



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: NOTIFICATION OF POLICE AND COTTAGE CITY OFFICIALS

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

This General Order establishes a system for notifying designated Cottage City officials of emergency situations or significant events which may require their attention.

II. PROCEDURES

- A. Officers are expected exercise discretion concerning notifications for significant events which are not identified in this General Order.
- B. Immediate notification will be made in this order for all listed situations:
 - 1. Sergeant/Lieutenant
 - 2. Chief of Police
- C. The Chief of Police and the Sergeant/Lieutenant are responsible for notifying the Cottage City Town Manager and Commissioners of significant events.
- D. Situations requiring notification and entry on the shift log:
 - 1. Death, serious injury, or illness and the emergency hospitalization of a Cottage City employee;
 - 2. Major disorder or disaster, and requests for other than routine assistance from and by other agencies;

3. Hostage or sniper situation, request for PG Special Operations personnel, serious injuries to persons, persons killed, armed robbery, most felonies;
4. Any death occurring within the City;
5. Police vehicle accidents involving injury to either police officers or others;
6. Incidents involving allegations of serious employee misconduct, including arrests of City employees; and,
7. Incidents drawing significant media interest.

III. RESPONSIBILITIES

- A. The on-duty supervisor or senior officer is responsible for ensuring that notifications are made.
- B. Station personnel shall ensure that notifications are made as soon as expeditiously possible, upon direction of a supervisor or senior officer.
- C. Police officials receiving notifications shall be responsible for additional notifications, if necessary.