



# ATTENDANCE DURING WEATHER EMERGENCIES

**INDEX CODE: 718**  
**EFFECTIVE DATE: 11-04-09**

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## **I. POLICY**

The Anne Arundel County Police Department will keep its offices open during regularly scheduled hours unless extreme inclement weather or other emergency necessitates the curtailment of all but essential services. When County offices are open, all employees are expected to come to work or remain at work until officially released.

## **II. AUTHORITY TO CLOSE OR DELAY OPENING COUNTY OFFICES**

The Chief Administrative Officer of Anne Arundel County is authorized to close County offices, delay opening or close early County offices, and grant liberal leave to County employees. Any such decision will be communicated to the Chief of Police, and to major local commercial radio stations in the Baltimore/Washington area. The Chief of Police will notify the Communications Section of any decision to close offices or curtail routine services.

## **III. DESIGNATION OF EMERGENCY EMPLOYEES**

(ADMINPRO 2.4.94-4.0)

A. Emergency employees are those employees who provide essential services to Anne Arundel County, and who are therefore required to report to work as scheduled even when County offices are closed, there is delayed openings or early closure of County offices or liberal leave is authorized for County employees.

B. The following Police Department employees are designated as emergency employees:

- 1. All uniformed officers assigned to Platoons 1,2,3 & 4 in the Patrol *Services Bureau*
- 2. All officers assigned to the Special Operations Division
- 3. Public Information Officer
- 4. All *District PACT Unit* officers
- 5. All officers not mentioned in items 1-4. In this situation officers will contact their supervisor for assignment prior to reporting for duty.
- 6. All Police Communications Operators assigned to Communications shifts 1, 2, 3 & 4
- 7. Any Criminal Investigation Division personnel designated as "on call"
- 8. The Night Commander or On-Call Captain
- 9. Emergency Management liaison officer
- 10. Court Liaison officer (only if the courts will be open)
- 11. CDS evidence officer (only if the courts will be open)
- 12. Property Management supervisor (only if the courts will be open)
- 13. All Captains
- 14. *All Majors*
- 15. Deputy Chiefs
- 16. All Booking Officers
- 17. All Crime Scene Technicians assigned to squads 1, 2, 3 & 4

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18. On-call Animal Control officer
19. Animal Control kennel workers
20. District *Executive Officers*
21. Designated Animal Control Supervisor
22. Two (2) Animal Control Officers as designated

C. The Chief, Deputy Chiefs, *or Bureau Commanders* have the authority to modify the above list if the weather emergency is protracted.

**IV. PROPONENT UNIT:** Chief's Office.

**V. CANCELLATION:** This directive cancels Index Code 718, dated 10-26-04.