

Title: Administrative Policy Delayed Opening and Closure of County Buildings	Policy No. Part 1, General County Administration Chapter 5, Operations Section 2
	Effective Date December 12, 2006
Policy Custodian County Administrator	Adoption/Revision Date December 12, 2006

Adopting Resolution(s): CC06-564

References (Statutes/Resos/Policies): CC91-209

Procedure: Yes

Purpose: To establish To establish standards for the delayed opening and closure of county buildings.

Policy: Delayed Opening and Closure of County Buildings

A. Determination for Delayed Openings and Closure

1. The County may be delayed for opening or closed for business by the Jefferson County Administrator and/or the Jefferson County Board of County Commissioners.
 - a. The County Administrator shall make the decision for recommendation to the Chairman of the Board of County Commissioners.
 - b. If the County Administrator is not available, the Deputy County Administrator will make the recommendation to the Chairman of the Board of County Commissioners.
2. The following reasons shall be considered when determining if a delayed opening or closure of county buildings shall occur:
 - a. Road and highway conditions are too hazardous for safe travel.
 - b. Parking lots at the various county facilities are not open due to snow or ice accumulation.
 - c. Building systems are not functioning to provide for the ability to conduct business.

B. Scheduled Public Hearings:

1. Any scheduled hearing before any Jefferson County Board or Commission shall be automatically continued to the next regular meeting of such Board and/or Commission.
2. The person in each department/division designated as "essential personnel" shall be responsible for posting such continuance on the exterior doors of the building in which the hearing was to be held.