



Somerville Police Department 		TYPE: GENERAL ORDER		POLICY NUMBER: 127			
		Subject: Snow Emergency					
		Issuing Authority: David Fallon Chief of Police		Signature: 		Effective Date: March 3, 2015	
		Number of Pages: Page 1 of 3					
Accreditation Standards (5th Edition)				<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Amended			
Revision & Reissued Dates:	01/06/14	2/6/15	3/3/15				

Purpose

In the event the city has to declare a snow emergency, it is incumbent upon the Chief of Police to ensure there is adequate access to city streets for emergency vehicles to include police, fire and ambulance vehicles. The purpose of this policy is to ensure there is adequate staffing to assist in the accomplishment of this goal.

Policy

Once the appropriate city official has declared a snow emergency, the following procedures shall be followed to ensure all available snow emergency positions are filled. It is the responsibility of the patrol commander, or his/her designee, to begin the process of filling snow emergency overtime (OT) positions.

Definitions

Snow Commander: Officer of the rank of Captain (rank of Lieutenant if no Captains are on the OT list) who is responsible for the overall supervision of the snow emergency towing. The Snow Commander will work directly with the Department of Public Works (DPW) representative to ensure public safety objectives are met.

Snow Supervisor: Officer of the rank of Sergeant who is responsible for the direct supervision of officers assigned to snow emergency towing.

Snow Desk: The Snow Desk is staffed by an Officer of the patrolman's rank who ensures all of the data related to any snow emergency tow is properly entered into the QED system. The preferred location of the Snow Desk will be at the records window in the police station.

Procedure

The patrol commander, or his/her designee, will begin the process of filling the snow emergency OT in accordance with a two-phase process. The first phase of the process will continue until such a time as the Snow Commander determines that a lower staffing level is required. At such time, the second phase of the snow emergency will be implemented with a reduced staffing level.

1. Phase 1 – Officers will be deployed in the following configuration:
 - A. One Captain designated as the Snow Commander.
 - B. One Sergeant designated as the Snow Supervisor.
 - C. One Officer located at Pat's Tow lot. In the event a second tow lot is opened, an additional Officer will be assigned to the second tow lot.
 - D. One Officer located at the SPD designated as the Snow Desk.
 - E. Two Officers to report to the Magoun Square municipal lot.
 - F. Two Officers to report to Veteran Memorial Rink.
 - G. Two Officers to report to the City Hall Concourse on Highland Ave.
2. Phase 2 – Officers will be deployed in the following configuration:
 - A. One Sergeant designated as the Snow Supervisor.
 - B. One Officer located at Pat's Tow lot.
 - C. One Officer located at the SPD designated as the Snow Desk.
 - D. Two Officers to be deployed at the discretion of the Snow Supervisor.
3. It is the Snow Commander's responsibility (Snow Supervisor during phase 2) to contact the Department of Public Works Supervisor to exchange contact information.
4. Officers assigned to the snow emergency shall be aware, the DPW commissioner, or his/her designee, has the authority to tow any vehicle during a snow emergency. If a question arises as to the towing of a vehicle, the Officer shall notify the Snow Supervisor, who shall assist in making a decision.
5. Officers shall keep a record of all vehicles they tow and communicate to the Snow Desk all applicable vehicle information (listed below.) At the conclusion of their shift, the list of vehicles they have towed will be turned over to the Snow Desk Officer.

6. Officers assigned to the tow lot(s) will be responsible for maintaining an accurate record of all vehicles towed pursuant to the snow emergency and shall communicate to the Snow Desk all pertinent identifying information (listed below) of vehicles that have been towed. All towed vehicles shall be examined to ensure a parking citation has been properly affixed to the vehicle. If a parking citation was not affixed, it is the responsibility of the tow lot Officer to affix a snow emergency citation to the vehicle. Tow cards should be completed at the tow yard.
7. It is the responsibility of the Officer assigned to the Snow Desk to enter all pertinent vehicle information into the Computer Aided Dispatch (CAD) system. The following information shall be included on the CAD screen:
 - A. The state the vehicle is registered in.
 - B. The registration number of the vehicle.
 - C. The owners name and address.
 - D. If the vehicle does not have a plate, it is to be towed under the VIN.
 - E. The make, model and year of the vehicle. If this information is not readily available, all efforts should be made to obtain the best description of the vehicle as possible.
 - F. Any readily apparent damage to the vehicle and any inventory.
 - G. The tow company should be entered as Pat's Tow.
 - H. The claim check number should be entered and the reason for tow should be "Snow."
8. Vehicles towed during a snow emergency will be entered under CAD code 671. Vehicles towed after the snow emergency has ended will be entered by the 911 Clerk under CAD code 661. It is the responsibility of the Snow Commander to ensure that all essential vehicle information has been properly recorded in the CAD system.
9. It is the responsibility of the Snow Commander to assign department vehicles to officers assigned to snow emergency towing and to ensure all Officers have been entered into the On-Duty system, noting which vehicle they have been assigned.
10. At the conclusion of the declared snow emergency, or prior to that time if authorized by the Chief of Police, it is the responsibility of the Snow Commander to ensure the proper completion of police related snow emergency activities.
11. The Chief of Police, and/or his or her designee, has the discretion to increase or decrease the number of Officers assigned to Snow Emergency related activities.