

PUBLIC WORKS DEPARTMENT



Department of Public Works

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Memorandum

DEPARTMENT OF PUBLIC WORKS CALL IN PROCEDURE FOR OOB POLICE DEPARTMENT

1. ICE CONDITIONS: When an on-call employee is contacted by OOB Police Dispatch

- The on-call person will contact one or two additional employees to treat main runs and hills, as necessary depending on the conditions
- They will Split the town into three sections and assign employees to the appropriate sections, Which are the Halfway area, Cascade Road area, and Hills
- **Halfway area-** Saco Ave/Temple Ave/Old Orchard Road/West/East Grand Ave
- **Cascade area-** Saco ave/Portland Ave/Ross Road/Milliken Mills
- **The Hills-**Union Ave/Atlantic Ave/Washington Ave/Hillcrest Ave/Heath Street/Staples Street/Old Orchard Street/Imperial Street
- Treat designated areas, as needed
- Once the on-call person determines treatments are complete, reload trucks and return them to DPW
- Check back in with Police Dispatch with current status of roadways

2. PLOWING CONDITIONS: When Public works has to remove snow

- When a Snow storm is predicted the Public Works Operations Foremen or Public Works Director will be the first to be contacted by the OOB police department as soon as the first snow flake hit's the ground

- The Public Works Operations Foreman or the Public Works Director will contact the appropriate employees to come in and treat and scrape all main runs
- Once the on-call person determines further treatments are necessary, they will contact the Public Works Operations Foreman or the Public Director
- The Public Works Operations Foreman or the Public works Director will call in the rest of the DPW crew to cover their own sections
- The Public Works Operations Foreman or the Public works Director will check in with Police Dispatch with a updated status

3. *PARKING BAN PROCEDURES: When Public Works has to remove snow and needs all private vehicles of the right of way*

- The Public Works Operations Foreman or the Public Works Director will determine to call in parking ban for snow removal
- The Public Works Operations Foreman or the Public works Director will contact the Portland radio group/and channels 6/8/13 and then contact Police Department Dispatch /and e mail all Departments

Thank you for your cooperation and all you do to assist the Public Works Department