AFP Practical Guide on the Dive Team (ACT Policing)

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1. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the AFP National Guideline on the disclosure of information .

Compliance

This instrument is part of the AFP's professional standards framework. The AFP Commissioner's Order on Professional Standards (CO2) outlines the expectations for appointees to adhere to the requirements of the framework. Inappropriate departures from the provisions of this

instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the *Australian Federal Police Act 1979* (Cth).

2. Acronyms

AFP	Australian Federal Police
AS	Australian Standards
OHS	Operational Health and Safety
SRS	Specialist Response and Security

3. Definitions

Authorised technician – means a person who has successfully completed a course of instruction relating to the maintenance of diving equipment.

Dive team leader – means a qualified full-time police diver based within the Water Operations Team, Specialist Response and Security (SRS).

Diver's attendant – is defined in AS 2299.

Diving supervisor – means a qualified police diver responsible for the conduct of any diving operation.

Police diver – means a suitably qualified Dive Team member.

Standby diver – is defined in AS 2299.

Support group – means organisations which perform functions in direct support of the set task and may include, but are not limited to:

- police (e.g. SRS Tactical Response, Forensic services)
- defence services
- emergency services
- other government departments or agencies.

4. Guideline authority

This guideline was issued by the Chief Police Officer for the ACT using power under s. 37(1) of the *Australian Federal Police Act 1979* (Cth) as delegated by the Commissioner under s. 69C of the Act.

5. Introduction

The purpose of this practical guide is to ensure the safest, most efficient and effective response to all incidents requiring the activation of the AFP SRS Dive Team.

6. Organisation and responsibilities

Command group

The diving supervisor is responsible for the control of Dive Team members involved in diving operations.

The case officer for the incident is responsible for the command of the incident.

Diving group

Dive Team members must:

- maintain a capability to respond to requests to search, rescue or recover persons or property which may be submerged
- conduct underwater searches for evidentiary purposes
- provide support, including planning, for operational tasks including underwater security conducted by other groups within the AFP or outside organisations
- coordinate the servicing, cleaning and maintenance of all equipment held by the team
- develop, trial, appraise and recommend suitable diving equipment for the team
- provide advice and briefings to the Superintendent Specialist response and Security (SRS) on matters relating to the function of the team
- liaise with interstate police, emergency services and other bodies on matters relating to the team's functions
- carry out all administrative tasks relating to the team's performance
- continually update operational efficiency by improving skills
- maintain safe working practices in accordance with relevant Australian Standards and legislation.

Support group

The dive supervisor is responsible for requesting the activation of support staff after consultation with the officer in charge Specialist Disciplines SRS, who should seek authorisation from the Superintendent SRS.

Call-outs must be authorised by the Superintendent or, when absent, the on call duty officer.

The diving supervisor is responsible for control of support staff.

Command of the support staff remains with each support group.

7. Roles and staffing

Diving supervisor

To comply with Australian Standard (AS) 2299, diving supervisors must:

- always be present while a diver is in the water
- ensure the diving operation is conducted safely.

Stand-by diver

Stand-by divers must provide help to a diver in need of assistance, with the minimum of delay,

after being instructed by the dive supervisor.

Diver's attendant

The diver's attendant should provide assistance to the diver, including dressing in and safe water entry. The diver's attendant must monitor the diver via life line or umbilical and pass all information between the dive supervisor and diver.

The diver's attendant must not be given any other task while a diver is in the water, unless specified in AS 2299.

Staffing

All diving operations must be performed with at least 3 qualified divers in attendance (per AS 2299).

At most diving operations, the following personnel must be present:

- a police dive supervisor
- a police diver
- a stand-by police diver
- a diver's attendant.

The dive supervisor may act as the diver's attendant but must not be the diver or the stand-by diver.

8. Communications

s37(2)(b)

9. Records and situation reports

The dive team leader should ensure that the following records are kept:

- personnel details and call-out lists at the following locations:
  -
  - s37(2)(b)
  -
- an equipment register
- an equipment maintenance program, including service dates and results
- task results, recorded on PROMIS
- records as required by AS 2299.

Police divers' log book

Each police diver must keep a log book and record all:

- dives
- times

depths
- dive types
- equipment used.

Details should be entered when the task is completed and be signed by the diving supervisor.

Situation reports

The Diving Supervisor should provide daily situation reports for diving operations to the officer in charge Specialist Disciplines, if required.

10. Equipment

Responsibilities

All general police diving equipment is the responsibility of the dive team leader; however, each member of the dive team must ensure that all equipment in use is maintained in good condition and repair.

All personal-issue equipment is the responsibility of the person to whom the item is issued. Members transferred from the dive team will return any equipment on issue to the dive team leader.

All equipment held by the Dive Team must be managed as Commonwealth property and are subject to annual AFP asset management procedures in accordance with the Commissioner's Financial Instructions.

Any diving equipment transported in an AFP vehicle must be securely locked away whenever the vehicle is unattended.

The diving equipment storage facility for the Water Operations Team must be kept locked when unattended. Unauthorised personnel must not use the equipment.

Equipment registrar

The dive team leader will appoint and supervise an equipment registrar who must:

- maintain and update the equipment register on a regular basis as per assets control requirements
- ensure that all equipment on issue to the dive team is adequately marked and/or numbered for identification
- record and issue all equipment in use or held by the dive team
- ensure any equipment is transferred using a receipt and issue voucher.

Equipment servicing

Regular servicing of police diving equipment should be carried out by authorised technicians on a regular basis as per the manufacturer's recommendations.

All requests for repair/replacement of equipment should be:

- authorised by the dive team leader
- approved by the officer in charge Specialist Disciplines or Superintendent Specialist

Response and Security.

All repairs must be performed by authorised technicians.

Equipment inspection

The dive team leader should carry out and record periodical inspections of stores and equipment held by the dive team.

11. Training

Diver selection

A member must not begin an approved dive course until they have:

- successfully completed a ‘Police diver selection’ week
- undergone a medical examination by the AFP Medical Officer or a medical practitioner designated by the AFP Medical Officer.

Maintenance of diving skills / annual training program

All police divers must:

- maintain a very high standard of physical fitness
- attend 6 out of 12 of the monthly training days per year
- attend 1 recertification week (out of 2 per year) every 12 months to maintain currency.

12. Occupational health and safety

All members of the Dive Team must adhere to the AFP's principals and AS 2299 regarding police diving operations.

Each member of the Dive Team must always observe safety rules and procedures pursuant to AS 2299, and advise the diving supervisor of any conditions they consider may result in a hazardous or dangerous situation.

13. Further advice

Queries about the content of this guideline should be referred to the Sergeant Water Operations or Dive Team Leader s37(2)(b) Alexandrina Drive Yarralumla in the ACT.

14. References

- Australian Standard 2299 Occupational Diving Operations