

HR LF	HR HF	Massachusetts Fire District - 14 Dive Rescue Team Structure DRT 3300-18-002	Effective Date 5/24/2026
LR LF	LR HF		

I) PURPOSE/SCOPE/APPLICATION

- A) To establish a basic structure to fulfill the administrative, staff, line, and incident requirements of the District 14 Dive Rescue Team.
- B) This SOG will identify team structure.
- C) This SOG shall apply at all times

II) REFERENCE DOCUMENTS

- A) NFPA 1006
- B) NFPA 1670

III) DEFINITIONS

- A) N/A

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

- A) All members are responsible for enforcing this SOG.

V) SAFETY

- A) N/A

VI) ENFORCEMENT

- A) Failure to understand this Standard Operating Guideline may result in disciplinary action.
- B) Any deviation from this Standard Operating Guideline may require a written report to the Chief overseeing the team and/or the District 14 Chair.

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- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) STANDARD OPERATING GUIDELINE

A) Operational Chiefs

- 1) The Operational Chiefs should consist of the Fire Chiefs of all participating Departments within Massachusetts Fire District 14.

B) Team Leader

- 1) The Team Leader should be appointed by the District 14 Operations Chiefs and will report directly to the Operational Chiefs.
- 2) The Team Leader is the authorized representative and spokesperson of the organization. The Team Leader may appoint a representative, in his/her absence, to attend meetings of other fire service organizations that affect the interest of the organization.
- 3) The Team Leader should be the spokesperson for the organization and should attend all meetings with the Operational Chiefs of the organization.
- 4) Omitted
- 5) If at any time, the Team Leader resigns or ceases as a member of the team, the Operational Chiefs will name his/her replacement. In the interim the senior

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assistant team leader will assume the responsibility of the Team leader until a replacement has been assigned.

- 6) The Team Leader should be responsible for seeing that a training schedule for the year is completed and set.

C) Assistant Team Leader

- 1) The Assistant Team Leader shall be appointed by the Operational Chiefs with advice from the Team Leader.
- 2) There shall be two (2) Assistant Team Leaders.
- 3) The Assistant Team Leaders should assume the duties of the Team Leader in his/her absence.
- 4) The Assistant Team Leader should be appointed by the Operational Chiefs with advice from the Team Leader, and will report directly to the Team Leader.
- 5) If at any time the Assistant Team Leader resigns or ceases as a member of the team, the Operational Chiefs with advice from the Team Leader will appoint a replacement within a reasonable timeframe.

D) Omitted

E) Squad Leader

- 1) The Squad Leader shall be assigned by the Team Leader and assistant Team Leaders with advice from the Operational Chiefs.
- 2) There shall be one (1) Squad Leader per Squad for a total of four (4) Squad Leaders.

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- 3) The squad leader shall be responsible for maintaining accountability of squad and personnel assigned
- 4) Monitoring of the progress of divers and support members within their squad
- 5) Monitor the welfare of squad personnel
- 6) Request additional resources as needed through Dive Team Leader / Assistant Leaders.
- 7) Communicate with the Dive Team Leader / Assistant Leaders as necessary or as requested
- 8) Completion and submittal of all required paperwork and documentation
- 9) Complete reviews of each probationary diver assigned to the squad (minimum 2 within first year)
- 10) Will assume primary operational roles at incidents, or take over when arriving on scene.

F) Assistant Squad Leader

- 1) The Assistant Squad Leader shall be assigned by the Team Leader and assistant Team Leaders with advice from the Squad Leader and the Operational Chiefs.
- 2) There shall be one (1) Assistant Squad Leader per Squad for a total of four (4) Assistant Squad Leaders.
- 3) The Assistant Squad Leader will be a working member of the squad. Under the direction of the Squad Leader, they shall perform all assigned tasks of a Rescue / Recovery Diver and function as part of the squad.

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- 4) If the Squad Leader determines the need to divide the squad for any reason, the Assistant Squad Leader will assume responsibility of the group assigned to them by the Squad Leader.
 - 5) In the absence of the Squad Leader, the Assistant Squad Leader will assume responsibility of the entire squad and any tasks assigned to them.
 - 6)
- G) Department Representative
- 1) There shall be One (1) representatives from each participating department
 - 2) Representatives should be assigned by participating departments. Departments that do have a member assigned to an officer position on the team may elect to assign an alternate representative.
 - 3) The Department Representative should be responsible for coordinating with their represented fire department on matters of the District 14 Dive Rescue Team.
- H) Disqualification of Office
- 1) If either the Leader, Assistant Leaders, Squad Leaders, or Assistant Squad Leaders, at any time (for reasons other than illness, injury, or other just cause or reason) fail to meet requirements of position set forth by said SOG, they should be deemed to have resigned from the position and shall be replaced as outlined in this SOG.
 - 2) A member who assumes office as a result of replacing another officer should remain in office until relieved from duty by his/her replacement or replaced by the Operational Chiefs or Team Leader.

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VIII) RECORDS, REPORTS, CHARTS, FORMS

A) N/A

Sog Review Dates: