

## Closing of Government Offices

### 1032.1 PURPOSE AND SCOPE

The Sheriff's Office recognizes that certain emergency conditions may arise that require the St. Mary's County Government to close or delay the opening of its offices. In order to provide for the safety of non-essential personnel, as well as budgetary concerns, this policy will define those times when employees are required to report for duty during those times when the county government offices are closed.

#### 1032.1.1 DEFINITIONS

**Closure of Government** - An approved closure of all St. Mary's County departments not affected by the incident causing the closure.

**Delayed Opening** - An approved delay of the start of normal business for the St. Mary's County Government.

**Essential Personnel** - Sheriff's Office employees whose positions are required to maintain strategic services. Sheriff's Office essential personnel include the following:

ESSENTIAL	NON-ESSENTIAL
All Sworn Personnel, except for Court Security Officers	Administrative Division Court Security Officers
Station Clerks	Professional Staff, except Station Clerks and Corrections Specialists
All Correctional Officers <ul style="list-style-type: none"><li>Floor Staff</li><li>Transports</li><li>Community Supervision</li><li>Contract Officers</li></ul> Corrections Specialists	Standards & Accreditation Officer Planner/Scheduler Officer Scheduler/Trainer Officer Classification and Offender Re-Entry Case Manager Support Services Administrator Pre-Trial Services Case Manager Supervisor Gang Intelligence Coordinator Pre-Trial Coordinator II

**Liberal Leave** - An authorized absence from the duty station for identified Sheriff's Office employees.

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**Operational Code** - A series of codes (i.e., delayed opening; closure of government; liberal leave) designed to describe the operational status of St. Mary's County Government and Sheriff's Office employees' responsibility to duty.

**Severe Weather** - Storm conditions that may present a threat to life and/or property in St. Mary's County.

#### **1032.2 POLICY**

From time to time during inclement weather and/or natural disasters, the St. Mary's County Government is forced to close, open late or close early. In order to provide for the safety of its employees and to defer unnecessary costs, the Sheriff's Office has classified its personnel into two categories for the purpose of defining which employees will report for duty.

#### **1032.3 NOTIFICATIONS**

Notifications will be made by the St. Mary's County Public Information Officer to the following:

- (a) Television: WRC-Channel 4, Fox-Channel 5, ABC-Channel 7, CBS-Channel 9, Metro Cast Channel 10, and St. Mary's County Channel 95.
- (b) Radio Stations: WMDM FM 97.7, WSMD Star FM 98.3, WKIK FM 102.9, WGRQ RM 95.9.
- (c) Telephone: A special telephone number (301-475-4200 ext. 1344) is available and maintained by the St. Mary's County Public Information Officer to keep employees informed of the operational status.
- (d) Website: The operational status is posted on the St. Mary's County official web site at [www.stmaryscountymd.gov](http://www.stmaryscountymd.gov).

#### **1032.4 PROCEDURES**

- (a) For each closure, every Division Commander will adjust the Essential Personnel List to ensure the operational needs of the agency are met.
- (b) It is the employee's responsibility to verify the county's operational status during inclement weather. When the county government is forced to close, only those employees listed as essential will report for duty (unless told otherwise by their Division Commander). The personnel listed as non-essential will report for duty on the next occasion when the county government is open, and they are scheduled to work. Should a need arise where the Sheriff's Office requires more personnel to report for duty, authorization for additional personnel will be approved by the Sheriff, Assistant Sheriff, or the affected Division Commander if the Sheriff and Assistant Sheriff cannot be reached. Personnel will be notified by the duty officer or operational command post and will follow the instructions given.
- (c) In case of a prolonged event, professional staff may be required to report as essential, at the direction of the Sheriff, Assistant Sheriff or Division Commander.
- (d) In case of inclement weather, ensure that the county government is operational for non-essential professional staff employees before traveling to assigned duty area

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at the St. Mary's County Sheriff's Office. In some cases, closing of the county government may not be announced until after your scheduled arrival time. You will not be compensated if the county government is closed.