

## City of Johns Creek Police Department

<i>Subject:</i> Inclement Weather	<i>Number:</i> 03-19
<i>Reference:</i>	<i>Amends:</i>
<i>Effective:</i> 06/13	<i>Review Date:</i> Annually
	<i># of Pages:</i> 2

### PURPOSE:

Establish procedures and activation protocols for the response of agency personnel during severe and inclement weather conditions.

### DEFINITIONS:

**Inclement or Severe Weather:** Events such as ice storms, floods, tornadoes, power failures, etc. or any condition which causes city services to be disrupted and requires additional resources.

### POLICY (03-19):

During severe weather conditions sworn and essential personnel shall make every attempt to report to work as scheduled and in a timely manner as required by the procedures of this policy and activation levels.

Civilian employees shall adhere to established office hours. The City Manager is the only official authorized to close city offices to protect the safety and welfare of city employees. The Chief of Police or his/her designee shall determine the levels of activation for the Johns Creek Police Department.

### PROCEDURES:

#### Level of Activations (03-19-01)

- A. **Level Three Activation** – A situation exists that requires close monitoring.
  1. Monitor Situation,
  2. Prepare for EOC Level Two Activation; and
  3. Senior Command Staff and JCPD Emergency Management Liaison report.
  
- B. **Level Two Activation** – A major event exists which requires additional limited resources.
  1. Partial EOC activation,
  2. Fleet/Equipment preparations begin,
  3. JCPD EOC staff report to EOC as required/planned; and
  4. All sworn personnel report for duty for their assigned schedule, but in uniform (includes all support services personnel).
  
- C. **Level One Activation** – A major event exists that requires additional staffing and/or outside resources.

1. Full EOC Activation – full staffing as required,
2. Senior Command staff assigned to EOC for duration of event,
3. Lieutenants are assigned as commanders for each 12 hour shift,
4. CID and Special Operations personnel will support uniform patrol and report in full duty uniform,
5. All personnel will be assigned to 12 hour shifts,
6. Days off and training will be canceled,
7. Employees will be recalled from training, if necessary
8. Task Force members are subject to re-assignment; and
9. Scheduled vacation shall be revoked, if necessary.

### **Reporting for Duty during Inclement Weather (03-19-02)**

All required personnel shall make every attempt to report to work on a timely basis and in accordance with established activation levels. If an employee is unable to report to work, the following criteria shall be followed:

- A. The employee shall make contact with his/her supervisor or division Major by telephone and give the reason(s) for the delay or inability to report as required. If an employee is unable to speak directly with his/her supervisor he/she may leave a detailed voice message, email or text message. However, it is still the employee's responsibility to make voice contact with his/her supervisor. Voice communication will limit miscommunication and gives the employee ample opportunity to relay important information, as well as receive instruction from his/her supervisor.
- B. If an employee is unable to report to work the absence may be recovered by taking vacation, time without pay or by flexing out the time, if possible.
- C. Failure to follow established procedures may result in disciplinary actions.