



<b>University of Pennsylvania Police Department</b> 4040 Chestnut Street, Philadelphia, Pa 19104		 
<b>Directive:</b> 53	<b>Subject:</b> Emergency Response Team	<b>Effective Date:</b> 07/15/1999
<b>Order of:</b> Gary Williams, Chief of Police		<b>Amended Date:</b> 08/01/2023

**I. Purpose**

The University of Pennsylvania Police Department (UPPD) Emergency Response Team (ERT) is a team of professional, highly disciplined, highly trained, skilled and motivated police officers. ERT personnel have been specially selected, trained and equipped to provide the University community with the capability to respond to and resolve active shooter/active threat incidents, barricaded gunman incidents, hostage incidents, warrant service, VIP/dignitary protection, surveillance of subjects or locations to assist the UPPD Detective Unit, suicidal persons and other special assignments or emergency situations as directed by the Chief of Police, or designee.

**II. Policy**

It shall be the policy of the UPPD to activate the ERT whenever necessary to successfully resolve potentially dangerous situations. It shall be the primary goal of the ERT to resolve all situations safely and in the most peaceful manner possible. The use of force (less lethal and deadly force) shall be directed as prescribed in Directive 1, "USE OF FORCE".

**III. Scope**

This directive shall affect all officers assigned to the UPPD ERT.

**IV. Procedures**

**A. Team Components**

1. Team Assignments
  - a. Team Commander
  - b. Team Leader
  - c. Tactical Supervisor

- d. Quartermaster
  - e. Team Members
  - f. Tactical Medic
  - g. Negotiators
2. The UPPD ERT will consist of the above components. Negotiators shall be assigned by the UPPD based on training and experience.

#### B. Individual Member Duties

1. **Team Commander:** The Team Commander shall be the only commanding officer exercising overall authority for the entire operation of the team. The Team Commander shall act as liaison between the Chief of Police and the Incident Commander. When ERT is activated, the Team Commander will be assigned to the Command Post as to ensure a line of communication is available between the Incident Commander and the On-Scene Commander.
2. **Team Leader:** The Team Leader shall act under the direct command of the Team Commander any time the team is activated. The Team Leader shall act as a member of the team and shall direct the actions of the team during the operation. In the absence of the Team Commander, the Team Leader will assume the responsibilities of the Team Commander and will assign a temporary Team Leader.
3. **ERT Training Coordinator:** The ERT Training Coordinator will be responsible for scheduling all team training and ensuring that all necessary training aids are available and in good working condition. In conjunction with the ERT Training Coordinator, the Team Commander shall be responsible for the design and implementation of team training exercises and ensuring that all training records are maintained in an accurate manner.
4. **ERT Quartermaster:** The ERT Quartermaster shall be responsible for the accountability of all ERT equipment. In addition, the ERT Quartermaster shall be responsible for ordering new equipment when necessary, and for ordering items for testing and evaluation with the approval of the Team Commander.
5. **Team Members:** Team Members will carry out duties as assigned by the Team Commander, and the Team Leader.
6. **Tactical Medic:** Properly trained Tactical Medical personnel shall perform all assessments and medical interventions within the scope of practice of an Emergency Medical Technician (EMT). Tactical Medical personnel shall be present during all training exercises. The degree of participation in training exercises by the Tactical Medic(s) shall be determined by the Team Commander. Tactical Medics shall also have additional responsibilities as defined in the ERT manual.

7. **Negotiators:** Negotiators shall attempt to peacefully resolve situations through negotiation. The Negotiator has no authority to meet any demands or make any concessions without obtaining prior permission from the Team Commander.

#### C. Activation Process

1. ERT activations take precedence over all other assignments within the UPPD. ERT members assigned to the team become subordinate to the Team Commander until the Team Commander determines that the activation is over.
2. The Scene Supervisor has the authority to request activation of the team for any critical incident within UPPD jurisdictional boundaries. This activation will commence when the responsible Scene Supervisor contacts the Team Commander (via the PennComm Center), or the next in the chain of command if the Commander is unavailable, and briefs him/her on the incident. The Commander or Acting Commander will then take responsibility to notify the Chief of Police or designee. The Scene Supervisor will retain overall command of the scene and the Team Commander will coordinate all ERT activities through the Scene Supervisor. The PennComm Center Police Supervisor shall notify the Philadelphia Police Department (PPD) of all critical incidents, and shall further advise the PPD that the UPPD ERT has been activated.
  - a. Recall Process: All ERT personnel are subject to activation whether on or off duty. ERT personnel shall provide their cell phone number to the Team Commander, or designee, and register their number with UPENNALERT.
3. When the UPPD Detective Unit requests the assistance of the ERT in planning or conducting appropriate operations, the Deputy Chief of Investigations, or his/her designee, will contact the Team Commander with the request. The Team Commander, upon his/her approval of the request, will then follow the above-described procedures for team activation.
4. The UPPD ERT is available, upon approval of the Chief of Police, or designee, to any requesting law enforcement agency. When a request for the team is received, it shall immediately be forwarded to the Team Commander who will determine if in fact the situation warrants the activation of the team. If the situation warrants the activation of the team, the Team Commander will contact the Chief of Police and will request activation of the team. If permission is granted, the activation will follow standard procedures.

#### D. Selection Process

1. The UPPD ERT will select all prospective members from a valid selection roster created through applicant testing. Criteria for application will be based on the following; time in service (one year) with the UPPD, satisfactory job performance in present and previous assignments, and satisfactory physical fitness levels. Testing will consist of ERT specific tests including but not limited to marksmanship and physical stamina.

2. The selection process for hostage negotiators shall be based on the following: time in service (one year) with the UPPD, satisfactory job performance in present and previous assignments, satisfactory physical fitness levels, and successful completion of a recognized Basic Crisis Negotiation Course. Excellent problem-solving and good verbal skills will also be required of the candidate (s) for hostage negotiator.
3. The selection process for Tactical Medics shall be based on the following: time in service (one year) with the UPPD, satisfactory job performance in present and previous assignments, satisfactory physical fitness levels, and successful completion of a recognized Emergency Medical Technician (EMT) Course. Excellent problem-solving and good verbal skills will also be required.
4. Once accepted and assigned to the ERT, all operational team members, regardless of rank or position, must maintain acceptable standards of performance. Failure to meet the minimum acceptable standards will result in the team member being placed in a temporary, non-deployable status for three months. Failure to meet the minimum acceptable standard within that designated period of time will result in immediate removal from the team.
5. A team member may voluntarily withdraw from the team at any time, for any reason. A team member may be removed from the team, without cause, when deemed necessary for the good of the team, by the Chief of Police.

#### E. Training Standards

1. The UPPD ERT will schedule a minimum of 96 hours of training per year, per member. The UPPD ERT will train on appropriate subjects related to the mission of the team. All training will be documented and training records will be maintained on file by the Training Coordinator.
2. All training will be performance oriented and ERT task specific. The ERT will maintain a current task manual that lists the standards of performance for each task, individual and team level. Individual team members will be evaluated once per year on all individual skills, and the team will be evaluated once per year on all team level skills. Unsatisfactory performance, at either level, will result in an immediate focus on remedial training of basic skills. Continued failure to re-certify, after appropriate remedial training, will be considered a failure to meet minimum standards.
3. The training program will also include regular updates on legal issues facing ERT operations.

#### F. Equipment/Uniform Standards

1. UPPD ERT will supply their team members with at least the following safety equipment:
  - a. Ballistic helmet
  - b. Safety glasses and/or goggles

- c. Hearing protection
  - d. Complete coverage ballistic entry vest with Rifle Threat Level III front and rear inserts
  - e. Duty belt for tactical equipment
  - f. Special weapons as authorized
  - g. Appropriate amount of ammunition for weapons training and qualification.
2. ERT members will utilize appropriate utility type uniforms, of an approved color/pattern, and footwear. Uniforms will utilize clearly visible and identifiable placards; patches, badges or lettering that identifies the wearer of the uniform as a law enforcement officer. All other items of personal wear or equipment must be approved by the Team Commander or his/her designee.
  3. ERT members to whom any item of equipment is issued are responsible for the care and maintenance of the equipment. Failure to appropriately care for or maintain the equipment in full mission readiness will be grounds for removal from the team.
  4. ERT members shall wear the designated uniform of the day, consistent with their assignment as determined by the Chief of Police or designee.

#### G. Special Equipment

1. Recognizing that the missions of the UPPD ERT are performed in a hazardous environment, and recognizing that the safety of innocent citizens, officers, and suspects is often jeopardized by the hazardous conditions, it shall be the intent of the UPPD ERT to utilize special equipment in an attempt to lessen the risk of injury or death to all involved during the performance of an ERT operation. The UPPD ERT recognizes that the use of special equipment in no way implies or guarantees that injury or death will not occur during an ERT operation. Specifics regarding ERT equipment may be found in the ERT Manual.
2. The Team Commander will insure that only those ERT members properly trained and certified in the use of the special equipment will utilize the equipment. The Team Commander will be responsible for establishing the certification standards and criteria for the team.

#### H. Mission Planning

1. The UPPD ERT will utilize a written planning process for all operations that are proactive or anticipatory in nature, such as warrant services. The written process will include a format that will document how the operation is to be conducted, command/control/communication, and support required. All operation plans will be stored and maintained in a file accessible to the Team Commander or designee.

2. The Team Commander will cause a log of events to be recorded on all ERT operations, and will also cause all planning or decision-making documents to be recorded. These documents will be stored and maintained in a file accessible to the Team Commander or designee.

I. Documentation Of Activation

1. The Team Commander will cause a UPPD Incident Report (UPPD-10) to be generated detailing the activation and use of the team.

J. Periodic Directive Review

1. The designated Team Commander will annually review and, when necessary, update this directive and submit changes to the Professional Standards and Training Supervisor. The policy will be reviewed annually and approved, through signature, by the Chief of Police, via the chain of command.

K. Compliance

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

L. Officers Assigned To Other Agencies

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

M. 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.