

Orange County Sheriff's Department



DON BARNES

Sheriff-Coroner

Marine Operations Training Program

**Sunset Harbor
Newport Beach Harbor
Dana Point Harbor**

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STATEMENT OF CONFIDENTIALITY

The material contained in this manual is deemed confidential and is an official Department document.

OCSD Policy Manual Section #215 admonishes employees not to divulge official Department information (documents) to anyone except to whom it is intended.

The Harbor Patrol Training Manual is intended for the use of sworn Departmental personnel, and selected professional staff on a need to know basis.

MARINE OPERATIONS TRAINING PROGRAM OVERVIEW

The Orange County Sheriff's Department (OCSD) Marine Operations Training Program provides policies and guidelines for Field Training Officers (FTOs) to facilitate the orientation and field training of newly assigned Harbor Patrol deputies. The program is designed to assist deputies in making the transition from other assignments to a water-based operations division while performing general law enforcement, firefighting, and rescue duties.

LENGTH OF PROGRAM

The Marine Operations Training Program is intended to provide basic and advanced Marine Operations training. The three training phases have been formatted to provide maximum flexibility in regards to the allotted training time and to facilitate the completion of the objectives of each phase. Standard training will last 12 weeks, but may be extended where applicable.

STANDARDIZED PHASE TRAINING

The Marine Operations Training Program is based on a structured learning program with components consisting of topical areas of instruction and performance objectives. Utilizing the guide as the training standard will minimize issues associated with inconsistent training and maximize consistency in the field training process.

Standardization and consistency of phase training are essential to the success of any Marine Operations Training Program. Standardized training provides for uniform application of policy, procedure, and law throughout the department. Consistency in training ensures fair and impartial treatment of all trainees.

A fundamental element of the program is phase training, which is designed to facilitate and provide the following:

- A systematic approach to field training.
- Consistent and standardized training.
- Maximize the trainee's capability to perform competently as a solo harbor patrol deputy.
- Provide the opportunity to train with multiple FTOs and to be exposed to their methods and techniques while operating within the standardized guidelines.

During each phase, the trainee will complete a component of the program including specific performance objectives designed to ensure the trainee has learned specific skills. Phase training is a progressive process, with subsequent phases building on the knowledge and skills learned in the previous phases.

For this reason, trainees will not be passed to the next phase unless they have successfully completed and can demonstrate adequate competency for all training objectives contained in the previous training phase.

To facilitate the training and associated documentation process, the Marine Operations Training Program is divided into three phases:

Phase I: The introductory phase, consisting of the orientation period followed by several weeks of instruction and training. During this time, the trainee will be taught basic Harbor Patrol skills.
(4 weeks)

The FTO's function as a role model is particularly important for this portion of training. The trainee's ultimate success may hinge on his/her attitude toward the training program and on the image projected by the FTO.

Phase II: During this phase, the trainee should become more adept with their new role and begin handling calls for service with less input and/or assistance required from their FTO.
(4 weeks)

The FTO must acknowledge the trainee's growing assertiveness and remain constantly aware of and monitor the workload, guarding against under or over loading, to ensure a proper learning environment is maintained.

Phase III: Phase III consists of two weeks of assignment to the Sunset and Dana Point stations and two weeks as an "Echo Unit" and function as a standalone harbor patrol deputy in an area adjacent to his FTO. This assignment will provide the opportunity for the evaluation of the deputy's first solo assignment.
(4 weeks)

During the "Echo" period, the FTO will not take any action except in instances where his/her intervention is necessary.

All Performance Objective Checklists for Phases I-III, critical skills checklist, and End of Phase Reports by the FTO and Training Sergeant will be completed prior to the trainee completing the Harbor Patrol Training Program.

Phase Plan Chart

Below is an overview of the critical points covered in each phase of the training program. These points may or may not be covered in any specific order, rather as each opportunity presents itself. The purpose of this chart is to outline the major areas covered in each phase as a means of quick reference.

Phase 1- Introduction (4 Weeks)	Phase 2 – Mastery (4 Weeks)	Phase 3 – Performance (4 Weeks)
<ol style="list-style-type: none">1. Office / Equipment Orientation2. Swim Qualification3. Harbor Regulations and Forms4. Laws and Ordinances5. Locations and Resources6. Marine Radio7. Vessel Recognition8. Boat Handling9. Rescue Training10. Fire Training11. Marlin Spike	<ol style="list-style-type: none">1. Boat Stops2. Rescue Boat Training3. Fire Training4. Navigation5. Knowledge Tests6. Report Writing7. First Aid8. Hazmat	<ol style="list-style-type: none">1. Sunset Harbor2. Dana Harbor3. Patrol Boat “Echo”4. Mechanical Problems Class5. Skills Test6. Dispatch

EVALUATION FREQUENCY

Evaluation frequency, required documentation and the person responsible to its completion is as follows:

<u>Frequency</u>	<u>Document</u>	<u>Responsible Party</u>
Weekly	Weekly Observation Report	FTO
End of Phase	FTO End of Phase Report	FTO
End of Phase	FTO End of Phase Skills Test	Training Deputy
As Required	Remedial Training Assignment	Training Sergeant
End of Training	FTP Completion & Competency	Training Sergeant

All documentation listed above will require the review and signature of the FTP SAC.

REMEDIAL EXTENSION(S)

The pre-determined length of the OCSD Harbor Patrol Training Program is 12 weeks. The program may be extended to allow the trainee additional time to master specific tasks and provide an opportunity to have any diagnosed and documented problems remediated.

If it is determined the trainee has demonstrated a pattern of deficiencies or an inability to perform to the established standards of achievement in any phase, he/she should either receive an extension of training, be given a remedial training assignment or be terminated from the program.

In the event regular phase training is interrupted as a result of the trainee being rerouted to specialized remedial training, the regular phase training period will be extended accordingly. Training time spent in a remedial phase will not be credited toward the minimum training time required by the Harbor Patrol Training Program.

Trainees are not automatically entitled to and/or guaranteed an extension. The decision to extend shall be that of the FTO in conjunction with the Training Sergeant and is usually made before the trainee enters Phase III.

An extension in the field training program may be handled several ways. The trainee may continue to work with the same FTO or may be assigned to a different FTO on any of the available shifts.

TERMINATION OF HARBOR PATROL TRAINING PROGRAM

The Harbor Patrol Training Program is designed to develop a competent solo harbor patrol deputy. However, this level of competence cannot always be attained and some trainees will not be able to meet these performance standards.

If a trainee is terminated from the Harbor Patrol Training Program, all training/performance related documentation will be collected and retained in his/her individual training file, which will be maintained by the appropriate bureau/division.

MARINE OPERATIONS TRAINING FILES

All training files will be retained by the training deputy and placed in the deputy's training file. The forms to be entered include the following:

- FTO End of Phase Reports
- Sergeant End of Phase Reports
- Critical Skills Checklist
- Remedial Training Assignment Worksheet
- Remedial Training Completion

MARINE OPERATIONS TRAINING PROGRAM MANUAL REVISIONS

The training manual will be reviewed and revised as necessary. The Training Sergeant and designees will ensure the training information is current, the overall program is meeting the needs of the bureau, and the program is in compliance with regulations.

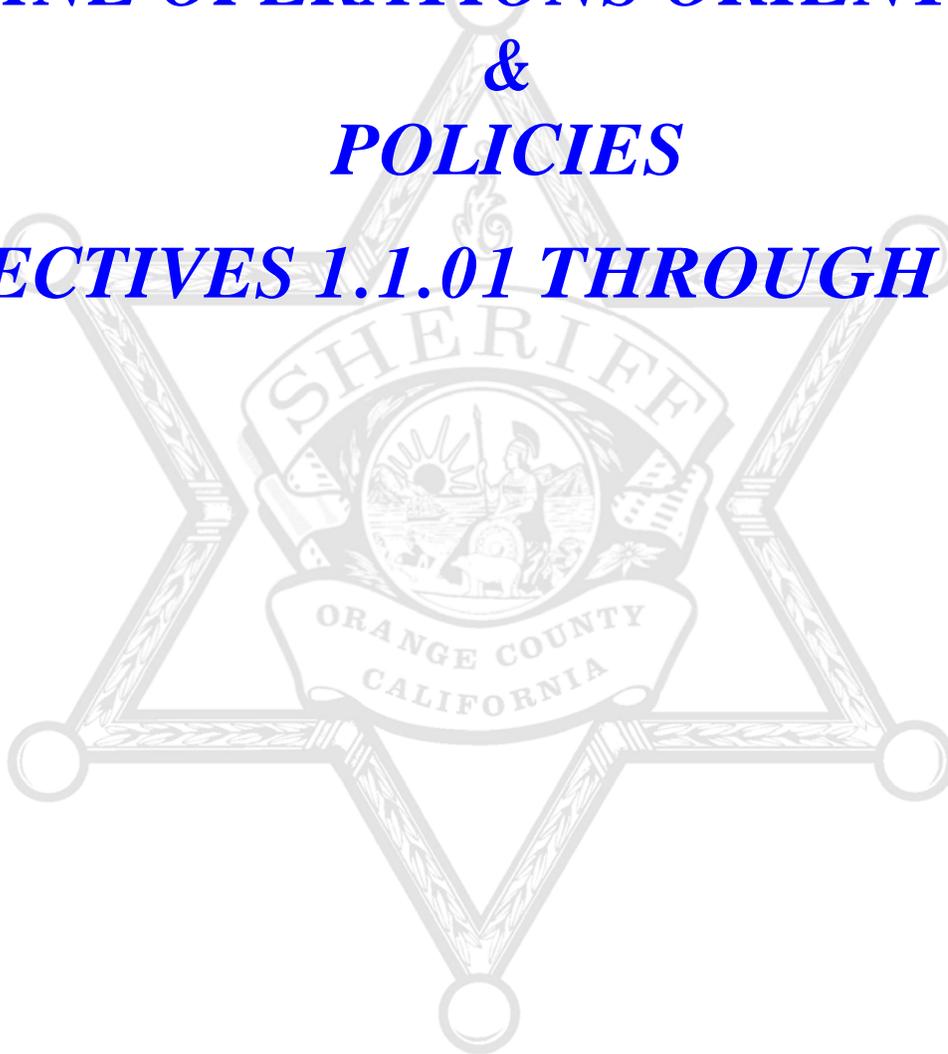
Revisions/additions will reflect a revision date (i.e. Revised 01/00) in the lower left hand footer of the appropriate manual pages.

HARBOR PATROL
PERFORMANCE OBJECTIVE CHECKLIST

PHASE

I

***MARINE OPERATIONS ORIENTATION
&
POLICIES
OBJECTIVES 1.1.01 THROUGH 1.11.01***



OFFICE / EQUIPMENT ORIENTATION

The trainee shall demonstrate a satisfactory level of competency and knowledge in the following areas:

1.1.01 Briefings

- A. Uniform options
- B. Briefing information (logs, BOLOs, briefing book)
- C. Prepared for duty (Equip. Supplies, OPM, etc...)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.1.02 The trainee shall be oriented to the work area, including:

- A. Introductions to key personnel (Admin Staff, Dispatch, Front Office, Mechanics)
- B. Equipment and supply locations (Equipment Rooms, Forms, Shop)
- C. Evidence / Property procedure / Pollution Storage

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.1.03 The trainee shall demonstrate the procedures for obtaining, checking and using the following items:

- A. Hand-held radio
- B. Preliminary Alcohol Screening (P.A.S.) Device
- C. Special equipment (i.e., helmet, personal protective gear - gas mask, etc.)
- D. Harbor report forms
- E. Fire gear and bag

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SWIM QUALIFICATION (WEEK 1)

- 1.2.01 Trainee shall be proficient in the water and pass the following:
- A. A swim inside the Harbor of approximately 100 yards in length.
 - B. A self-rescue / water familiarization exercise

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

HARBOR REGULATIONS AND FORMS

- 1.3.01 The trainee shall review and understand:
- A. Harbor Patrol OPM
 - B. Harbor Patrol Mission Statement
 - C. Harbor Patrol Share Drive
 - D. Harbor Specific Report Forms

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

LAWS AND ORDINANCES

1.4.01 The trainee shall review and understand:

- A. Harbors and Navigation Code
- B. California Vehicle Code
- C. Health & Safety Code
- D. California Administrative Code
 - 1. Title 13
 - 2. Title 14
- E. County Ordinances
- F. City Municipal Codes
 - 1. Newport Beach
 - 2. Huntington Beach
 - 3. Seal Beach

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

LOCATION ORIENTATION / RESOURCES

1.5.01 The trainee shall know the following locations within the surrounding jurisdiction:

- A. Coastline
- B. Boundaries
- C. Harbor Entrance(s)
- D. Piers
- E. Public Docks
- F. Hazardous Areas
- G. Mooring Areas
- H. Major Harbor Locations
- I. Shipyards

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.5.02 The trainee shall understand basic navigation and common aids to navigation and their locations in the Harbor.

- A. Buoys
- B. Lights
- C. Charts
- D. Maps
- E. Compass
- F. Radar
- G. Radio Directional Finder (RDF)
- H. Depth Finder
- I. Global Positioning System (GPS)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.5.03 The trainee shall understand the proper utilization of agency specialty teams and intra-jurisdictional agencies in the Harbor, including:

- A. CIRT/SWAT
- B. K-9
- C. Search and Rescue (Reserves / Bloodhounds)
- D. Bomb Squad
- E. Dive Team
- F. HNT (Hostage Negotiations Team)
- G. Sheriff's Identification (Forensics / Evidence Collection)
- H. RNSP (Regional Narcotic Suppression Team)
- I. DUKE – Air Support
- J. Coast Guard
- K. Newport Police Department
- L. Marina Park
- M. City / State Lifeguard
- N. Border Patrol
- O. Maritime Coordination Center (MCC)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role-play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role-play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

MARINE RADIO

1.6.01 The trainee shall understand the agency radio procedures and proficient use of the radio including:

- A. VHF
 - 1. Emergency frequency
 - 2. Working frequencies
 - 3. Harbor frequencies
 - 4. Coast Guard working channels
 - 5. Ship to ship
- B. Department Radio
 - 1. Emergency and non-emergency
 - 2. Area PD's (Newport, Huntington, Seal Beach, Etc.)
 - 3. Fire Agencies (Orange County Fire, Metro Net, Laguna Beach)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

VESSEL RECOGNITION

1.7.01 The trainee shall be able to identify the numerous types of vessels they may encounter in the marine environment.

- A. Powerboats Inst _____ Demo _____ K/A _____ TR _____
 - 1. Inboard
 - 2. In/Outboard
 - 3. Outboard
 - 4. Jet Drive
- B. Sailboats Inst _____ Demo _____ K/A _____ TR _____
 - 1. Mono-hull
 - 2. Catamaran
 - 3. Tri-maran
- C. Hand Powered Inst _____ Demo _____ K/A _____ TR _____
 - 1. Rowboats
 - 2. Shells
 - 3. Outriggers
 - 4. Canoes
 - 5. Stand up Paddleboards

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

BOAT HANDLING

1.8.01 The trainee shall explain the importance of a vessel inspection prior to operating. These shall minimally include:

- A. Equipment inventory
- B. Run the fire pump
- C. Engine check
- D. Speed run

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.8.02 The trainee shall point out the location and describe the use of the following:

- A. Emergency lights and siren switches
- B. Radios and electronic equipment
- C. First aid equipment & oxygen bottles
- D. A.E.D.
- E. Flare gun, SOS light & flag
- F. P.F.D.s
- G. SCBA kits and spare bottles
- H. Storm lines
- I. Damage control plugs
- J. Fire Hoses
- K. Fire valves and nozzles
- L. Foam
- M. Pollution kits
- E. Manual and maps

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.8.03 The trainee shall understand the following concepts of operating a vessel:

- A. Operator Inst____Demo____K/A____TR____
 - 1. Safety First
 - 2. Understand abilities
 - 3. Know vessel characteristics
 - 4. Size up situation
- B. Elements Inst____Demo____K/A____TR____
 - 1. Wind: Use to your advantage
 - 2. Current: Use to your advantage
 - 3. Objects in the water
- C. Single screw Inst____Demo____K/A____TR____
 - 1. Effective use of engine
 - 2. Effective use of rudder
 - 3. Backing
 - 4. Cut and fill method
 - 5. Docking
- D. Twin Screw Inst____Demo____K/A____TR____
 - 1. Best maneuvering with engines
 - 2. Rudders will speed action
 - 3. Backing
 - 4. Stopping turn
 - 5. Docking
- E. Reduced Visibility Inst____Demo____K/A____TR____
 - 1. Fog
 - 2. Night
- F. Deckhand Inst____Demo____K/A____TR____
 - 1. Lines and fenders
 - 2. Observation
 - 3. Righting boats
 - 4. Boat stops
 - 5. Equipment responsibilities
 - 6. Fire fighting
 - 7. Storm work
 - 8. Tow Lines

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIATED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.8.04 The trainee shall review and explain the agency's policy concerning boat pursuits and code-three operations in the Harbor.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIATED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.8.05 The trainee shall identify common requirements and equipment aboard a vessel. These violations shall minimally include those dealing with:

- A. Vessel registration and insurance requirements
- B. Sound device
- C. Proper lifejackets
- D. Fire extinguisher
- E. Visual distress signal
- F. Muffler
- G. Lighting

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIATED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.8.06 The trainee shall understand the techniques and identify the special concerns associated with boat stops including the following:

- A. Violations of law Inst_____Demo_____K/A_____TR_____
- B. Considerations Inst_____Demo_____K/A_____TR_____
 - 1. Moving platform
 - 2. Close quarters
 - 3. No ready protection
- C. Night observation Inst_____Demo_____K/A_____TR_____
 - 1. Light reflection
 - 2. Light up area
- D. Vessel approach Inst_____Demo_____K/A_____TR_____
- E. Operator responsibility Inst_____Demo_____K/A_____TR_____
- F. Crew responsibility Inst_____Demo_____K/A_____TR_____
- G. Contact Inst_____Demo_____K/A_____TR_____
 - 1. Location
 - 2. Obscured vision
 - 3. Secure footing
 - 4. Citation
- H. Large boats Inst_____Demo_____K/A_____TR_____
- I. Sail boats Inst_____Demo_____K/A_____TR_____

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

RESCUE TRAINING

1.9.01 The trainee shall understand basic concepts of rescues including:

- A. Towing astern Inst_____Demo_____K/A_____TR_____
- B. Towing alongside Inst_____Demo_____K/A_____TR_____
- C. Capsized boats Inst_____Demo_____K/A_____TR_____
- D. Working in surf Inst_____Demo_____K/A_____TR_____
- E. Sinking boats Inst_____Demo_____K/A_____TR_____
- F. People only Inst_____Demo_____K/A_____TR_____
 - 1. In the water
 - 2. On the rocks
- G. Aircraft Inst_____Demo_____K/A_____TR_____
- H. Big surf (Winter Storms) Inst_____Demo_____K/A_____TR_____
- I. MOB (Man Overboard) Inst_____Demo_____K/A_____TR_____

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

FIRE TRAINING

1.10.01 The trainee shall be properly equipped and demonstrate the ability to don and doff their assigned fire PPE.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.10.02 The trainee shall understand basic equipment and concepts of firefighting including:

- A. Equipment Inst_____Demo_____K/A_____TR_____
 - 1. Pump operation (all units)
 - 2. Hoses
 - 3. Nozzles
- B. SCBA Inst_____Demo_____K/A_____TR_____
- C. Classes of fires Inst_____Demo_____K/A_____TR_____
 - 1. A: Ordinary Combustibles
 - 2. B: Flammable liquids
 - 3. C: Electrical equipment
 - 4. D: Flammable Metals
- D. Phases of fires Inst_____Demo_____K/A_____TR_____
 - 1. I. Smoldering, low heat
 - 2. II. Open Flames
 - 3. III. Smoldering – Oxygen Starved, High Heat
- E. Firefighting Tactics Inst_____Demo_____K/A_____TR_____
 - 1. Rescue
 - 2. Exposure
 - 3. Confinement
 - 4. Extinguishment
- F. Overhaul Inst_____Demo_____K/A_____TR_____
 - 1. Pump out
 - 2. Salvage
- G. Fire Extinguisher Inst_____Demo_____K/A_____TR_____
 - 1. Operation
 - 2. Application

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

MARLIN SPIKE

1.11.01 The trainee shall identify they various line types, usage and be able to demonstrate the following knots:

- A. Proper Terminology
- B. Line types and Usage
 - 1. Poly
 - 2. Nylon
 - 3. Dacron
- C. Proper Storage
- D. Knots
 - 1. Bowline
 - 2. Square Knot
- E. Bends
 - 1. Sheet Bend
 - 2. Fisherman's Bend
- F. Hitches
 - 1. Clove Hitch
 - 2. Half Hitch
 - 3. Double Half Hitch
- G. Splicing
 - 1. Eye Splice
 - 2. Short Splice

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

HARBOR PATROL
PERFORMANCE OBJECTIVE CHECKLIST

PHASE

II

***ADVANCED MARINE TRAINING
&
SKILLS MASTERY***

OBJECTIVES 2.01.01 THROUGH 2.08.01



BOAT STOPS

2.1.01 The trainee shall demonstrate the ability to safely and professionally conduct a vessel stop as a sole operator (patrol boat), Fire boat operator and deckhand.

- | | |
|---------------------------------|-----------------------------------|
| A. Probable Cause for the stop. | Inst_____Demo_____K/A_____TR_____ |
| 1. Violations | |
| B. Considerations | Inst_____Demo_____K/A_____TR_____ |
| 1. Moving Platform | |
| 2. Close Quarters | |
| 3. No Ready Protection | |
| C. Night Observation | Inst_____Demo_____K/A_____TR_____ |
| 1. Light Reflection | |
| 2. Light Up Area | |
| D. Vessel Approach | Inst_____Demo_____K/A_____TR_____ |
| E. Owner Responsibility | Inst_____Demo_____K/A_____TR_____ |
| F. Crew Responsibility | Inst_____Demo_____K/A_____TR_____ |
| G. Interview Techniques | Inst_____Demo_____K/A_____TR_____ |
| 1. ID | |
| 2. Registration | |
| 3. Reason for Stop | |
| 4. Explain Safety | |
| 5. Safety Inspection | |
| H. Special Situations | Inst_____Demo_____K/A_____TR_____ |
| 1. Large Boats | |
| 2. Sailboats | |

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

RESCUE BOAT TRAINING

2.2.01 The trainee shall demonstrate the following rescue techniques along with the ability to prioritize safety, and the ability to perform a rescue as a sole operator (patrol boat), Fire Boat operator and deckhand, giving consideration to the numerous variables and conditions that may be encountered.

- A. Towing Astern Inst_____Demo_____K/A_____TR_____
 - 1. Approach
 - 2. Passing Line
 - 3. Securing Line
 - 4. Length of Line
 - 5. Speed
 - 6. Docking
- B. Towing Alongside Inst_____Demo_____K/A_____TR_____
 - 1. Approach
 - 2. Positioning
 - 3. Maneuvering
 - 4. Speed
 - 5. Docking
- C. Capsized Boats Inst_____Demo_____K/A_____TR_____
 - 1. People First
 - 2. Rental Boat
 - 3. Private Boat
 - 4. Liability
 - 5. Righting
- D. Working in Surf Inst_____Demo_____K/A_____TR_____
 - 1. People First
 - 2. Boats
 - 3. Two Deputies on Boat (If Possible)
- E. Sinking Boats Inst_____Demo_____K/A_____TR_____
 - 1. Approach with Caution
 - 2. Start Pumping
 - 3. Locate and Plug Leak
 - 4. Syphon Set Up
 - 5. Eductor Set Up
 - 6. S/S Pump
- F. People Only Inst_____Demo_____K/A_____TR_____
 - 1. Drowning: Assist Lifeguard or Dive Team
 - 2. Cliff: Spotter, Remove by boat or Team
 - 3. Medical Aid
- G. Aircraft Inst_____Demo_____K/A_____TR_____
 - 1. People First
 - 2. Commercial
 - 3. Civilian
 - 4. Military
 - 5. Approach with Care
- H. Assistance Inst_____Demo_____K/A_____TR_____
 - 1. Requesting, if Needed

2. Giving, as Requested
- I. Working with Helicopters (Coast Guard) Inst _____ Demo _____ K/A _____ TR _____
 1. Land: Land and Pick-up
 2. Sea: Land and Pick-up
 3. Cable Hoist: Basket
 4. Cable Hoist: Litter
 5. Cable Hoist: Sling
 6. Lifeguard on Beach (if Available) Inst _____ Demo _____ K/A _____ TR _____
 7. Decision to tow: Salvage
 8. Watch Surf Conditions
 9. Proper Approach and Hook-up
- J. Big Surf (Winter Storms) Inst _____ Demo _____ K/A _____ TR _____
 1. Sets
 2. Direction
 3. Danger Indicators
 4. Going Thru a Wave

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIATED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

FIRE TRAINING

2.3.01 The trainee shall understand and demonstrate the proper application of marine fire fighting techniques in a safe and appropriate manner. These skills shall include:

- A. Operator Responsibilities Inst _____ Demo _____ K/A _____ TR _____
 1. Approach
 2. Watch for People
 3. Assist Crew
- B. Crew Responsibilities Inst _____ Demo _____ K/A _____ TR _____
 1. Start Pump
 2. PPE
 3. Hose Lines
 4. Charge Lines
 5. Lay Out Ansul
 6. Lay Out Grapnel
 7. Secure Boat
 8. Lay Down Attack
- C. Docked Boats Inst _____ Demo _____ K/A _____ TR _____
 1. Electrical Plug
 2. Dock Circuit Breaker
 3. Clear Area

KNOWLEDGE TESTS

2.05.01 The trainee shall take and pass the following written knowledge tests with scores of 70% or higher.

- A. Basic Boating Safety and Enforcement
- B. Boating Skills Operations
- C. Rescue Boat Operations
- D. Coastal Piloting and Navigation

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

REPORT WRITING

2.06.01 The trainee shall understand the additional information needed for a complete Harbor Patrol report and the most commonly used report forms.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

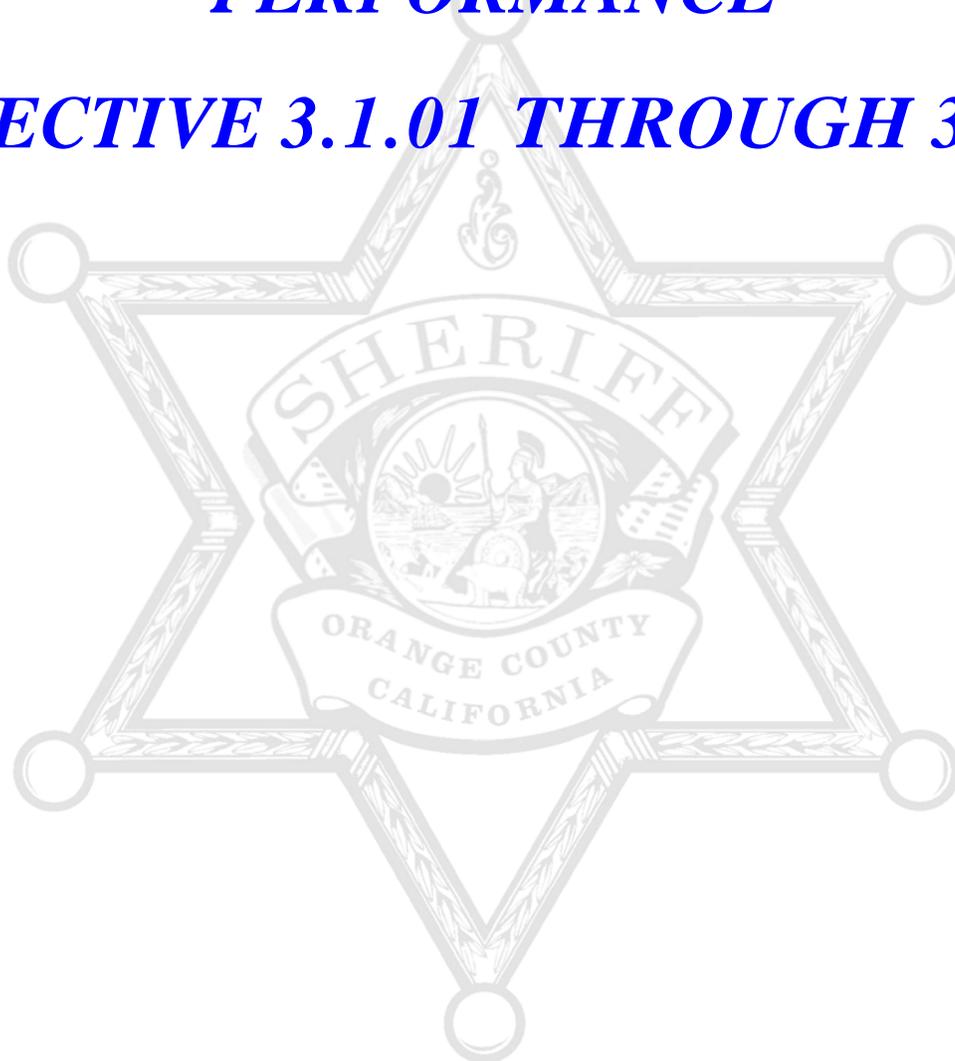
HARBOR PATROL
PERFORMANCE OBJECTIVE CHECKLIST

PHASE

III

PERFORMANCE

OBJECTIVE 3.1.01 THROUGH 3.7.01



SUNSET HARBOR

3.1.01 The trainee shall know the following locations within the surrounding jurisdiction:

- A. Coastline
- B. Boundaries
- C. Harbor Entrance
- D. Huntington Beach Pier
- E. Public Docks
- F. Hazardous Areas
- G. Major Harbor Locations
- H. Shipyard
- I. Fuel Dock
- J. Seal Beach Weapons Station
- K. Edinger Fire Station
- L. Oil Platforms

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIATED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

DANA POINT HARBOR

3.2.01 The trainee shall know the following locations within the surrounding jurisdiction:

- A. Coastline
- B. Boundaries
- C. Harbor Entrance
- D. San Clemente Pier
- E. Public Docks
- F. Hazardous Areas
- G. Major Harbor Locations
- H. Shipyard
- I. Anchorages
- J. Fuel Dock

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIATED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PATROL BOAT "ECHO"

3.3.05 The trainee shall demonstrate a satisfactory level of competence in the following areas while being observed by his / her training officer:

- A. Prepared for duty with all appropriate and necessary equipment
- B. Ability to multitask (navigating, talking on the radio, observing, listening etc...)
- C. Proper rescue and towing operations and techniques.
- D. Observation of proper Officer Safety techniques / habits in all aspects of performance
- E. Ability to find locations using radar, RDF and dead reckoning to navigate in a safe and effective manner
- F. Ability to conduct preliminary investigations and determine the proper documentation and course of action to take, and the appropriate notifications / resources specific to the Harbor.
- G. Proper understanding and skill in the application of firefighting techniques.
- H. Use of common sense and good judgment in field situations.
- I. Ability and desire to perform self-initiated activity as time allows.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role-play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role-play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

MECHANICAL PROBLEMS CLASS

3.4.01 The trainee shall participate in the in-house basic marine mechanics' class given by the Maintenance Supervisor or his designee. (May be covered in Phase I)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

DISPATCH

3.5.01 The trainee shall understand the basic daily operations in dispatch and be able to relieve the dispatcher as needed.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

***WEEKLY TRAINEE PROGRESS
REPORT***





ORANGE COUNTY SHERIFF'S DEPARTMENT MARINE OPERATIONS



WEEKLY TRAINEE PROGRESS REPORT

TRAINEE: _____ PIN: _____ PHASE: _____
 FTO: _____ PIN: _____ DATE: _____

RATING INSTRUCTIONS: Rate observed behavior with reference to the scale below. While specific comments are required for all ratings of "NEEDS IMPROVEMENT" and "NOT RESPONDING TO TRAINING", you are encouraged to comment on any observed behavior. **NOTE:** A rating of "NEEDS IMPROVEMENT" or "NOT RESPONDING TO TRAINING" does not meet department requirements. For comments on succeeding pages, use the category number as a reference.

<u>RATING SCALE</u>	<u>VALUE DEFINITIONS</u>
NOT OBSERVED (NO)	The behavior was not observed during the evaluation period.
NOT RESPONDING TO TRAINING (NRT)	The behavior demonstrated indicates a server inability to comprehend, or an unwillingness to accept and properly apply instructions.
NEEDS IMPROVEMENT (NI)	The behavior demonstrates an inability, or less than adequate ability, to accomplish the required tasks, indicating the need for additional training and guidance.
MEETS REQUIREMENTS (MR)	The behavior demonstrates an adequate ability to accomplish the required tasks, and meets minimum performance standards.

APPEARANCE**NO NRT NI MR**

1. General Appearance/Equipment

Comments:

ATTITUDE**NO NRT NI MR**

2. Acceptance of Criticism

3. Attitude toward Career

Comments:

KNOWLEDGE**NO NRT NI MR**

4. Knowledge of Department Policies/Procedures

5. Knowledge of Criminal Statutes

6. Knowledge of Criminal Procedure

Comments:

PERFORMANCE**NO NRT NI MR**

7. Driving Skill

8. Orientation/Response Time

9. Forms: Accuracy/Completeness

Comments:

REPORT WRITING**NO NRT NI MR**10. Accuracy / Detail / Organization / Completeness 11. Grammar / Spelling / Appropriate time used to write/neatness

Comments:

SKILLS**NO NRT NI MR**12. Equipment Knowledge: Identify item / Where Stored 13. Equipment Usage/Ability to use equipment 14. Field Performance (non-stress conditions) 15. Field Performance (stress conditions) 16. Self-initiated Field Activity 17. Officer Safety: General 18. Officer Safety: Boat Stops 19. Control of Conflict / Voice Command 20. Use of Common Sense & Good Judgment 21. Radio / Appropriate Use of Codes 22. Radio / Listens & Comprehends Transmissions 23. Radio / Articulation of Transmission

Comments:

REALTIONSIPS

NO NRT NI MR

24. With Citizens: General

25. With Other Department Members

26. With Supervisors

Comments:

DESCRIBE TRAINING ACCOMPLISHED, OR DIRECTION GIVEN, DURING THIS PERIOD:

MOST ACCEPTABLE PERFORMANCE:

AREAS OF IMPROVEMENT:

General Comments:

**TRAINEE
SIGNATURE/ I.D.:**

Date:

**F.T.O.
SIGNATURE/ I.D.:**

Date:

***FTO END OF PHASE SKILLS
REVIEWS***



MARINE OPERATIONS BUREAU

End of Phase Competency Skills Review

PHASE 1: _____

VESSEL INVENTORY

The trainee shall provide the name, location, and use of each piece of equipment listed on the Fireboats' inventory list:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date	Name/Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

STATION FAMILIARIZATION

The trainee shall demonstrate their knowledge of the stations equipment and supply locations, i.e, Equipment rooms, Forms, Shop, Boom Lockers, First Aid, Office Supplies etc...:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date	Name/Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

LINE WORK (KNOTS)

The trainee shall satisfactorily demonstrate the following knots and explain the proper usage for each: CLEAT HITCH, BOWLINE, CLOVE HITCH, SHEET BEND, and COW HITCH.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date	Name/Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Notes / Comments

End of Phase Competency Skills Review

PHASE 1:

FIRE TURNOUTS

The trainee shall satisfactorily demonstrate the ability to don and doff their assigned fire PPE and bureau SCBA for emergency use:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date			Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

FIRE PUMP OPERATION

The trainee shall demonstrate their ability to operate the vessel fire pump, charge hoses, operate monitor, and foam set up utilizing long and short distance nozzles:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date			Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PUMPING / DEWATERING

The trainee shall demonstrate a satisfactory level of competency and knowledge of the 4 types of pumping apparatus and proper terminology: The trainee will be required to complete an exercise utilizing each of the 4 pumping systems:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date			Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Notes / Comments:

End of Phase Competency Skills Review

PHASE 1:

BOAT HANDLING (FIREBOAT & PATROL BOAT)

The trainee shall demonstrate their ability to satisfactorily conduct slip landings, port & starboard docking, stern up (fireboat), and bow to pylon maneuverings:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date	Name		Date		
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Notes / Comments:

Deputy Signature: _____ Date: _____

FTO / Administrator Signature: _____ Date: _____

Training / Shift Sergeant Signature: _____ Date: _____

MARINE OPERATIONS BUREAU

End of Phase Competency Skills Review

PHASE 2: _____

LINE WORK (KNOTS) REVIEW

The trainee shall satisfactorily demonstrate the following knots and explain the proper usage for each: CLEAT HITCH, BOWLINE, CLOVE HITCH, SHEET BEND, and COW HITCH.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date	Name/Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PUMPING / DEWATERING REVIEW

The trainee shall demonstrate a satisfactory level of competency and knowledge of the 4 types of pumping apparatus, the proper terminology, and usage for each:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date	Name/Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

BOAT HANDLING (FIREBOAT/PATROL BOAT/SAFE BOAT)

The trainee shall demonstrate their ability to satisfactorily operate / handle each of the above listed vessels and conduct slip landings, port & starboard docking, stern up (fireboat only), and bow to pylon maneuverings:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date	Name/Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

End of Phase Competency Skills Review

PHASE 2: _____

BOAT TO BOAT LANDINGS / 961'S

The trainee shall satisfactorily demonstrate their ability to land their vessel on the port and starboard sides of a vessel adrift and secure. The deputy shall demonstrate a proper contact and proper officer safety as if conducting a 961 during this exercise:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date	Name/Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

BASIC TOWING (LINE SET UP)

The trainee shall demonstrate their ability to set up a proper 3 line side tie tow. The trainee will be required to satisfactorily tow, serpentine the HD Cans forward and reverse, land and secure the towed vessel to the emergency dock:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date	Name/Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

MOORING WORK (SINGLE CAN)

The trainee shall demonstrate their ability to properly secure the bow of a towed vessel onto a single mooring can. The trainee will then disconnect their vessel from the victim vessel, reconnect, and disconnect the victim vessel from the mooring can continuing the tow:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date	Name/Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Notes / Comments:

End of Phase Competency Skills Review

PHASE 2: _____

Notes / Comments:

_____	_____
Deputy Signature	Date
_____	_____
FTO / Administrator Signature	Date
_____	_____
Training / Shift Sergeant Signature	Date

MARINE OPERATIONS BUREAU

End of Training Competency Skills Review

PHASE 3: _____

EXERCISE 1: AREA 1 RESCUE

This exercise will utilize a separate deputy onboard a vessel DIW approximately ¾ miles off the harbor entrance. The trainee will be advised of the GPS coordinates provided by the stranded vessel. The trainee will then demonstrate their ability to satisfactorily complete the following without assistance from the administrator:

The trainee will be required to utilize the dispatch computer plotter to obtain the mileage and compass heading in order to navigate their way to the stranded vessel. The trainee will then be required to respond to the vessel adrift, render verbal aid if necessary (i.e. vessel taking on water hot/cold & what to do), and conduct a safe and proper tow of the vessel back to the harbor. Once inside the harbor entrance, the trainee will be required to transition the vessel from a long line to a side tie tow set up. The trainee will successfully complete this exercise by towing the vessel to the Harbor Department Station and properly securing the victim vessel into a Harbor Department slip.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMIATED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date	Name/Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Exercise 1 Notes / Comments:

PHASE 3: _____

EXERCISE 2: MOORING WORK

Utilizing a Fireboat as the primary vessel, the trainee will be required to bow up to a Harbor Department dock pylon. While positioned against the pylon, the trainee shall disconnect and remove a Patrol Boat (Victim Vessel) from its slip and subsequently side tie the victim vessel to the Fireboat. (Administrator will assist in keeping the vessel positioned against the pylon as needed while the trainee completes this task). The trainee will then be required to tow the victim vessel to a double can mooring and properly secure the victim vessel to the mooring cans. The trainee shall disconnect the primary vessel from the victim vessel displaying a properly secured and satisfactorily moored vessel.

The trainee will then be required to reconnect to the moored vessel (side tie), disconnect the vessel from its mooring and subsequently tow the victim vessel back to the Harbor Department station. The trainee will satisfactorily complete this exercise once the victim vessel is replaced and secured into a Harbor Department slip. The trainee shall complete this task without guidance and any further physical assistance from the administrator.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIATED		How Remediated? Field Perform Role Play Written Test Verbal Test
	Name	Date	Name/Date			Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Exercise 2 Notes / Comments:

End of Phase Competency Skills Review

PHASE 3: _____

Notes / Comments:

I certify that Deputy _____ has received the instruction outlined in the Orange County Sheriff's Department Marine Operations Field Training Guide and that Deputy _____ has performed competently in all structured learning content areas. I also certify all tests have been completed in a satisfactory manner. I further certify that he/she is now prepared to work as a solo harbor patrol deputy.

_____	_____
Primary Field Training Officer Signature	Date
_____	_____
Training Sergeant Signature	Date
_____	_____
Marine Operations Lieutenant	Date