



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

**SUBJECT: RESPONDING TO INCIDENTS OUTSIDE OF TOWN**

**NEW REVISED RESCINDS**

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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### **I. POLICY**

It is the policy that Department vehicles may not be taken beyond the Town limits of Cottage City except under the guidelines as set forth as follows, or as authorized by the Chief of Police.

### **II. PROCEDURE**

- A. Officers responding to an "Officer in Trouble" call outside the Town will only respond when the adjoining Agency does not have sufficient officers available in the area and the call is within one mile from the Town limits. Do not respond unless it is relatively certain you will be among the first on the scene.
  1. Officers must remember that when they are responding outside the Town limits that they are responsible for their actions and must use extreme caution when responding to any emergency call.
  2. Officers who respond outside of the Town limits for an "Officer in Trouble" will submit a written report of the incident before the end of their tour of duty.
- B. If an officer is dispatched to a call for service that occurs outside the Town limits by the dispatcher, the officer will inform the dispatcher that the call is outside of the Town limits and be guided by the dispatcher's instructions.

- C. Officers may provide routine backup on streets and roadways immediately adjacent to the Town limits.
- D. Officers may go outside the Town limits during a shift to eat or pick up food. The absence should be at or near mid-way of the shift, and at a distance not to exceed one-mile.
- E. Officers assigned to patrol or investigative duties shall notify the dispatcher by radio of their absence from the Town.
- F. Officers responding to calls for service in an area covered by a Mutual Aid Agreement shall prepare an Incident Report outlining the response.