Title: Administrative Policy Temporary Closure of County Facilities, or Reduction or Suspension of County Services	**Policy No.** Part 1, General County Administration Chapter 3, Operations Section 2
	Effective Date December 7, 2010
Policy Custodian County Administrator	**Adoption/Revision Date** December 7, 2010 / May 16, 2013

Adopting Resolution(s): CC10-468

References (Statutes/Resos/Policies): CC91-209, CC06-564

Procedure: Snow Closure Procedure

Purpose: To establish standards for the temporary closure of County facilities, or reduction or suspension of County Services.

Policy: Temporary Closure of County Facilities, or Reduction or Suspension of County Services

A. Determination

1. The County Administrator and/or the Board of County Commissioners (BCC) may determine when it is imprudent or impossible to conduct the affairs of the County and may close facilities, or reduce or suspend County services.

2. The County Administrator, or designee, shall make a recommendation to the Chairman of the BCC based on the following:

    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 or other disabling or hazardous condition.

    c. Building systems or information technology infrastructure are not functioning.

    d. Staffing levels are insufficient.

    e. State and/or Federal Authorities have issued orders, mandates, or directives, that conflict with County operations.

    f. There is a reasonable belief that a closure, or reduction or suspension of operations will protect the health, safety and welfare of the public and/or staff.

B. Scheduled Public Meetings or Events

1. Relocation
   The governing body may meet at any place, inside or outside the County limits if the normal meeting facility has been closed.

2. Continuance of Public Hearings

    a. Any scheduled hearing before any Jefferson County Board or Commission shall be automatically continued until the next meeting of such Board and/or Commission.

    b. Each Department, Division, or Elected Official's Office shall be responsible for posting notification of the relocation or continuance on the exterior doors of the building in which the meeting was to be held.

C. Notification to the Public and to Employees
The Public Information Officer shall disseminate the information to the public and employees as soon as possible.

D. Identification of Essential County Services

1. The County Administrator and/or the BCC may determine essential County services that must be delivered throughout the reduction or suspension of other County services.

2. Regardless of an employee's position or status, an employee may be directed to perform or facilitate essential County services.

3. Employees may be placed on Administrative Leave or required to work remotely, work an alternative work schedule, or work at an alternate County facility.