




WINCHESTER POLICE DEPARTMENT OPERATION ORDER

NOTE: This policy is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Number 1-23		Effective Date March 20, 2023	Review Date August 20, 2020	Reviewing Division Administration
Subject Inclement Weather Policy		<input type="checkbox"/> New Policy <input type="checkbox"/> Amends <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised:	This policy shall apply to personnel assigned to the following divisions:	
References CEMS: 5.14 VLEPSC: CALEA:			<input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division	
 <hr/> Chief of Police or Designee				
<hr/> March 20, 2023 Date				

I. PURPOSE

The purpose of this policy is to define an inclement weather policy. This policy will cover which employees are considered to be “essential” for the purpose of reporting to work and responsibilities of the Command structure to ensure adequate manpower and logistics needs are met.

II. POLICY

The Winchester Police Department has the responsibility to be prepared to handle any and all emergencies regardless of weather. To that end we want to make sure we have enough personnel and equipment available to be able to deal with all emergencies. This policy applies to both actual and forecasted events.

III. DEFINITIONS

1. **Mandatory Personnel-** All Patrol and ECC personnel scheduled to work on any given shift.
2. **Command Staff-** Members of the Department rank of Captain and above, Director of the ECC, and/or their designees.
3. **Essential personnel-** Mandatory Personnel and those employees ordered to work when City offices are closed.
4. **CID-** Those employees assigned to Criminal Investigation Division
5. **SIU-** Those employees assigned to Special Investigation Unit
6. **CRT-** Those employees assigned to Community Response Team and the Downtown Mall
7. **CEMS-** Comprehensive Employee Management System
8. **SROs-** Personnel assigned as School Resource Officers

IV PROCEDURES

When adverse weather conditions are anticipated the Command Staff will meet and determine the appropriate phase for that point in time based upon the forecast. These phases can be changed as the weather develops and conditions become clearer.

Once determined, the declared phase will be posted on our website and an “all personnel” email will be sent. If a phase is not declared employees are expected at work per normal reporting procedure.

Weather Conditions

1. **(Phase I) Snow Forecast 1-6 inches** - All employees are expected at work unless the City Manager announces the City is closed. However, excluding mandatory personnel, those with special travel or family circumstances may take a leave day, in accordance with CEMS 5.14, after informing their supervisor and ensuring adequate coverage is available. SROs, CID and CRT personnel shall report in uniform or with a uniform available. If the City Manager closes the City government only mandatory personnel and those ordered to work by their supervisor will be compensated according to CEMS 5.14 as essential personnel.
2. **(Phase II) Snow Forecast 6-12 inches** - All employees are expected at work unless the City Manager announces the City is closed. However, excluding mandatory personnel, those with special travel or family circumstances may take a leave day after informing their supervisor and ensuring adequate coverage is available. SROs, CID and CRT personnel will confer with their supervisor to verify before reporting to work as there may be needed schedule adjustments to ensure adequate staffing on all shifts. If the City Manager closes the City government only mandatory personnel and those ordered to work by their supervisor will be compensated according to CEMS 5.14 as essential personnel.
3. **(Phase III) Snow forecast 12 inches and above** - The Command Staff will meet in person or via electronic means to discuss response options for Patrol, SROs, CID and CRT. The on-duty Patrol supervisor will begin polling the oncoming shift to determine their response capability. Command Staff will be deployed as directed by the Chief of Police in order to meet the operational and administrative needs of the Department. If the City Manager closes the City government only mandatory personnel and those ordered to work by their supervisor will be compensated according to CEMS 5.14 as essential personnel.

Employees assigned to SIU will work during these periods at the direction of the Commander of CID.