART ID#), to the Team via group page.

b) Example

(1) To send: DART 1, responding, with DART member 397.

- (a) Dial 948-2830 (wait for tones) enter: 001**10*8**397#
- (b) Page will read as: 001 10-8 397

(2) To send: DART 1, Boat 7, responding, with DART members 400,401, and 402.

(a) Dial 948-2830 (wait for tones) enter:
001*007**10*8**400*401*402#

(b) Page will read as: 001-007 10-8 400-401-402

(3) If responding to a second Call-Out or location, add 200 after 10-8

5. Rigs / Boat Return to Quarters

a) Always page back in, the return of, and location of vehicles available for service (with the exception of “after hours” paging).

b) Note: It is not necessary to enter your DART ID#, unless return is made by someone other than the member that originally paged it out, as it is assumed that the member that paged it out would be returning it.

c) Examples

- (1) To send: DART 2, available for service, at 1601 Garden Hwy.
 - (a) Dial 948-2830 (wait for tones) enter :002**10*8**1601#
 - (b) Page will read as:002 10-8 1601
- (2) To send: DART 2, Boat 7, available for service, at station 110, by member 365.
 - (a) Dial 948-2830 (wait for tones) enter:
002*007**10*8**110*365#
 - (b) Page will read as: 002-007 10-8 110-365

6. Paging the Rigs / Boat Out of Service

a) When a response vehicle is taken out of service, the out of service status must be paged out to the Team with a Code 10-7 (out of service) and by whom (DART ID#) via group page.

b) Example

- (1) To send: DART 1, Out of Service, with DART member 397.
 - (a) Dial 948-2830 (wait for tones) enter: 001**10*7**397#
 - (b) Page will read as: 001 10-7 397

7. Paging Individuals

a) To contact an individual member:

- (1) Use the current Team Phone/Contact List to find correct Pager #.
- (2) Dial the individuals pager #,
- (3) Enter the DART ID# of the person that you want to contact.
- (4) Enter ** [two asterisks] (space).
- (5) Enter the Phone # that you want called back (w/ or without area code- 916 will be assumed unless otherwise specified) * can be used to enter a dash into phone number.
- (6) Enter ** [two asterisks] (space).
- (7) Enter DART ID# of the person that is requesting the return call, if other than you (the member that would normally be signing here).
- (8) Enter # to send.

(Note: Entering spaces makes for ease of reading the page).

b) Examples

- (1) To send: DART ID# 380, call 555-2222, signed/or DART ID# 250.
 - (a) Dial 948-2830 (wait for tones) enter:
380**555*2222**250#
 - (b) Page will read as: 380 555-2222 250
- (2) To send: DART ID# 29, call 530-555-2222, signed DART ID# 442.

- (a) Dial 948-2830 (wait for tones) enter:
29**530*555*2222**442#
- (b) Page will read as: 250 530-555-2222 442

(for urgent need only, dial the Group Paging #)

8. Alpha-Numeric Pages

- a) Alpha-Numeric pages may be sent via two-way pager or e-mail.
- b) Group pages via e-mail: 9165920000.9482830@pagenet.net
- c) Individual pages via email: pagernumber@arch.com
 - (1) Example: 9165551212@arch.com
- d) Group pages sent via the Arch website do not reach two-way pagers.
- e) When responding to a call, follow the response procedure do not add additional text.

C. PAGER AND/OR PAGING PROBLEMS:

1. In the event that Team pager is malfunctioning, consult the current Team Member/Contact List for the “pager service” phone number.
2. If your pager becomes lost or stolen, or if you have any problems with our “paging service”, contact Chief of Operations or a Team Leader
3. Newer model Motorola DART pagers have the ability to be programmed so they will show at the end of a page, if the page was sent to the “Group” or to the “Individual”. It is recommended that you have this feature programmed into your pager. There is the possibility that our paging service will exchange and upgrade older pagers. Contact Operations for further info regarding this.

X. CONTINUED MEMBERSHIP

The new member shall be on probation for a period of nine months subsequent to being voted **in** as a member of DART. During this time period, the member can be dismissed by the DART Board by majority vote of the Board with or without cause.

All members shall be required to attend fifty percent (50%) of the General membership meetings and attend six (6) training sessions each year. In addition each member is required to attend twenty-five percent (25%) of all recovery calls and twenty-five percent (25%) of all rescue calls each year. Each call is classified by the initial page out.

A member's failure to meet these requirements may result in that member being placed on inactive status upon written notification by the Chief of Operations.

In order to be reactivated the inactive member must make a written request to the Chief of Operations.

XI.

DIRECTORS AND OFFICERS

A. BOARD OF DIRECTORS

Starting in October, nominations for the following year's Board of Directors are taken at the general membership meeting. At the December general meeting, the next Board of Directors is elected by the general membership. The Board of Directors consisting of the President, Vice Presidents Secretary, Treasurer, Logistician, and a minimum of two Directors.

1. President

The President is the Chief Executive Officer of DART. He or she supervises and controls the activities of the officers. The President presides at all meetings of the Board of Directors and presides at all meetings of the members. The president only casts a vote in a Board meeting if there is a tie.

2. Vice President

In the absence of the President, the Vice President shall perform all duties and have all the powers of the President. The Vice President is in charge of new membership and other duties as delegated by the President.

Secretary

The Secretary records the minutes of all meetings of the Board of Directors and of the general membership. The Secretary is the custodian of the records including: minutes of meetings, information pertaining to membership, correspondences, and member physicals.

4. Treasurer (Chief Financial Officer)

The Treasurer is responsible for all funds and securities. The Treasurer receives, deposits, and disburses all funds and receipts as directed by the Board of Directors. The Treasurer keeps and maintains adequate and correct accounts of properties and business transactions including team assets, liabilities, receipts, disbursements, gains and losses. The Treasurer utilizes outside CPA's on a consultation basis as needed in the performance of these duties.

5. Logistician

The Logistician is responsible for procuring and maintaining all equipment and facilities. The Logistician will select and direct one or more members to assist with his duties.

The Logistician is to be notified promptly in the event of any accident that damages any DART vehicle, equipment, or facility.

6. Directors

The Directors are the personnel liaisons between the General Membership and the Board of Directors. The Directors shall make themselves available to the General Membership to mediate complaints and grievances and to represent the members at Board Meetings.

B. APPOINTED OFFICERS

The Board of Directors appoints members to various offices based on recommendations of the President. A member should be in good standing before holding an office of responsibility. These Officers do not have a vote in board meetings, but carry out various task and have direct input to the Board. These appointed Officers are Chief of Operations,, Safety Officer, Fund-Raiser/Education, Training, Standards and Evaluations, Media Liaison. Fire Liaison, Coast Guard Liaison and Rescue Dog Liaison.

1. Chief of Operations

The Chief of Operations is ultimately responsible for all missions and training, exercises. When the Chief of Operations arrives on scene he/she has the option of taking, charge of the scene or working as a regular member, leaving, the first Team Leader on scene in charge.

a. Duties

- (1) Authorizes DART members to drive DART vehicles code
3. Authorizes members to operate watercraft.
- (2) Assigns portable radios and dry suits to team members.
- (3) Reviews all mission reports, forwards the reports to the Secretary and maintains a record of them.
- (4) Appoints Team Leader positions on the recommendation of other Team Leaders.
- (5) Issues DART operations numbers to new DART members who have completed internship training, and newly certified Team Leaders.
- (6) Issues written notice to members that have failed to meet the minimum operational requirements (see Section X, Continued Membership).
- (8) The Chief of Operations or his appointee will conduct investigations into operational and safety issues, and recommend disciplinary action to the Board of Directors.
- (9) The Chief of Operations makes recommendations to the Board regarding, members to be placed on inactive or active status.

2. Safety Officer

Safety of DART Members is the top priority.

DART training and DART missions have some inherent hazards. Human resources are our most important asset. We have a duty and an obligation to ensure that no one gets hurt during, and DART function. Only by an aggressive approach to this issue can we reduce and minimize potential hazards. We must recognize that accidents are costly, not only in terms of human misery and suffering, but in financial terms as well. The Safety Officer is responsible for this aspect of training, and missions.

The foremost goal of this officer will be to ensure that all DART members follow appropriate safety procedures throughout the training and/or mission and to ensure that all equipment and/or training aids are handled in a safe manner.

a. Specific Guidelines

To help assist the Safety Officer in the performance of his or her duties, the following Guidelines are established:

- (1) The Safety Officer works with the Team Leader and has the ultimate authority in matters directly involving safety. The Safety Officer has the authority to suspend or terminate the training/mission, in the event of unsafe practices and/or conditions.

(2) The Safety Officer will ensure that Team Leaders conduct a safety briefing with their teams prior to the training/mission. The Safety Officer will follow-up with the Team Leader to ensure that all paper-work is completed in the event of an accident or injury.

The Safety Officer will evaluate the need for a stand-by medical team at trainings and will have a prepared plan for medical evacuation and treatment in the event of a medical emergency.

(4) The Safety Officer will be in communication with the Team Leader at all times.

(5) During the training/mission the Safety Officer will have access to all locations and will advise the Team Leader of any unsafe conditions. This activity will continue throughout the training/mission.

(6) After the training/mission has been completed the Safety Officer will deliver a verbal report to the Team Leader reporting on the safety aspects of the training/mission. In the event that injuries or unsafe conditions occurred, a written report will be prepared. The focus of this report will identify the cause of injury or unsafe conditions and will suggest methods of prevention in future training/mission.

7) During the debriefing process of each training/mission, comments from individual participants as to the safety aspects of the training/mission should be requested and ideas for improvement incorporated in future planning.

3 Fund-Raising and Education

Fund-Raising is essential to the existence of DART. Even though DART is a nonprofit organization and we are unpaid professionals, funding is needed for procuring and maintaining equipment maintaining existing facilities, training,, operating expenses, etc.

County, Health and Safety and school fairs are typical events DART attends to raise funds.

It is DART's goal to reduce the number of drownings by educating the public in water safety. Fund-Raising events provide the opportunity for members to educate the community. Members also go to local schools and talk to students about safety in and around water. Coast Guard, Water Resources, Boating and Waterways and Army Corps of Engineers, have published many pamphlets on water safety information are donated to DART and distributed at these events.

The Fund-Raising/Education Officer is responsible for arranging and organizing fund-raising, and public education events and maintaining and updating the displays used. The Fund-Raising/Education Officer works with the Media Liaison on radio and television advertisements to promote contributions and educate the public as to what DART is and does. Although the Fund-Raising/Education officer is responsible for these activities, fund-raising is so vital to DART that all members are expected to participate.

4. Training

The Training, Coordinator is responsible for establishing and maintaining a training schedule for the year. The training, schedule will be reviewed with the Chief of Operations to insure proper and adequate training, is covered. The Training Coordinator will assign Team Leaders the responsibility for arranging, and teaching the actual training. The Training Coordinator will confirm and maintain a roster of those attending each training. If a scheduled training session is canceled or postponed, the team member in charge of the training must contact the Training, Coordinator to reschedule the training. The Team Leader will be responsible to notify the team that the training, session has been canceled or rescheduled. The Training, Coordinator works with the Chief of Operation and the Standards and Evaluations Officer to set and update standards for DART classifications.

5. Standards and Evaluations

Standards and Evaluations is a position appointed by the Chief of Operations to review a trainee's sign-offs to insure the training, is complete and valid prior to recommending the changing of classification to the Chief of Operations. This change is not automatic and is at the discretion of the Chief of Operations based on need and openings. Standards and Evaluations works with the Chief of Operation and the Training, Officer to set and update the standards for DART classifications.

6. Media Liaisons

The Media Liaisons are chosen for their demeanor and communication skills. Interaction with the media and the ability to Provide clear and concise information is key to this position.

When a media Liaison arrives on scene, he/she is responsible for dealing with the media. This is accomplished by coordinating with the Team Leader/Chief of Operations and relaying appropriate information and providing interviews to the media. The Liaison should attempt to keep the media from distracting team members from their tasking or hindering operations.

The Media Liaison is the main contact for the media. The Liaison is to arrange and coordinate interviews and demonstrations for the media when appropriate.

The Media Liaison is responsible for arranging and organizing, radio and television advertisements to promote contributions and educate the public as to what DART is and does.

7. Rescue Dog Liaison

The Rescue Dog Liaison coordinates with CARDA and/or WOOF to schedule training, and Joint exercises to introduce the divers to the dogs and to familiarize each with the different capabilities and communication requirements needed to work together. This person should be comfortable with docs and if possible a member of one of the organizations listed above.

8. Coast Guard Liaison

The Coast Guard Liaison works to promote harmonious relations with the Coast Guard. The individual should be familiar with how the Coast Guard functions and how DART can interface with them.

9. Law Enforcement Liaison

The Law Enforcement Liaison works to promote harmonious relations with city, county, and state Law Enforcement agencies. This individual should be familiar with the inner workings of the departments and have the ability to coordinate cross communications between multiple agencies. A background in Law Enforcement is preferable.

10. Fire Liaison

The Fire Liaison works to promote harmonious relations with area fire departments. This individual should be familiar with the inner workings of the departments and have the ability to coordinate cross communications between multiple agencies. A fire background is preferable.

XII.

VEHICLE OPERATIONS

A. GENERAL

1. Vehicle Use

DART vehicles will be operated solely for official DART uses. A member operating any DART vehicle shall not permit anyone other than DART members to ride in the vehicle. An exception shall be made when a member is required to convey other persons in the performance of duty or a mission or as authorized by permission of the Chief of Operations or Team Leader.

2. Response Determination

DART vehicles will respond to calls in "rescue" or "recovery," modes as determined by the requesting agency. When a response determination cannot be obtained from the requesting agency, the Chief of Operations or Team Leader shall make the response determination based upon all available information regarding the call.

3 California Vehicle Code

DART members are required to operate vehicles in strict compliance with the California Vehicle Code, unless exempted under Code responses (response procedures on page 12-3) pursuant to, and in compliance with, Section 21055 of the Code. Exemption from civil and criminal liability is dependent upon strict compliance with these guidelines.

- a. All members driving/riding in DART vehicles will use the vehicle's seat belt restraint system.
- b. All members operating DART vehicles must have a valid California driver's license.
- c. Vehicle speed shall not exceed that which is reasonable and prudent, and shall be within the restrictions imposed by Section 22350 of the California Vehicle Code, "basic speed law."

These restrictions may dictate a vehicle speed lower than the posted limit.

- d. Only those DART members previously checked out and authorized by the Training, Coordinator or delegate can operate DART vehicle.

4. Accidents/Damage

In the event of an accident or damage to any DART or privately owned vehicle being operated in the service of DART, the member operating it or in charge of the vehicle shall:

- a. Remain at the scene until a police report is made by the proper jurisdictional agency in the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative.
- b. Promptly notify the Chief of Operations and Logistician of the incident
- c. Properly prepare the required departmental forms for reporting such damages.

B. EMERGENCY RESPONSE: CODE 3 DRIVING

- I. **Rescue Mode.** When responding to a call dispatched as "rescue mode," the DART vehicle shall respond Code 3, covered by the limitations of the California Vehicle Code. When responding Code 3, certain traffic laws are exempted in the effort to provide a rapid response to medical emergencies. Drivers are to remember that the

laws for emergency vehicles do not grant you automatic right of way, and you are responsible for using due regard.

- a. Only DART members authorized by the Chief of Operations can operate a DART vehicle Code 3.
- b. A complete stop will be made at all stop signs, red lights, yield signs, and uncontrolled intersections. No rolling stops.
- c. During Code 3 response, an attendant when such second personnel is available, shall operate the radio and phone so the driver may keep both hands on the wheel and concentrate on driving
- d. Headlights are to be used at all times when driving Code 3.
- e. If during a response to a Code 3 call, the unit is stopped at a scene of another medical emergency, the crew shall immediately notify Fire Dispatch of the incident.
- f. Always leave a four-second cushion between yourself and the vehicle ahead of you in case they suddenly stops. This cushion should be greatly increased when towing equipment/boats.

C. GENERAL DRIVING RULES

1. Except on emergency calls, DART vehicles and personal vehicles are subject to enforcement of all traffic and parking laws. Do not park vehicles in red zones, handicapped parking areas, or other illegal parking, areas or spaces.

Smoking is not permitted in DART vehicles at any time.

DART members responding in their personal vehicles will not follow immediately behind any DART vehicle in a Code 3 response. Instead, at least 500 yards shall separate the vehicles.

4. Personal vehicles driven to a DART scene must obey all speed and traffic laws. When arriving on scene, park in a safe and legal area. or where directed. making sure not to block anyone in especially, emergency vehicles. Make sure your vehicle can be moved if needed.

D. SPECIAL DRIVING CONDITIONS

1. Hot weather is responsible for many vehicle breakdowns. When responding in hot weather, monitor the vehicle's gauges on a regular basis. The engine should be left running at the scene. but turn off the air conditioner, the siren switch, and whatever emergency lights are not necessary. This includes headlights. Leave the parking, 112hts on and set the parking, brake.

2. Road surfaces will show the direct effect of the weather. Mud, pot holes, slick pavement (from rain, ice, snow, etc.) are some of the surface hazards that may be encountered. Be familiar with the particular response area and the adverse road conditions common in that area. Know how to operate the vehicle safely in any of these situations.
3. When traveling in fog, use extreme caution. Slow down, only use as much emergency lighting as necessary. Light reflects off fog and is actually more dangerous to you. Heavy fog constitutes Code 2 response.
4. For safety, durability and handling, never take a vehicle where it is not intended to go. DART 1 is designed for road travel. DART 2 can be driven off-road only by personnel trained in 4 wheel drive operations. Never drive the vehicles on more than a 25-degree lateral grade. Both vehicles are top-heavy and could roll over.
5. The parking, brake shall be set any time the vehicle is in park (whether the vehicle is running or not). Make sure to take off the brake prior to moving the vehicle.
6. Attempt to park the DART vehicle as close to the scene as is safely possible. This will allow for easier access of equipment.

E. VEHICLE OPERATIONS

1. Operation of DART I located at Station 110.
 - a. Upon arrival at Station 110, check all cabinets on DART 1 to ensure they are closed and secure.
 - b. Contact Fire Dispatch on Command 4 on the old radios or on Channel A-2 on the 800 MHz radio indicating that DART 1 is responding to location of mission. Change the radio to the assigned tactical channel, if assigned, and notify the Incident Commander of your response.
 - C. Hook- up the DART boat, if a boat is necessary.
 - (1) Make sure that the battery charger is disconnected and stored away.
 - d. If the call is a "Rescue", proceed immediately to the location of the mission. DART I will not wait for other DART members responding to the Station.
 - (1) See Code 3 driving, procedures on page 12-x).
 - e. If a call is a "Recovery", check your pager to see which DART members are responding to the Station. Wait for all responding members.

Upon arrival at the scene, contact fire dispatch and advise them of DART's arrival.

- h. Upon completion of the mission:

- (1) Fill gas tanks.
 - (2) Shut off with Fire Dispatch and show DART I available. Check oil level and add if necessary.
 - (4) Complete mileage log
 - (5) Ensure equipment is cleaned and put away and broken items are tagged and the logistician notified.
- (6) Lock and secure all cabinets.

Operation of DART 2 located at Station

- a. Upon arrival at Station 52, enter the door code to enter the building and immediately disarm the alarm.
- b. Check the back doors on DART 2 to ensure they are closed and secure. Walk around vehicle to check for obstructions.
- c. Hook up the DART boat, if a boat is necessary.
 - (1) Make sure that battery charger is disconnected and stored away
- d. Contact Fire Dispatch on Command 4 on the old radios or on Channel A-2 on the 800 MHz radio indicating that DART 2 is responding to location of mission. Change the radio to the assigned tactical channel, if assigned, and notify the Incident Commander of your response.
- e. If the call is a "Rescue", proceed immediately to the location of the mission. DART 2 will not wait for other DART members responding to the Station.
- f. If a call is a "Recovery", check your pacer to see which DART members are responding to Station 52. Wait for all responding members.
- g. Upon arrival at the scene, contact fire dispatch and advise them of DART's arrival.
- h. Upon completion of mission.
 - (1) Fill gas tanks.
 - (2) Shut off with Fire Dispatch and show DART I available.
 - (3) Check oil level and add if necessary.
 - (4) Complete mileage log
 - (5) Ensure equipment is cleaned and put away and broken items are tagged and the logistician notified.
 - (6) Lock and secure all cabinets.

F. WATERCRAFT OPERATIONS.

1. General Guidelines

Boat operators - only those DART members authorized by the Chief of Operations are permitted to operate DART watercraft.

2. Watercraft Use

DART watercraft will only be used on a mission when deemed necessary by a Team Leader or the Chief of Operations.

Operation of DART 7

- a. Make sure the trailer hitch is securely attached to towing vehicle. Attach safety chains and lighting cables.
- b. Make sure that the battery charger is disconnected and stored away.
- c. Walk around the boat to check function of trailer lights and to ensure no objects interfere with path of trailer.
- d. Check engine oil level.

On DART 7 check oil level under engine cover.

On Dart 9 the oil container is inside fuel compartment back by the transom.

- e. Raise the motor before moving DART 7
- f. Unless otherwise authorized by the Chief of Operations or Team Leader, DART 7 and are only to be used on recovery missions.
- g. Upon completion of the mission.
 - (1) Check gasoline and engine oil levels and fill.
 - (a) Note: if DART 7 is stored indoors only fill 3/4 full of fuel to allow for expansion.
 - (2) Unhitch the boat trailer.

4. Operation of DART 8 located at Station 110.

- a. Make sure the trailer hitch is securely attached to towing vehicle. Attach safety chains and lighting cables.

- b. Make sure that the battery charger is disconnected and stored away.
- C. Walk around the boat to check function of trailer lights and to ensure no objects interfere with path of trailer.
- d. Check engine oil level. Inside the battery compartment is a polyurethane container 9" x 9" x 9". Check oil level there.
- e. Unless otherwise authorized by the Chief of Operations or Team Leader, DART 8 is only to be used on recovery missions.
- f. Upon completion of the mission.
 - (1) Check gasoline and engine oil levels and fill.
 - (2) Unhitch boat trailer for DART 8.

XIII.

CONDUCT -- GENERAL

A. GENERAL BEHAVIOR

DART members shall not act or behave privately or officially in such a manner as to embarrass or brine, discredit upon themselves or DART.

B. OBEDIENCE TO RULES, REGULATIONS AND LAWS

1. DART members shall not willfully violate County, State or local ordinances while engaged in a DART activity including meetings, trainings and missions.
2. DART members who violate any rules, regulations, or policies of DART shall be subject to disciplinary action. The commission of any other action contrary to good order and discipline shall also be the subject of disciplinary action. All DART members, both on and off duty, should be conscious of the fact that they are representatives of DART and shall act accordingly.

C. CONDUCT TOWARDS OTHERS

DART members shall observe the following rules of conduct:

1. Members shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves.
2. Members shall not intentionally antagonize any person with whom they come in contact and shall treat all persons in a respectful, courteous, and civil manner.

D. USE OF ALCOHOL

DART members shall not consume any kind of alcoholic substance prior to or during any DART function, including without limitations, meetings, trainings or missions. This would be a serious violation of DART policy and can severely jeopardize team safety. Exceptions will be made for purely social DART functions. Alcohol consumption off the job is not a disciplinary offense. However, it may legitimately warrant disciplinary action should DART member report for duty and it is considered that, given the DART member's duties, his or her conduct may reasonably result in the impairment or disruption of public service.

E. USE OF DRUGS

A DART member may only take medication while at a DART activity, i.e., meeting,, training or mission, when such medications are property prescribed by a physician or available over the counter, and when their use does not result in the impairment or disruption of public service.

F. BRIBES, REWARDS, LOANS, GIFTS, FAVORS

The following rules shall apply:

- a. A DART member shall not accept a bribe or engage in any act of extortion or other unlawful means of obtaining money or property through their position with the DART Team.
- b. A member shall not personally accept, directly or indirectly, a gratuity, fee, loan, reward, or gift of any kind. Instead, all shall be accepted in name of DART and immediately remitted to DART.

G. DEROGATORY LANGUAGE

Members shall not use coarse, profane, or insulting language nor use threatening or uncomplimentary terms of speech, which defame or demean the nationality, culture, color, race, religion, sex or sexual orientation of any individual.

H. CARE OF DART PROPERTY AND EQUIPMENT

A member shall be responsible for the proper care, maintenance and serviceable condition of any DART property, fixed or movable, issued or assigned to them. Loss of, damage to, or unserviceable condition of such property shall be immediately reported to the Logistician. The member shall prepare an affidavit of the loss and a written report of the circumstances leading to the loss. The Board of Directors shall make the determination of whether the DART member is personally liable for any lost, stolen or damaged DART property when such loss is due to gross or willful misconduct.

I. RETURN OF DART PROPERTY

When a member is suspended, resigns, or is separated from the DART Team for any reason, they shall return all DART property in their possession to the Logistician

J. TAMPERING WITH EVIDENCE

DART members shall not fabricate, withhold, or destroy evidence of any kind.

K. FALSE STATEMENT

DART members shall not make false statements when questioned, interviewed, or when submitting reports.

L. INCOMPETENCE

Members may be deemed incompetent and subject to suspension, disciplinary action or dismissal when they:

- a. Display reluctance to properly perform their assigned duties, except as warranted for personal safety reasons.
- b. Act in a manner tending to bring discredit to themselves or the DART Team.
- c. Fall to assume responsibility or exercise diligence, intelligence and interest in the pursuit of their duty.
- d. Continually fail to comply with DART Policies and Procedures.

M. CONFORMANCE WITH DART POLICY AND PROCEDURES

Every DART member shall be familiar with and conform to the DART Policy and Procedures and DART Bylaws. These documents shall be kept by the Team Secretary and made available to the members for inspection and/or copying at each general membership meeting. The Secretary shall see that at least one up-to-date copy of the DART Policies and Procedures Manual and DART Bylaws is always available for reference by their members.

N PERSONNEL INFORMATION

A member shall provide the secretary with personal data such as their correct name, address, telephone number, and the name of the person to be notified in case of emergency. They shall be responsible for keeping, the Secretary informed of any changes.

O. PUBLIC AND PRESS RELATIONS

1. Public Relations

- a. To facilitate accomplishment of the DART's objectives, each member shall strive to gain public support and win friendly citizen cooperation in DART programs and procedures.
- b. The attitude of each DART member shall be one of service and courtesy. The member should be pleasant and personable. On occasions calling for regulation and control, the DART member shall be firm and impersonal, avoiding, the appearance of rudeness.
- c. In addition to each DART member's responsibility to maintain their alertness and personal hygiene and communicate with the public in a manner which displays the utmost respect, courtesy and politeness, the following requirements must be adhered to:
 - (1) All facilities, vehicles, boats, and equipment are to be kept neat and clean at all times, and are to be washed and waxed as required.
 - (2) When driving department vehicles use the utmost courtesy. Obey all traffic laws and co out of your way to yield the right of way.
 - (3) DART members should be constantly aware and alert to the fact that they are in the public eye, and act accordingly avoiding any negative or, discrediting behavior.

XIV.

WRITTEN RECORDS

Reports made by team members make while on DART missions are of the utmost importance and constitute a legal document.

The vehicle logs, mission reports, and forms all take time to complete. However, these reports are very important to you, to the DART Team, and to the State of California. These reports should be completed at the first available opportunity this will provide the most accurate account of the incident. Because of their importance, accuracy is crucial.

In the event that legal problems arise, a completed, legible report can help protect the DART members, the Team, and the State from liability.

Forms must be completed in a literate and legible manner. This will aid in the aforementioned legal aspects, and will provide a valuable tool for the development of meaningful statistics.

When filling, out any report, be as brief, yet complete, as possible. The mission report must be provided to the Chief of Operations within 15 days of the mission. Although the report writing task is assigned to a member by the Team Leader on that mission, the Team Leader is ultimately responsible for the timeliness of the report.

Members shall not falsify official records. They shall not knowingly or willingly enter or cause to be entered information in any application, DART books, records or reports that is inaccurate, false or improper.

XV. DART DISCIPLINE AND APPEALS

To be effective, DART requires establishment of basic Guidelines for discipline, provisions for uniform standards, and procedures for disciplinary action.

A. POLICY

Discipline follows progressive steps where appropriate and is applied befitting the severity of the offense. It is administered in a fair, impartial and uniform manner. Discipline is taken for proper cause. Personal attitudes should never influence disciplinary decisions.

B. PROCEDURES

The Chief of Operations and all Team Leaders may suspend or remove any DART member from a DART scene when the safety of the DART mission is compromised by the actions of the DART member in question. Once the DART member has been suspended or removed, the Chief of Operations is to be notified and an investigation to begin as soon as possible.

Disciplinary action is initiated by the Chief of Operations and/or Team Leaders.

1. Levels of Discipline.

Informal Action: Informal action is an attempt to handle problems before they seriously hamper member's effectiveness. This counseling is done through verbal discussion between the Chief of Operations or Team Leader and the member. This informal action does not become part of the DART member's permanent personnel record. The Team Leader or Chief of Operations will:

- (1) State the problem - describes what was observed or reported by others.
- (2) State the policy that covers the observed or reported behavior.
- (3) State the reason for the policy.
- (4) State the impact of the observed or reported behavior.
- (5) Describe the penalty for the behavior.
- (6) Describe the penalty for further incidents of similar behavior.

Formal Action: There are five (5) types of formal disciplinary action which may be taken. They are as follows:

- (1) **Oral Warnings** - An oral warning is a communication to the member that their performance or behavior must be improved, how ...if the improvement is not made.
- (2) **Written Warning** - A written warning is notice to the DART member that unless their behavior or performance improves, it will be necessary to take further disciplinary action. It contains basically the same information covered in the Oral Warning. It shall be kept in the DART members

personnel file. Written warnings become a permanent part of the DART members' file.

- (3) **Written Reprimand** – A written reprimand is DART's official written notice to the member that their behavior or performance is seriously below standard, and that continuation or repetition of that performance will result in suspension or discharge. If a written warning was previously issued, it is attached. A copy of the reprimand is placed in the DART member's file. The reprimand is issued by the Chief of Operations.
- (4) **Suspension** – A suspension is a temporary removal of a DART member for operational status. The suspension will be for a period of time while the Chief of Operations or his appointee conducts an investigation into the matter. The Chief of Operations then can make a recommendation to the Board as to the type and length of suspension. The Board has final decision on all suspensions.
- (5) **Discharge** – A discharge is a removal of a member from the DART team. A discharge requires a written letter form the Chief of Operations with Board approval. The Board has final decision on all discharges.

Note: Any disciplinary letter should be signed by the DART member indicating it has been discussed with them. If a DART member refuses to sign the letter, this fact is noted on the letter and signed by the presenter and a witness.

C. MEMBER APPEAL RIGHTS

1. The DART member has the right to respond to a disciplinary action either orally or in writing. With a written reprimand or higher level of discipline, the written response is attached to the disciplinary letter and becomes part of the members' personnel file. To initiate an appeal, the member shall contact the DART secretary to set a date and time for a closed hearing, with the board within 7 days after being given notice of the proposed disciplinary action.
 - a. The member appealing may present a statement to the board orally or in writing.
 - b. The member is entitled to present evidence including witnesses and is entitled to be represented by an attorney.
 - c. Hearings shall be limited to one hour, except for showings, of good cause by the appellant.
 - d. Subsequent to the hearing the board shall hold a closed session and decide the appeal by a majority vote.