

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES	NO. 03.08 DATE: August 3, 2021 SUBJECT: Personnel TITLE: Inclement Weather FOR PUBLIC RELEASE: Yes
ADMINISTRATIVE DIRECTIVE	

- I. Reference: County Employee Relations Manual, Section H-08
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for the maintenance of AACDDF operations during inclement weather.
- IV. Policy:
 - A. It shall be the policy of the AACDDF to remain open at all times and to ensure a sufficient number of employees report for duty to provide essential functions.
 - B. In accordance with <https://askanne.aacounty.org/employee-relations-manual/section-H-08>. The Superintendent has designated the following employees as essential personnel during inclement weather.
 - 1. Detention Captain
 - 2. Detention Lieutenant
 - 3. Detention Sergeant
 - 4. Detention Corporal
 - 5. Detention Officer
 - 6. Nursing Staff
 - 7. Kitchen Staff
 - 8. Management Assistants II and I – Records Division (if the Courts are open)
 - 9. Correctional Records Clerks – Booking & Receiving
 - 10. Correctional Records Clerks – Records Division (if the Courts are open)
 - 11. Booking Manager, Senior Booking Officer & Booking Officers – Central Holding and Processing Center
 - C. Depending upon the severity of the inclement weather and its potential impact on facility operations, the following employees are expected to maintain facility contact and report as appropriate:
 - 1. Superintendent
 - 2. Correctional Facility Administrators (CFAs)
 - 3. Assistant Correctional Facility Administrators (ACFAs)
 - 4. Criminal Justice Program Supervisors (CJPSs)–as designated by ACFA/CFA
 - 5. Management Assistant II (MAII)–Support Services

6. Facilities Maintenance Supervisor
 7. Facilities Maintenance Mechanic II
- D. Employees using disability leave during inclement weather shall be required to provide a disability leave slip upon his/her return to duty.
- E. When an essential employee is unable to report for duty and it is necessary for the employee report for duty, the Supervisor may contact the Office of Emergency Management and request transportation assistance to transport the employee to work or use available County vehicles for transport. If this assistance is not available, then the guidelines as set forth in Employee Relations Manual Section H-08 apply.
- F. If the Superintendent, CFA or ACFA determine employees other than those listed in Sections IV.B and IV.C of this policy are required to perform emergency duties essential to the operation of the Department during inclement weather, he/she may order they report to duty. If necessary, transportation may be arranged in accordance with Section IV.E of this policy.

This policy shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 3.8 dated September 20, 2004
AD 3.8 dated November 1, 2005
AD 03.08 dated March 18, 2013
AD 03.08 dated January 29, 2021