



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: **NOTIFICATION OF OUTSIDE AGENCY**

### NEW REVISED RESCINDS

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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#### **I. POLICY**

- A. Any time a situation exists that creates a hazard or potential hazard, the officer identifying the situation will request that communications or the station if appropriate, make the notification of County Public Works, State Highway Administration, Cottage City Public Works, motorist assistance agencies, etc. so that the situation can be corrected as soon as possible.
- B. Some examples of situations requiring immediate notification include, and may not be limited to:
  - 1. Essential traffic light in need of repair, missing essential signs;
  - 2. Large holes in the road, defects in the roadway;
  - 3. Large pieces of debris in the road, roadside hazards;
  - 4. Snow/ice on roads or bridges;
  - 5. Disabled or abandoned vehicles.
- C. If an officer is unsure of what agency has jurisdiction over the road in question, a check of the MAARS Log Mile Reference Book may clarify the issue.
- D. If an officer is confronted with a tree in the roadway or otherwise in need of removal, depending on location, the officer must advise communications via the radio, or Cottage City Public Works via the phone, of the approximate dimensions of the tree, i.e., length, diameter, and type if know, so that removal crews can be dispatched with the right equipment.

- E. If an officer chooses to notify street/highway personnel himself/herself by station phone, he/she should make communications aware of the problem and the notification in the event a citizen calls 9-1-1 to report the situation.

## **II. NOTIFICATION OF PUBLIC UTILITIES PERSONNEL**

- A. The notification of public utilities personnel will be made in the same manner described above. Situations requiring the immediate notification of utilities personnel include, and may not be limited to:
  - 1. Power lines down;
  - 2. Breaks in water, gas, or other utility mains; and,
  - 3. Fire hazards needing immediate attention.
- B. An officer confronted with a situation requiring the response of public utilities personnel will make communications aware of the specific problem and which utility needs to respond.
- C. If an officer makes the notification himself/herself, the officer should still advise communications of the problem and the fact that the utility was notified in the event communications receives call from citizens.

## **III. NOTIFYING THE MEDIA**

- A. Pursuant to the Department's media policies, if an officer is on the scene of an incident which will likely disrupt traffic for an extended period of time, especially during rush-hour, the officer will request communications to advise the PGPD Public Information Section and make them aware of the situation.
- B. If the officer chooses to make the notification himself/herself, the officer should still advise communications of the problem and the fact that Media was notified.
- C. Metro Traffic Control should also be notified by the officer or communications so the information can be disseminated over radio and television.
- D. The supervisor will ensure that the Media Section and Metro Traffic Control are notified as much in advance as possible, of situations that will likely disrupt traffic, i.e., the placement of new traffic signs that regulate or involve a new traffic pattern; the planned closing of a street, intersection etc.; and any other situation that the public should know about or be forewarned.