

Piedmont Diving and Rescue Association, Inc. Investigation Procedure

All PDRA members should become familiar with the PDRA Rules and Regulations for Members as adopted June 8, 1997. RR15 will be enforced as follows.

PDRA members and PDRA instructors who hold Instructor Permits are obligated by the terms and conditions of membership and instructors requirements to abide by the PDRA Rules and Regulations for Member and Instructor Requirements respectively. Failure to do so could result in an investigation and disciplinary action as set forth in accordance with directives by the Board of Directors.

Violations of the Rules and Regulations for Members will be handled by the PDRA President. Violations of the Instructor Requirements by instructor members who hold Instructor Permits will be handled by the Chairman of the Instructor Committee.

1. Any member of the PDRA who witnesses a violation of the PDRA Rules and Regulations for Members or PDRA Instructor Requirements can submit a "PDRA Violation Report" to any Officer, Quarry Manager or Chairman of the Instructor Committee. An investigation will be initiated upon receipt of a signed written "PDRA Violation Report".

2. After receiving the violation report a courtesy call will be made * advising the member that a letter will be sent outlining the general nature of the alleged violation and directing the member to respond to the alleged violation within seven days. **

3. If member fails to respond a second letter will be sent by registered mail. Membership will be suspended unless a reply is received in writing within seven days.

4. After receiving the members reply. The PDRA President or the Chairman of the Instructor Committee or both will consider all available information and take one of the following courses of action:

a. Dismiss the matter as clarified and not warranting further action and notify the PDRA member.

b. Issue a reprimand or impose a fine as set forth by the Board of Directors and notify the PDRA member that he has the right to appeal the decision to the Board of Directors at the next meeting of the Board of Directors.

* In cases where the member has not furnished the PDRA with a correct phone number the courtesy call will not be made.

** In all instances where the seriousness of the matter justifies immediate action (ex. endangers or exposes the PDRA to unwarranted liability) a member shall be asked to surrender his card and key and an instructor shall be asked to surrender his Instructor Permit until the investigation is complete.

(Note) This is a revision of an existing PDRA policy and has been revised to comply with the adoption of the Rules and Regulations for Members , June 8, 1997