

## Emergency Closure, Judicial Administration

Policy Number: 2021-0002  
 Issue Date: 01-12-2021  
 Replaces: JSC 7-1 (AEP)

### POLICY

King County is committed to the safety and security of its court operations including its employees and the public. Additionally, King County recognizes a direct relationship between the operations and responsibilities of the Department of Judicial Administration and activities of the Superior Court. In recognition of this fact, and provided notice is given to both the County Executive and the Director of the Department of Human Resources (DHR), the Presiding Judge of the Superior Court may include the Department of Judicial Administration when ordering a temporary closure of the Court due to an emergency situation.

When an emergency court closure is ordered, Department of Judicial Administration employees may be released from duty with pay for the remainder of the work day and, at the discretion of the Presiding Judge, the day following; provided that any release from duty exceeding a one and one-half workday period has been authorized by the Executive.

This policy will not apply to holidays beyond those recognized by the Executive Branch under the authority of K.C.C. 3.12.230 or other non-emergency closures of the Court nor will it apply to emergency closures of the Department of Judicial Administration ordered by the department director pursuant to the ["County Operations During Emergency Situations and Inclement Weather"](#) policy.

### DEFINITIONS

*"Court"* means the King County Superior Court.

*"Emergency"* is defined liberally, and may include severe weather conditions, civic unrest, disruption of vital utilities (i.e., water, power), or other situations that may affect the safety or welfare of employees.

### PROCEDURES

**Action By:** The Presiding Judge of the Superior Court

**Action:** Determines that an emergency exists, and that closure of the Superior Court and the Department of Judicial Administration is appropriate. Verbally notifies the DHR Director and the executive assistant to the County Executive that an emergency situation exists and of their intent to close the Superior Court and the offices of the Department of Judicial Administration, and describes the nature of the emergency.

Immediately follows the verbal notification with written notification and explanation to the County Executive and the DHR Director. If, in the opinion of the Presiding Judge, closure beyond the remainder of the workday and the day following is justified, they may request authorization from the Executive for an extended closure.

**Action By:** King County Executive

**Action:** If requested, approves or denies closure beyond one and one-half workday based on the information provided and after consultation with the DHR Director; consults with the Presiding Judge, the Superior Court Administrator, the Director, Department of Judicial Administration, and others if needed.

**Action By:** Director, Department of Judicial Administration

**Action:** Notifies Judicial Administration employees that they are relieved of duty for the remainder of the business day and advises when they are required to return to work.

## **RESPONSIBILITIES**

The Presiding Judge of the Superior Court shall notify both the County Executive and the DHR Director of the determination that an emergency exists and that for reasons of security and/or safety, the temporary closure of the Department of Judicial Administration is necessary. Additionally, if necessary, the Presiding Judge shall provide justification and a recommendation for an extended closure to the County Executive.

The King County Executive shall review and approve or deny a request for extended closure, and notify the presiding judge and the Director, Department of Judicial Administration, of the determination.

The Director, Department of Judicial Administration, shall relieve affected employees of duty when an emergency closure has been ordered, advising them when they are required to return to work.

## **QUESTIONS**

Refer all questions or comments to your department's [HR Manager](#) or to the Department of Human Resources.