



Inclement Weather Policy

It is the policy of King County that administrative offices and operations of the county will remain open during inclement weather unless directed otherwise by the Executive. Check the King County Sheriff's Office website to determine whether the County Executive has closed any county operations.

The County Executive is authorized to close county operations during extreme weather or other emergency conditions that generally prevent travel for many county citizens. In that event, certain essential county functions must still go on, including certain law enforcement operations. Check the KCSO internet site at www.kingcounty.gov/sheriff to see how this affects KCSO facilities and operations.

ESSENTIAL V. NON-ESSENTIAL EMPLOYEE DEFINITION FOR THIS POLICY

Within the King County Sheriff's Office, all operations that are staffed on a 24-hour basis, or staffed by commissioned detectives or deputies, are considered essential, and employees scheduled to report to work in these operations are required to report to work despite emergency conditions or closure of other county operations. This includes:

- All commissioned officers
- Communications Specialists and their Supervisors
- AFIS Jail Identification Technicians and Tenprint Examiners
- Data Technicians and Supervisor
- Marshal and Security Screeners whenever the courthouse is open, regardless of whether court is in session.

The Sheriff's Office command staff recognizes the difficulty this presents for those essential employees who live in places that are particularly difficult to travel from during conditions of heavy snow or ice. We greatly appreciate the efforts that must be made by these employees.

In the event of extreme weather or other emergency travel conditions the following procedures will apply:

1. The CDO, in consultation with the Sheriff, will advise the Communications Center Supervisor what to report on the KCSO Employee Hotline and internet.

2. Employees are encouraged to call the King County Sheriff Employee Hotline at: (206) 296-INFO (4636) or check www.kingcounty.gov/sheriff for updates on the status of KCSO facilities.
 - Please keep in mind that in the event of power outages we may not be capable of keeping the website as accurate as the employee hotline.
3. All employees will notify their supervisors as soon as possible if they are unable to report to work because of extreme weather or other emergency travel conditions.
4. All commissioned and essential non-commissioned employees should report to work at the nearest KCSO worksite if unable to report to their regular work location and must notify:
 - Their supervisor as to where they are reporting.
 - The on-duty supervisor at the reporting location for assignment.
5. If county operations close, a special executive proclamation may be issued to grant "non-essential" employees leave with pay.
 - a. Where non-essential operations are closed because of adverse weather conditions, or when non-essential employees authorized to leave the premises because of safety concerns, all non-essential non-commissioned employees who are scheduled to work in that operational area will be paid for their normally scheduled workday
 - b. Facility closure will not affect staff on a prescheduled telecommute day. Staff scheduled to telecommute are expected to work remotely regardless of building closure status.
 - c. **The Undersheriff has the authority to release, on paid status, all non-essential employees who work at the courthouse.**
 - **For all other worksites, commanders must get approval from their Division Chief.**
 - d. Supervisors may release staff prior to operation closure; however, employees choosing to leave must use accrued vacation or comp time (hourly employees / FLSA non-exempt) or accrued vacation or executive leave (FLSA exempt employees), or the time will be charged as leave-without-pay for the leave taken.
5. Employees who are scheduled to work but cannot because of adverse weather conditions may use accrued vacation or comp time (hourly employees / FLSA non-exempt) or accrued vacation or executive leave (FLSA exempt

employees), or the time will be charged as leave-without-pay for their scheduled work day.

- Sick time may not be used to cover time loss due to inclement weather.
6. Employees who previously requested and had been approved for time off (e.g., vacation, sick leave, compensatory time, leaves of absence) will have those approved hours deducted from their accruals.
 7. Short Term Temporary and part-time employees will only be paid for hours actually worked.

It is critical to the well-being of our community that certain King County Sheriff's Office functions remain operational under every conceivable circumstance. If employees have questions or concerns about how to implement this policy in their case, they are to discuss their concerns with their immediate supervisor, and make sure they understand what is expected of them.