

INCLEMENT WEATHER PROCEDURE**SECTION 5.16****Effective Date: January 4, 2017****Approved By: Executive Director** 

The following procedures have been established for staff to follow during inclement weather and declared road emergencies.

PROCEDURE:**Level 3 Road Emergency**

- If the sheriff's department declares a Level 3 Road Emergency where staff resides, staff is not to report to work.
- If the sheriff's department declares a Level 3 Road Emergency where agency facilities are located, facilities in the declared location will be closed. Staff traveling to or residing in declared Level 3 areas are not to report to work.

Level 3 Road Emergency During Business Hours

- If the sheriff's department declares a Level 3 Road Emergency where agency facilities are open for business, those facilities will be closed to the public and staff will use their judgment as to whether or not they travel on Level 3 Road Emergency roadways.

Level 3 Road Emergency Holiday (All Sites Closed)

- If the sheriff's department declares a Level 3 Road Emergency on a Holiday, all staff will use Holiday status as leave time.

Level 3 Road Emergency Holiday (Assigned Sites Open)

- If the sheriff's department declares a Level 3 Road Emergency where an agency facility is located and scheduled to be open for business on a designated Holiday the worksites in the designated areas will be closed and staff will use Holiday status as leave time. Staff residing in designated Level 3 Road Emergencies scheduled or assigned to work on that Holiday shall not report to work and shall use Holiday status as leave time.

Level 2 Road Emergency

- If the sheriff's department declares a Level 2 Road Emergency staff either residing or traveling to work in declared areas are to use their judgment on whether or not to travel on roadways. If staff chooses not to travel they must utilize vacation, personal time or approved leave without pay time.

Executive Director has the option to make closures in addition to the scope of the above procedures. Such closures will be posted on CAC's website, and attempts will be made to contact individual employees by telephone, text or email. It will be the responsibility of the Program Director to have a plan in place for informing employees.