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| PORT OF OLYMPIAHarbor Patrol |  |
| operations - Vessel | Policy 2.1 |
| PURPOSE:To establish specific operational policy for the safety and effectiveness of the Crew operating HP – 1. | Adopted: 09/01/2015Revised:  |

#### policy

1. The primary responsibility of the POHP Captain shall be to ensure the safe operation of HP–1 at the safety of all crewmembers and any passengers. The Captain has the authority and the responsibility to monitor and direct all crewmember activities and vessel operations.
2. The Captain shall be especially attentive and maintain clear control of HP–1 during "close quarters" operations; e.g., docking / departing maneuvers, within marinas, vessel proximity, limited space areas, and towing operations.
3. All crewmembers shall be equally attentive and prepared for immediate direction from the Captain during "close quarters" operations as described above.
4. The Captain shall ensure that an accurate written log of all crewmember activities and vessel operations is recorded, dated / signed, and submitted to the Port of Olympia Marina Office.
5. The Captain shall ensure that all appropriate notifications are made when HP – 1 enters and exits service; also when HP–1 leaves / returns to the Olympia Harbor area.
6. At least two qualified vessel operators shall be aboard HP–1 and able to safely operate the vessel whenever it is in service.
7. EXCEPTION: The only exception to this policy should be for a nonemergency, administrative, or maintenance activity. Such an exception must be authorized either by the Harbor Director or a POHP Commander.
8. The Captain shall assign a crewmember, who is duly qualified, to serve as the Helmsman. The responsibilities of the Helmsman shall be:
9. Safe operation of the vessel
10. Notification of the Captain and other crew members of anticipated changes in the vessel speed and/or direction
11. Maintain awareness of adjacent vessel traffic and relevant environmental conditions
12. NOTE: When operations and conditions permit, the Captain may assign a trainee to the helm as long as the safe operation of the vessel is not compromised
13. NOTE: When operations and conditions permit, the Captain may take the helm for up to 60 minutes during a regular shift in order to maintain his/her skills
14. In the event a commissioned law enforcement officer's presence is deemed necessary, the Captain shall determine the prevailing jurisdiction and make a request to the appropriate law enforcement agency by telephone contact.
15. In the event additional POHP crewmembers are deemed necessary for a particular duty or mission, the request shall be authorized either by the Harbor Director already a POHP Commander.