

225.00 – Administrative Closure or Curtailment and Special Emergency Attendance

Refer:

- Multnomah County Personnel Rule 3-15, Inclement Weather and Administrative Closures
- Multnomah County Personnel Rule 3-65, Telework

Definitions:

- **Essential Public Safety Members:** For purposes of this Policy, MCSO members designated as essential are expected to make every reasonable effort to report for duty during any Administrative Closure or Curtailment and any Special Emergency. Essential Public Safety Members include:
 - All Sworn Corrections Deputies, Deputy Sheriffs, Sergeants, Lieutenants, Captains and respective Division Chiefs
 - Facility Security Officers, Coordinators, Supervisors and Managers
 - Records Technicians, Coordinators assigned to Records Units, Supervisors and Managers
 - Equipment Property Technicians, Supervisors and Managers
 - Logistic/Evidence Technicians assigned to Fleet
- **Non-Essential Public Safety Members:** For the purposes of this Policy, all other MCSO members not designated as essential above are designated as Non-Essential Public Safety Members, but may be required to make every reasonable effort to report for duty during any Administrative Closure or Curtailment and any Special Emergency to ensure continued Sheriff's Office operations.

Policy:

1. The mission of the Multnomah County Sheriff's Office (MCSO) includes the ability to respond to and maintain essential public safety services regardless of weather, natural or man-made incidents or other challenging circumstance.
2. MCSO members recognize their unique role in fulfilling that mission by providing uninterrupted services to the community.
3. This Policy is not intended to supersede any governing collective bargaining agreements, personnel rules, and/or ordinances regarding inclement weather, natural, or man-made disasters, or any other challenging circumstance.

Procedure:

1. **Administrative Closure or Curtailment (Non-Special Emergency):**
 - 1.1. The Sheriff, or designee(s), may order an unplanned closure of facilities or curtailment of operations, or reassign members to other temporary work locations, when conditions exist which interfere with or prevent normal operations.
 - 1.2. The Sheriff shall make closure or curtailment decisions in consultation with the Chair of Multnomah County, and appropriate health, emergency management, and/or public safety officials, as appropriate.
 - 1.3. Once closure or curtailment decisions are made, the Sheriff or designee(s) shall notify all affected MCSO members through the Command notification process.
 - 1.4. **Administrative Closure or Curtailment Work Schedule Changes:**

- 1.4.1. A member who has reported to work and is directed to leave shall be paid for the remainder of the scheduled shift.
- 1.4.2. A member who is directed by the Sheriff, or designee(s), not to report for work shall be compensated for regularly scheduled hours until such time as the facility or office reopens, the member is reassigned to another work location or directed to report for duty.
- 1.4.3. An FLSA-exempt member shall not be required to use accrued paid leave or leave without pay for absences when MCSO closes or curtails operations for periods of less than a full work week.
- 1.4.4. A member already in an approved leave status at the time of closure or curtailment will remain in that leave status.

2. Special Emergency:

2.1. Declaration of Special Emergency:

- 2.1.1. The Sheriff, or designee(s), may order closure or curtailment of MCSO facilities or offices, or reassign members to other work locations, when conditions exist that interfere or prevent continued Agency operations. Declaration of a Special Emergency is limited to MCSO members and does not necessarily include a Declaration of Emergency pursuant to Multnomah County rule or law.
- 2.1.2. When the Sheriff, or designee(s), declares a Special Emergency, notification shall be made through the Command notification process.

2.2. Special Emergency Work Schedule Changes:

- 2.2.1. During a Special Emergency, the Sheriff, or designee(s), may change work schedules and reporting times of any member. The authority to change schedules is designated in agreements between Multnomah County Oregon and:
 - 2.2.1.1. Multnomah County Corrections Deputy Association Article 15, Section 4(a), and Article 16, Section 11
 - 2.2.1.2. Deputy Sheriff's Association Article 15, Section F
 - 2.2.1.3. AFSCME Local 88 Article 13, Section 1

2.3. Leave options for Essential Members unable to report to work:

- 2.3.1. MCSO facilities do not close due to emergencies. Therefore, pursuant to MCPR Rule 3-15-020 regarding Absences, a member, Federal Fair Labor Standard Act (FLSA) exempt or non-exempt, who is designated as essential and does not report to work under circumstances outlined in this Policy shall use appropriate leave as follows:
 - 2.3.1.1. Leave without pay
 - 2.3.1.2. Compensatory time off
 - 2.3.1.3. Personal or saved holiday
 - 2.3.1.4. Vacation leave
 - 2.3.1.5. Sick leave may not be used for this purpose

2.4. Early Departures:

- 2.4.1. Managers may allow FLSA non-exempt members who expect to encounter unusual difficulty getting home to leave early and charge the absence to a category as designated in Section 2.3.1. All members who live near their work sites or on well-traveled routes are expected to stay on the job until their shift ends. This provision is only applicable during Special Emergencies.

2.5. Flex time:

- 2.5.1. When job duties allow, flex time may be used to account for time not worked provided that no overtime or compensatory time is earned as a result of the adjustment and the hours are no more than the same number missed and occur in the same FLSA work week. It is the Manager's discretion to authorize flex time and must be approved prior to being implemented.

2.6. Work at Home:

- 2.6.1. Advancements in technology and the nature of some types of work might make it reasonable to allow a member to work from home. An option to work from home must be approved by a Manager who shall receive authorization for the member from the Division Chief Deputy. When allowing a member to work from home, the Manager should:
 - 2.6.1.1. Give prior approval of the work at home arrangement
 - 2.6.1.2. Ensure sufficient work load is available for the time requested
 - 2.6.1.3. Upon the member's return to work, review of the work product to ensure that sufficient work was accomplished for the hours requested
 - 2.6.1.4. Notify the Human Resources Unit for additional monitoring of the work from home assignment

2.7. Cancellation of a Special Emergency:

- 2.7.1. The Sheriff, or designee(s), shall cancel a Special Emergency when conditions causing the Special Emergency have subsided to the appropriate level.
- 2.7.2. Notification of cancellation of the Special Emergency shall be made through the Command notification process.

History:

- Originating Policy Effective: 12/13/17
- Next Review Date: 12/13/19
- Review By: Human Resources
- Reviewed 1/15/2020
 - No edits, deletions or additions made to originating policy and procedure.
- Next Review Date: 1/15/2022
- Review By: Human Resources