

	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.10.4	
Subject:		Distribution:
Winter Storms/Removal of Snow and Ice		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
11-28-2018	Until Amended or Rescinded	Policy 3.10.4 (06-01-2014)
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The Township of Lower Merion is responsible for the maintenance of all the public roadways within its geographical boundaries. Included with the maintenance is the removal of snow and ice from not only public roadways and sidewalks, but from private and Commonwealth roads under contracts with the Township.

POLICY

The actual or anticipated accumulation of snow of a depth of three (3) inches or more may cause the Lower Merion Township Manager to declare a snow emergency. The Township will notify the public by means of appropriate announcements through available media and other communication sources.

The policy cannot eliminate all the impact or effects of a snow and ice emergency. The coordination of efforts is intended to reduce the risk to public safety during a snow emergency. All Township employees are responsible to monitor road conditions and report particular problems to the Public Works Department.

The policy also seeks to ensure that snow, as well as ice, is removed from sidewalks in order to reduce the likelihood of injuries to pedestrians.

PROCEDURE

A. Declaration of a Snow Emergency Township Code Chapter 145:

1. During declared snow emergencies, ensure that snow emergency routes are maintained in accordance to the provisions of the Township Code Chapter 145 "Snow Emergencies". Official signs designating snow emergency routes will be located at least at the beginning and end of each snow emergency route and with no greater distance between such signs than a ¼ mile.

2. Vehicles are also not permitted to remain in the circular part of any cul-de-sac during a snow emergency (Township Code 145-63).
3. It shall be unlawful for a motor vehicle to park, obstruct or impede traffic on any street designated as a snow emergency route. The Lower Merion Police Department has the authority to order the removal of said vehicle either by the cooperation of the owner or by impounding. When a motor vehicle is impounded, the police will attempt to verbally notify the owner and explain the reason for the impoundment. A written notice ([TSU-25](#)) shall be mailed to the registered owner by certified mail within 12 hours after the removal of the vehicle.
4. During any weather emergency the Communications Center will activate an event in the Knowledge Center. Communications Center personnel will record and update all related storm information in the system. The Knowledge Center <https://www.knowledgecenterpa.org> is a Pennsylvania Southeast Regional tool for emergency operations.

B. Clearing of sidewalks required; piling of snow in street prohibited:

1. Following a winter storm, it is the responsibility of all property owners or agents, within 24 hours, to clear or cause to be cleared a pathway, 36 inches in width, in the sidewalk in front of their respective properties. The path should be clear of all snow and ice. Failure to comply is a violation of Township Code "Clearing of sidewalks required; piling of snow in streets prohibited 133-4."
2. A police officer will investigate all complaints of failure to remove snow and ice from public sidewalks. If the investigation determines that a violation exists, the officer will attempt to make direct contact with the property owner or agent notifying them they have another 24 hours to come in compliance with the ordinance. If unable to make contact, a snow removal tag will be left for the resident in a conspicuous place. An ALERT report will be prepared documenting the circumstances of the incident under Code 2667.
3. Officers will notify the Communications Center to add the location to the master snow removal list. The Communications Center will maintain the master list to include the location, incident number, date and time when the violation was checked and the time the property should be rechecked.
4. Communications Center personnel will use the master list to assign police officers to re-inspect the properties after the 24 hour warning period. The police officer will supplement the original ALERT report and take enforcement action if necessary.
5. Supervisors are required to periodically inspect the master list to ensure compliance.

C. Police supervisors will:

1. Immediately, upon the beginning and end of a winter storm, instruct Communications Center personnel to initiate an incident record for snowfall start/stop under Code 4473. These records will serve to document the 24 hour removal clause of

Township Code 133-4 "Clearing of sidewalks required; piling of snow in streets is prohibited."

2. During off-hours, notify the on-call highway supervisor of the start of all winter snow and ice storms. Keep the on-call highway supervisor informed as road conditions change.
3. Instruct subordinates to locate and report any conditions in their area that need the attention of Public Works Highway Department.
4. To avoid confusion and duplication of efforts, have all locations recorded on the master snow removal list in the Communications Center and relayed to the command post by dedicated land line 610-726-7127.
5. During overnight storms, with the assistance of the highway supervisor, ensure that the parking lots around the Township and Public Safety complexes are cleared. Police assistance will be required in moving both police and personal vehicles.

D. Communications Center personnel will:

1. Upon notification by the patrol supervisor, initiate a snowfall start/stop incident record under Code 4473.
2. During off-duty hours, if the situation dictates, a patrol supervisor shall contact the on-call highway supervisor and advise him/her of the circumstances. Record the name of the person contacted and the time in the CAD report.
3. Until the command post is established, relay all pertinent information between the police patrol supervisor and the on-call highway supervisor. Inform the on-duty police patrol supervisor of all winter storm warnings.
4. Upon receipt of a winter storm warning from either Accu-Weather, Inc. or CLEAN, notify the on-call highway supervisor.
5. To avoid confusion and duplication of effort, maintain a list of all roadways reported as hazardous by police personnel. Relay the information relative to hazardous roadways to the command post at 610-726-7127. Provide the Public Works Command Post non-emergency number (610-667-1590) in those cases where a citizen requests information about the snow removal process.
6. Generate an incident record each time a vehicle is towed. Said record shall contain all pertinent information regarding the vehicle, the location it was towed from and the agency removing the vehicle.
7. The Communications Center will maintain the master snow removal list for clearing sidewalks. The master list will include the location, incident number, date and time when the violation was checked and the time the property should be rechecked. This master list will be maintained in an electronic file for immediate access, sharing and archiving purposes.

8. At the end of a winter storm, an e-mail notification is to be sent using the Weather Event Distribution List using the following format:
 - a. "The snow stop time for this storm is XXXX. Property owners now have 24 hours from this stop time to clear a 36" path in the sidewalk in front of their respective properties. The snow emergency ended at XXXX."

E. Police officers will:

1. Continually patrol their area of assignments, reporting locations and conditions that need attention to the Communications Center.
2. Be alert for and cite private contractors for illegally plowing snow onto Township roadways.
3. Investigate and remedy all complaints of failure to remove snow and ice from public sidewalks.

F. Miscellaneous:

1. For emergency police needs, bags of salt will be available in the Robert J. Koegel Public Works Complex. These bags will be stored in the Highway Department garages along with oil dry.
2. All roadways have been assigned for clearing on a priority basis. Only in cases of police, fire or medical emergency will trucks be diverted to other areas. Doctors or nurses needed at hospitals do not qualify as an emergency. Transportation assistance may be provided as the situation dictates.
3. Requests for transportation during snow storms will be referred to the patrol supervisor.
4. To provide interested Township residents with the status of the snow removal process and to properly answer all storm-related inquiries, a command post will be established by Public Works at the onset of each winter storm. The command post will be established at the Robert J. Koegel Public Works Complex. During its operation the command post can be contacted by the public at 610-667-1590 for all inquiries.