



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

Police Chief: John M. Fitzgerald

**GENERAL ORDER: 5-52.3 NOTIFICATION OF PUBLIC WORKS,  
STATE/COUNTY ROADS, UTILITIES, AND  
MEDIA**

DATE: 6/14/2019    Pages: 1    ◇    New    ◆    Amended

DISTRIBUTION:    All Employees

**I. POLICY**

- A. Any time a situation exists that creates a hazard or potential hazard, the officer identifying the situation will request that ECC or CCV, if appropriate, make the notification of County Roads, State Roads, Village Public Works, the Signal Shop, motorist assistance agencies, etc. so that the situation can be corrected as soon as possible.
- B. If the hazard is such that personal injury or property damage is likely to occur if the hazard is left unattended, officers shall remain on the scene and direct the public away from the hazard until the appropriate authority has arrived to mitigate the hazard.
- C. Some examples of situations requiring immediate notification include, but are not be limited to:
  - 1. Malfunctioning/non-working traffic signal,
  - 2. Severely damaged or missing traffic control sign (i.e. stop/yield/do not enter);
  - 2. Large holes in the road or defects in the roadway that could damage vehicles or cause a collision;
  - 3. Large pieces of debris in the road, roadside hazards;
  - 4. Snow/ice on roads or bridges;
  - 5. Disabled/abandoned vehicles.

**II. NOTIFYING VILLAGE PUBLIC WORKS AFTER HOURS**

- A. If an officer is confronted with a tree or a large limb in the roadway requiring a response from Public Works after hours, officers should:
  - 1. Provide a description (length; diameter) of the tree/limb to Communications and request that they contact the Director of Public Works.
  - 2. Take photos of the tree/limb and send them to the Director of Public Works so that he may determine the number of workers and the type of equipment required to do the job.

**III. NOTIFICATION OF PUBLIC UTILITIES PERSONNEL**

- A. Situations requiring the immediate notification of utilities personnel include, and may not be limited to:
  - 1. Power lines down; and
  - 2. Breaks in water, gas, or other utility mains; and,
  - 3. The odor of natural gas in the air.
- B. An officer confronted with a situation requiring the response of public utilities personnel will make Communications (or ECC as appropriate) aware of the specific problem and which utility must respond.

**IV. 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 ECC to advise the MCP Media Section and make them aware of the situation.
- B. If the officer chooses to make the notification himself/herself, the officer should still advise ECC of the problem and the fact that Media was notified.

This directive voids the previous version dated 1/22/2008.