

**Purpose:** This policy establishes the guidelines for requesting the Cumru Township Public Works Department after normal business hours.

**Administration:** The Fire Chief shall have primary responsibility for the administration of this policy.

**Procedure:**

- Requests for the Public Works Department shall include but is not limited to the following:
  1. Barricades
  2. Trees and/or tree limbs
  3. Road conditions
- Requests are limited to Cumru Township maintained roadways only.
  1. State maintained roadways are the responsibility of the Pennsylvania Department of Transportation.
  2. Lanes and drives not on the Cumru Township road plan are the responsibility of the residents that reside on them.
- A request for the Public Works Department after normal business hours must be made by contacting an on-duty Cumru Township Police Sergeant and he/she will initiate the request.
- In the event that the CTPD is unable to initiate contact for assistance to the Public Works Superintendent, the Officer-in-Charge shall be authorized to make the contact.
- A request for the Public Works Department needs to be specific to include but not limited to the following information:
  1. Location
  2. Type
  3. Amount of resources(equipment) to mitigate the incident