
	GAITHERSBURG POLICE DEPARTMENT		
	Notification of Public Works, State and County Roads, Utilities and Media		
	GENERAL ORDER	607.7	
Authorized by: Mark P. Sroka CHIEF OF POLICE		SIGNATURE	DATE

I. DEPARTMENT POLICY

It is the policy of the department that any time a situation exists that creates a hazard or potential hazard, the officer identifying the situation will request that PSCC make the notification of County Roads, State Roads, City Public Works, the Signal Shop, etc., so that the situation can be corrected as soon as possible.

II. DETERMINING JURISDICTION

A. Procedures

1. If an officer is unsure of which agency has jurisdiction over the road in question, a check of the Log Mile Reference Book may be of assistance.
2. If an officer is confronted with a tree in the roadway or otherwise in need of removal, the officer must advise PSCC via County radio, or Public Works via City Radio or phone (301) 258-6370, of the approximate dimensions of the tree (length, diameter, and type, if known) so that removal crews can be dispatched with the right equipment.
3. If an officer chooses to notify street/highway personnel, they should make PSCC aware of the problem and notification to avoid duplication in response.

III. NOTIFICATION OF PUBLIC UTILITIES PERSONNEL

A. Procedures

1. The notification of public utilities personnel will be made in the same manner described above.
2. Situations requiring immediate notification of utilities personnel include:

- Power lines down,
 - Breaks in water, gas or other utility mains,
 - Fire hazards needing immediate attention.
3. An officer confronted with a situation requiring the response of utilities personnel will make PSCC aware of the specific problem and which utility(s) need to respond.

IV. NOTIFYING THE MEDIA

A. Procedures

1. 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 PSCC to advise the Media Section of the situation.
2. If the officer chooses to make the notification, the officer should advise PSCC of the problem and the fact that Media was notified.
3. The Public Information Officer will ensure that Media Section is notified, as much in advance as possible, of situations that will significantly disrupt traffic, such as:
 - Old Town Day and other City-sponsored special events;
 - The placement of new traffic signs, especially if they regulate or involve a new traffic pattern;
 - The planned closing of a street, intersection, railroad crossing, etc.; or
 - Any other situation that the public should know or about which they should be forewarned.

B. Notification of the Media via Alert Gaithersburg

1. Alert Gaithersburg is an emergency notification system that immediately contacts subscribers during a major crisis or emergency. *Alert Gaithersburg* can deliver important emergency alerts, notifications and updates to several electronic devices simultaneously, including multiple e-mail accounts (work, home, etc.), cell phones, text pagers, and wireless PDA's.

2. Whenever an incident or emergency occurs that could potentially affect large areas of the population, the on-duty GPD Supervisor will be responsible for determining if an *Alert Gaithersburg* is to be issued. If they determine that it is necessary they will follow the protocol listed on the attached Addendum.