



<b>University of Pennsylvania Police Department</b> 4040 Chestnut Street, Philadelphia, Pa 19104		 
<b>Directive:</b> 24	<b>Subject:</b> Departmental Safety Review Board	<b>Effective Date:</b> 08/01/1997
<b>Order of:</b> Gary Williams, Chief of Police		<b>Amended Date:</b> 08/01/2023

**I. Purpose**

The purpose of this directive is to establish identified responsibilities of the Safety Review Board (SRB) and to acquaint all University of Pennsylvania Police Department (UPPD) employees with this policy and procedure and to require mandatory compliance with these provisions.

**II. Policy**

UPPD vehicles will be operated safely in order to prevent accidents, injuries, and property damage and to promote good public relations. UPPD vehicles must be under complete control at all times. The ultimate responsibility for vehicle safety rests with the operator of the vehicle.

**III. Scope**

This directive shall affect all sworn police officers.

**IV. Procedures**

**A. Administration**

1. Authority for the administration of the UPPD vehicle safety program and SRB is vested in the Office of the Chief of Police.
2. The Chief of Police shall appoint a UPPD Safety Officer (at the rank of Lieutenant or above) who will chair the SRB. The function of the safety review board is to minimize the number of UPPD vehicle accidents.

**B. SRB Positions and Member Roles**

1. The SRB will consist of the Safety Officer the Captain of Staff and Administrative Services and the Captain of Patrol Operations.
2. The role of the SRB is to investigate the circumstances of all UPPD vehicle accidents and provide assistance and support to the involved officer throughout the hearing.

3. All three members of the SRB are needed to make the necessary findings in each case.

#### C. Responsibilities of the SRB

1. It is the responsibility of the SRB to establish and recommend to the Chief of Police written guidelines with annual updates on the safe operation of UPPD vehicles.
  - a. Upon approval by the Chief of Police, these guidelines and updates will be incorporated into the training curriculum and distributed to all UPPD personnel in the form of a training bulletin with an annual supplement.

#### D. Duties of the Safety Officer

1. The UPPD Safety Officer will:
  - a. Review each UPPD vehicle accident and all reported and un-reported damage to UPPD vehicles to determine whether a SRB review is required.
  - b. Set dates and times of SRB hearings and notify pertinent board members and involved UPPD personnel.
  - c. Prepare all required reports for SRB review, conduct the hearings, and maintain records on the number of cases heard, and the findings and sanctions, if applicable, for each case.
  - d. Establish written guidelines on "defensive driving techniques" through review of the SRB's findings on causes of individual vehicle accidents. These guidelines will be updated annually.
  - e. Prepare an annual report for the Chief of Police advising him/her of the major causes of vehicle accidents with associated recommendations for action and prevention.

#### E. Duties of the SRB

1. The UPPD Safety Review Board will:
  - a. Conduct an investigative interview involved personnel, when appropriate, as well as an evaluation of all available police reports and evidence concerning each case at issue.
  - b. Determine to what degree the actions of the vehicle operator were inconsistent with written guidelines established pursuant to this directive.
    - 1) This determination will result in a SRB opinion of whether the accident was "preventable" or "non-preventable." This opinion will not be construed as a finding of guilt or negligence on the part of the officer involved.

- c. Recommend to the Chief of Police corrective or remedial action if appropriate. This will include recommendations such as: eye examination, driver training, non-driving assignments, and in some cases, where negligence is found; disciplinary action.
    - d. Categorize "the causes of accidents" for statistical review by the safety officer.
  - 2. The purpose of the SRB is to learn from the causal elements involved in both preventable and non-preventable accidents, not to hold employees to an unreasonable standard of vehicular operation.
- F. Reports to be Submitted
- 1. The Records Unit is responsible for forwarding a copy of all reports related to UPPD vehicle accidents to the Safety Officer.
  - 2. All reports will be submitted to the Safety Officer within (3) three working days of notification.

G. Compliance

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

H. Officers Assigned to Other Agencies

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

I. Application

This directive constitutes departmental 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.