

**CITY OF CHESAPEAKE, VIRGINIA**

**NUMBER: 3.02 (23.1)**

**ADMINISTRATIVE REGULATION**

**EFFECTIVE DATE: 07/28/04**

**SUBJECT: PUBLIC COMMUNICATIONS  
CLOSING OF CITY OFFICES DUE TO INCLEMENT  
WEATHER OR OTHER UNUSUAL  
CIRCUMSTANCES**

**SUPERSEDES: 04/30/97**

**I. PURPOSE**

This Administrative Regulation establishes direction for City departments, agencies and courts (with the exception of the Circuit Court) whose personnel are subject to the City Pay and Classification Plan in regards to closing City offices and permitting employees to not report to work, or to report to work on a delayed status due to inclement weather or other unusual circumstances. Additionally, this policy provides a basic guideline for which City departments are responsible for contacting City Council members, department heads, and employees, updating the Employee Alert Hotline messages, updating the City website, updating the WCTV-48 electronic bulletin board, and notifying the local electronic and print media.

**II. PROCEDURES**

- A. When weather conditions exist that present the potential for dangerous travel situations, the Police Department (Chief, duty officer or dispatch unit) and the Public Works Department (Director, Assistant Director or designee) shall contact the Emergency Services Coordinator to report current weather and road conditions no later than 6:00 a.m. The Emergency Services Coordinator shall contact the City Manager and relay the information. The City Manager shall assess the available information and make a determination regarding closing City offices, delaying opening, or maintaining a normal schedule. The Emergency Services Coordinator shall then contact the Director of Public Communications or his/her designee.
- B. The Director of Public Communications, or his/her designee, is responsible for notifying the local media of closings and/or delays due to inclement weather or other unusual circumstances as soon as possible following a decision by the City Manager. The Director of Public Communications, or his/her designee, shall update the City website, the WCTV-48 electronic bulletin board, and the Employee Alert Hotline with the most current information regarding closing and/or modified reporting schedules. Such updates shall occur as soon as possible after notification, but not later than 6:30 a.m.
- C. City departments or agencies offering programs, services, classes, or other functions with evening hours should contact the Emergency Services Coordinator to evaluate conditions and make determinations regarding delays or cancellations. The Emergency Services Coordinator will consult with the City Manager and then relay information regarding closings or delays to the Director of Public Communications, or his/her designee, who will then assure the information is provided to the local media.

- D. Should inclement weather conditions or other unusual circumstances develop during normal business hours (7:30 a.m. to 6:00 p.m., Monday to Friday), the Emergency Services Coordinator will work with the Police and Public Works Departments to monitor weather and road conditions and provide periodic reports to the City Manager. The City Manager shall make the determination when/if to close City offices, suspend City-sponsored programs or otherwise alter City operational schedules. Once the City Manager has made a determination to alter the operations, he/she will then contact the Director of Public Communications, who will make notifications consistent with item B above.
- E. The City Manager, or his/her designee, shall contact City departments, courts, agencies, and the Office of the City Clerk in regards to the closing or delayed opening of City facilities and to the reporting late, early departure or non-reporting of employees due to such closings/delays.
- F. The Office of the City Clerk shall be responsible for notifying members of the City Council regarding changes in operating hours due to inclement weather or other unusual circumstance.
- G. In the event of non-weather-related unusual circumstances (death of significant individuals, terrorist incident, etc.), the City Manager, or his/her designee, shall be responsible for contacting individual City departments and agencies with specific instructions.
- H. City departments, agencies and/or individual employees should not call the City Manager's office to request information regarding closings, delays, or other changes in operational schedules. Instructions will be posted to the City website, the WCTV-48 electronic bulletin board, and the Employee Alert Hotline as soon as decisions are made. Employees and departments should monitor these information sources. Should no information regarding a closing, delay or schedule modification be forthcoming from any of the above sources, it is to be assumed that normal operating schedules are to be maintained.
- I. On those occasions when the City Manager, or his/her designee, directs that City offices and services are to be in operation, those employees absent must notify their supervisor in accordance with the City's employee leave policy.