



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 7	Subject: Hazardous Conditions	Effective Date: 03/18/1996
Order of: Maureen S. Rush, Superintendent of Police		Amended Date: 02/01/2015

I. Purpose

The purpose of this directive is to establish identified responsibilities for police officers of the University of Pennsylvania Police Department (UPPD) when handling hazardous conditions which may be a threat to the well-being of members of the University community and to acquaint all sworn officers with this directive and to require mandatory compliance with these provisions.

II. Policy

It is the policy of the UPPD that officers are responsible for promptly responding to and effectively dealing with hazardous conditions that may be a threat to the health, welfare and safety of the University community.

III. Scope

This directive shall affect all sworn police officers.

IV. Procedures

A. Officers' Responsibilities

1. Officers who discover or are dispatched to hazardous conditions within the UPPD's patrol area will be responsible to:
 - a. immediately notify the PennComm Center of the specific hazardous condition;
 - b. take a position or action that neutralizes the hazard and provides for the safety of our community (e.g., this could include the use of barricades, caution tape, emergency lights, etc.);
 - c. request necessary assistance to effectively correct the hazard;

- d. remain at the scene until the situation has been corrected or until relieved by a supervisor or an agent of a responsible agency (i.e., SEPTA, City of Philadelphia, Facilities Services, etc.); and
- e. submit an Incident Report (UPPD-10) which accurately describes the condition and the steps taken to deal with it.

B. PennComm Center Responsibilities

1. When a hazardous condition is reported to the PennComm Center, the call taker will initiate documentation of the condition and promptly ensure officer(s) are dispatched to the scene.
2. Upon confirmation of a hazardous condition, the PennComm Center Police Supervisor shall:
 - a. ensure the appropriate notifications are made to alleviate the situation; and
 - b. ensure the Shift Commander/Supervisor is notified of the hazardous condition.
3. The Philadelphia Police Department (PPD) will be notified of all hazardous conditions or defective or damaged property which are a threat to the safety and well-being of the public.
4. If the hazard is on university owned and/or controlled property, the PennComm Center Police Supervisor shall ensure the following notifications are made:
 - a. Facilities Services or Residential Maintenance;
 - b. Fire and Occupational Safety Department; and
 - c. the Office of Affirmative Action (Notification to be made whenever a hazard could compromise the safety of persons with disabilities or when physical barriers are identified).
5. If the hazard is on non-University owned property, the PennComm Center Police Supervisor shall ensure that the appropriate agency or owner is notified of the hazard.
6. The PennComm Center Police Supervisor shall ensure all relevant information (i.e., location, type of hazard, name of person contacted, time of contact, time of arrival, time of expected correction, etc.) is entered on the Summary Sheet (UPPD-8).
 - a. In cases of significant delay, the Shift Commander/Supervisor shall be contacted and may request that Facilities Services (when feasible) respond and correct the hazardous condition.

- b. If unable to contact the appropriate agency or property owner, the PennComm Center Police Supervisor shall ensure this information, along with all times of attempted contacts, are entered on the (UPPD-8).

C. Supervisor's Responsibilities

- 1. Shift Commanders/Supervisors will be responsible for:
 - a. overall site responsibility; and
 - b. ensuring adherence to procedures contained within this directive.

D. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

E. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

F. Application

This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.