



Alexandria Police Department

Directive 13.1



WEATHER EMERGENCIES

Effective Date: 04-14-2020		Cancels: 01-09-2009
Updated Date:	Section(s):	SME Review Date:
Updated Date:	Section(s):	2024
Updated Date:	Section(s):	

CONTENTS

- 13.1.01 PURPOSE AND POLICY
- 13.1.02 AUTHORITY
- 13.1.03 EMPLOYEE ATTENDANCE
- 13.1.04 RESPONSIBILITIES
- 13.1.05 RESOURCES
- 13.1.06 WEATHER EMERGENCY PREPARATIONS

13.1.01 PURPOSE AND POLICY

It is the policy of this Department to staff emergency functions 24-hours every day.

The purpose of this directive is to establish guidelines for police operations and attendance during weather emergencies such as heavy snow, sleet, hail, or ice or other weather of sufficient severity to cause a hazard to vehicular or pedestrian traffic, and/or other concerns for safety.

13.1.02 AUTHORITY

During declared weather emergencies, the actions of this Department are controlled in part by Administrative Regulation (AR) 8-2, Integrated Emergency Management System; AR 6-18, Attendance and Leave; Alexandria’s Emergency Operations Plan #81, Snow and Ice Storm; and Alexandria City Code, §5-2-21 and 5-8-131 through 137.

The complete City code may be viewed at the web address www.municode.com. The following City codes are attached: §5-8-131; §5-8-133a, b; §5-8-134.

13.1.03 EMPLOYEE ATTENDANCE**A. GENERAL**

1. The Department's primary mission is to maintain emergency services.
2. Employees are not required to report to work during delayed openings or City closings unless designated as "Emergency personnel". All sworn officers are deemed emergency personnel.
3. At the discretion of the Chief of Police, the list of Emergency and Non-Emergency personnel may be modified at any time. Commanders have the discretion to designate minimum staffing levels to maintain operations during periods when the City is closed or under a delayed opening.

B. EMERGENCY PERSONNEL LISTED: The below personnel are Emergency personnel for the purposes of this directive only.

1. All sworn personnel scheduled for duty unless otherwise specified in Section "C."
2. Parking Enforcement Section: all parking enforcement personnel.

The commander may reassess the needs of the Department and determine the appropriate number of personnel required to work after consulting with the on-duty watch commander.

3. Technology, Data and Analysis Division:

The commander, recognizing the needs of the Department, will determine the appropriate number of personnel required to work after consulting with the on-duty watch commander.

4. Facilities and Security Section: All Facilities Maintenance section personnel.
5. Property and Evidence Section: a minimum of one (1) employee must report for duty if the courts are open. If the courts are not open, at least one (1) employee must be available on an on-call basis. The Property Section supervisor will make arrangements in advance for providing this coverage.
6. Fleet Management Unit: all personnel.
7. Any other employee at the discretion of the watch commander or higher authority.

C. NON-EMERGENCY PERSONNEL LISTED: Below are Non-Emergency personnel for the purposes of this directive only.

1. The Office of the Chief of Police
 - a. Administrative Assistant.
 - b. Public Information Office and Media Relations (The on-duty watch commander will make the determination when the PIO is needed).
2. Field Operations Bureau
 - a. Administrative Assistant.
 - b. Crime Scene Investigations Unit: all non-sworn.
 - c. Criminal Investigations Section: all non-sworn.
 - d. Vice-Narcotics Section: all non-sworn.
 - e. School Crossing Guard Unit.
3. Administrative Services Bureau
 - a. Technology Services Division Commander
 - b. Human Resources & Training Division: all non-sworn.
 - c. Audits, Accreditation & Directives Section: all non-sworn.
 - d. Emergency Readiness & Operational Planning Division: all non-sworn.
 - e. Fiscal Management Unit: all non-sworn.

D. UNSCHEDULED LEAVE, DELAYED OPENING AND CITY CLOSING: If in the opinion of the City Manager, conditions warrant the granting of unscheduled leave, delayed opening, or the closing of any or all City facilities, then:

1. Department heads will be notified.
2. Personnel Services or the City Manager's staff will provide announcements to local radio and television stations.
3. Employees may call the City's 24-hour Snow Emergency Hotline at 703-370-0366 to hear a recording of the City's operational status.
4. Employees may also log on to <http://alexandriava.gov> and click the snow advisory icon on the City's web page for updated information. When needed, the icon will appear as a snowflake in the top left area of the web page.
5. During weather emergencies when unscheduled leave or delayed opening is announced, supervisors may allow Emergency personnel to either leave work or not report to work, as applicable. Employees may use accrued annual leave, compensatory leave, or leave without pay (LWOP), if appropriate, if unscheduled leave is declared. If LWOP is needed for unscheduled leave due to a weather emergency, its use is an exception to the normal requirement for department head approval of LWOP in advance.
6. During weather emergencies when the City's closing is announced, Non-Emergency personnel will not work. Exceptions to this may be approved by the watch commander, the employee's commander or higher.

7. Non-Emergency employees who work when the City is in unscheduled leave or delayed opening status will be paid. Employees who do not work as scheduled when the City is in unscheduled leave or delayed opening status will be charged an appropriate type of leave.
8. See *City AR 6-18, Attendance and Leave, Section XIV, Unscheduled Leave*, for further information.

E. Notifying the Supervisor

1. Non- Emergency personnel must call their supervisor to request unscheduled leave. If necessary, in order to ensure that all offices remain open, supervisors may deny an employee's unscheduled leave request (A.R. 6-18).
2. Any employee, whether Emergency or Non-Emergency personnel, who is scheduled to work but is unable to reach his or her place of duty, must notify his or her supervisor. In such instances the employee will be charged with an appropriate type of leave unless the City is closed.
3. Employees who are unable to reach their supervisors will instead notify the watch commander.

F. Attendance by Emergency Personnel

1. Emergency personnel scheduled to work must make every effort to report to work on time regardless of weather emergencies.
2. Emergency personnel who work during weather emergencies, i.e., when the City is in unscheduled leave, delayed opening, or closed status, will be paid per City and Department policy. Emergency personnel who do not work as scheduled when the City is in unscheduled leave, delayed opening, or closed status will be charged an appropriate type of leave.

G. Training During a Weather Emergency

1. When the City is in unscheduled leave status or is closed, all City training classes (including all classes at the Lee Center or the Computer Training Center) and police training are cancelled.
2. If the Northern Virginia Criminal Justice Academy is closed a recorded phone message will advise you. Their phone number is 703-729-4299, a local call from Alexandria. A representative from the academy will also advise the Department of Emergency (DEC) Communications in the event the academy closes.
3. If unscheduled leave is announced, any personnel who were assigned training for the day and who do not take unscheduled leave will report for their regular assignment instead of any cancelled training.
4. If the City closes, Emergency personnel will report for their regular assignment instead of any cancelled training, and Non-Emergency personnel will not report to work.

H. Call-Back

1. This directive does not affect Department policy regarding call back situations.

Employees who are on a scheduled day off during a winter storm emergency remain on day off unless called back to work.

13.1.04 RESPONSIBILITIES

A. Transportation and Environmental Services (T&ES) Department

1. The T&ES director has primary responsibility, second only to the city manager, for snow and ice storm operations of the City. To contact T&ES regarding weather emergencies call the Maintenance Division at (703) 746-4488.
2. The City's Office of Emergency Management (OEM) may activate the Emergency Operations Center (EOC) to support City operations during a snow weather emergency. If that happens, all requests for service will be coordinated through the EOC.
3. T&ES may call on the Police Department, as well as other City departments, for supportive services. When they are plowing streets, T&ES counts on police support for stopping traffic and/or moving parked vehicles. Their work is much more efficient if they can plow straight through without stopping.
4. Requests for snow and ice removal, sanding or salting applications, or the installation or removal of equipment such as vehicle chains will be channeled to T&ES through the watch commander.
5. Police employees should advise T&ES if they are aware of places in need of plowing ahead of schedule (such as handicapped crossings or other special needs).
6. T&ES has agreed to clear access to the Charles Hill Memorial Range at the same time as other nearby City facilities.
7. See Alexandria Emergency Operations Plan #81, Snow and Ice Storm, located in the Patrol Watch Commander's office, for further information.

B. Police Department:

1. The watch commander will:
 - a. Maintain police operations throughout the City;
 - b. Contact the Emergency Readiness & Operational Planning (EROPD) commander to discuss/determine the need for a Department Operations Center (DOC) in order to ensure coordination with OEM/T&ES. The watch commander can make this determination on their own, but shall notify the EROPD commander of their decision once made;
 - c. Determine how marked cruisers will be deployed, and whether any routine activities will be suspended;
 - d. Direct the removal of vehicles from snow emergency routes, and abandoned or disabled vehicles from any street;

- e. Direct search and rescue operations for lost or stranded persons;
 - f. Provide personnel for traffic control upon request of OEM/T&ES, including one or more employees to accompany tow trucks removing private vehicles from snow emergency routes, if staffing permits;
 - g. Provide supportive services as requested by OEM/T&ES and as staffing permits, including assistance with warnings or citations to citizens for failure to clean their sidewalks within the 24-hour time limit specified in the City code, if necessary; and
 - h. Instruct employees to make periodic reports via the police dispatcher to T&ES regarding street conditions.
2. The Emergency Readiness & Operational Planning Division (EROPD) Commander will, in weather emergencies that cause OEM to activate the City's EOC:
- a. Communicate regularly with the City's Office of Emergency Management (OEM) regarding their anticipated posture during the weather emergency and recovery period, in order to ensure the appropriate level of departmental readiness;
 - b. Designate a police representative to act as the Department's point of contact with the Emergency Operations Center (EOC) and determine the need to set up a DOC at APD during the weather event, if the situation warrants;
 - c. Coordinate with FSMD to ensure safe and continuous ingress and egress to the Police Department and ensure awareness is maintained at the City EOC; and
 - d. Coordinate with FSMD and OEM/T&ES regarding the travel-worthiness of roads and sidewalks leading into the APD entrances.
3. **Patrol Supervisors:**
- a. May authorize relocation of vehicles (towed a short distance from their original parking place) rather than impounding (City code, article H, §5-8-131 through 137, Snow and Bad Weather Regulations);
 - b. May authorize the removal of any vehicle obstructing or impeding traffic or hindering snow removal or sanding operations, or from any City street designated as a snow emergency route. For more information see Directive 11.22, Impounding/Removing Vehicles, regarding removal of vehicles blocking snow emergency routes and *City Code* §5-8-135;
 - c. May authorize use of Department 4-wheel drive vehicles, or other vehicles as appropriate, to provide transportation for Department employees when appropriate to ensure sufficient staffing; and
 - d. Will follow the requirements of City Code §5-8-135(b) for notifying T&ES of vehicles removed or relocated.

4. **The Fleet Management supervisor** will supervise tasks necessary to keep the fleet functioning. During snow emergencies, this will include moving fleet vehicles to clear parking lots for plowing.
5. **The Facilities Maintenance supervisor** will supervise the tasks necessary to maintain basic housekeeping standards. During snow and ice emergencies this will include keeping floors as dry as possible and clear of corrosive chemicals.
6. **The Human Resources Commander** will work with the City's Finance Department to ascertain, as early as possible, the compensation guidelines for the weather emergency incident. This information will be forwarded to the watch commander and the Emergency Readiness & Operational Planning Division Commander or his/her designee.
7. **All employees** will assist as needed with tasks related to the weather emergency.

13.1.05 RESOURCES

A. Food and Shelter

1. The watch commander or higher is authorized to provide sleeping quarters for stranded police employees, if necessary, by contacting the Fire Department or the City's Snow Commander to determine the availability of emergency sleeping accommodations. EROPD commander shall ensure coordination with the EOC regarding hoteling needs and availability (The City EOC should have a Logistics Coordinator staffed during an emergency of sufficient level to require the hoteling of staff.) For this to occur, a DOC should have been staffed at APD.
2. The watch commander or higher is authorized to arrange at his/her discretion for food for police employees on extended overtime due to a weather emergency and ensure all receipts are promptly submitted to Fiscal Management.

13.1.06 WEATHER EMERGENCY PREPARATIONS

A. Advance Preparations

1. All employees will ensure they have adequate issued winter apparel and equipment.
2. The Facilities Management supervisor will:
 - a. Ensure that pre-season planning takes place with T&ES staff;
 - b. Ensure that custodians are trained in the use of snow blowers and in proper broadcasting, shoveling, and ice removal techniques;
 - c. Ensure that adequate de-icing agents, spreaders, snow shovels, ice chippers, and snow blowers are on hand, in good operating condition, fueled and accessible; and

- d. Make arrangements to ensure the watch commander can access snow and ice removal equipment and supplies in the event of an emergency when the custodial staff cannot respond as quickly as needed.
3. The Fleet Management supervisor will ensure that:
 - a. An adequate supply of ice scrapers and brushes for clearing vehicles is on hand and accessible, and
 - b. Sufficient keys are available to facilitate the efficient movement of vehicles.
 4. The Emergency Readiness & Operational Planning Division (EROPD) Commander will communicate regularly with the City's Office of Emergency Management (OEM) regarding their anticipated posture during the weather emergency and anticipated recovery period. If the City's posture dictates, the EROPD commander shall designate the police representatives to the Emergency Operations Center (EOC) and the DOC at APD during the weather event.

B. Preparations for Imminent Storms

1. The Facilities Maintenance supervisor will ensure that:
 - a. All snow and ice removal equipment and supplies are on site at police Headquarters ready for use only on Saturdays and Sundays.
 - b. De-icer is applied to sidewalks and entranceways at Police Headquarters on Saturdays and Sundays.

BY AUTHORITY OF:

**Michael L. Brown
Chief of Police**

City Code Sections applicable to Weather Emergencies

Sec. 5-8-131 - Emergency plans generally.

The city manager shall prepare snow and weather emergency plans for use within the city and inform the public of the details of the plans. The plans may include but shall not be limited to provisions for warning motorists and pedestrians, prohibiting parking on designated streets, requiring chains or snow tires on vehicles operating on designated streets, removing and storing vehicles that are stalled, stuck, parked or abandoned on designated streets, early dismissal of city employees or excusing city employees from reporting to duty, posting guidance and warning signs and markings on designated streets, sanding and chemical treatment of streets, and removal of snow, sleet, hail and ice. The plans, where practicable, shall be similar to and shall be invoked simultaneously with snow and weather emergency plans for the District of Columbia and neighboring jurisdictions. The plans shall include a classification system based on type and accumulation of precipitation to be determined by the city manager with a designation of snow emergency severity ranging from Level 1 (least severe) to Level 3 (most severe), such levels to relate to the various aspects and degrees of response set forth in the City manager's snow emergency plans. (Code 1963, Sec. 22-227; Ord. No. 4690, 11/13/10, Sec. 1)

Sec. 5-8-133 - Parking during a snow emergency.

(a) Whenever the city manager or his duly authorized representative declares a snow emergency of any level, parking restrictions on any street or portion thereof designated a snow emergency route shall go into effect two hours after such announcement. Notwithstanding the foregoing, no vehicle parked in a designated snow emergency route shall be impounded earlier than 7:00 a.m. on any day when the snow emergency declaration was made later than midnight. However, such vehicles may be relocated to a nearby parking space not within a designated snow emergency route. All designated snow emergency routes shall be marked by special red and white signs not less than 18 inches wide reading "SNOW EMERGENCY ROUTE; TOWING ENFORCED." There shall be at least one sign posted in every other block in each direction. No person shall, while a snow emergency declaration, regardless of level is in effect, park or permit any vehicle to remain parked on any such street or portion thereof. The parking prohibition shall remain in effect until the snow emergency declaration has been terminated by the city manager or his authorized representative. (Code 1963, Sec. 22-229, as amended by Ord. No. 2446, 3/15/80, Sec. 2; Ord. No. 4690, 11/13/10, Sec. 1)

Sec. 5-8-134 - Impeding traffic during snow emergency.

Whenever the city manager or his duly authorized representative has declared a snow emergency, regardless of level, it shall be unlawful for any person to obstruct or impede traffic on any street or to obstruct or interfere with city sponsored snow removal or treatment by reason of his failure to have the vehicle operated by him reasonably equipped to operate in the existing street and weather conditions. (Code 1963, Sec. 22-230; Ord. No. 4690, 11/13/10, Sec. 1)

Sec. 5-8-135 - Removal and storage of stalled, stuck, parked or abandoned vehicles and charges for removal and storage.

- (a) Whenever any vehicle shall be found stalled, stuck, parked or abandoned on any city street in such a manner as to obstruct or impede traffic or hinder city sponsored snow removal or treatment operations when a snow emergency declaration, regardless of level, has been made by the city manager or his designee, the vehicle may be removed to a nearby place or removed to a yard designated by the city manager or his authorized representative and stored.
- (b) These vehicles may be removed only by persons authorized by the city manager or his representative. It shall be the duty of the person removing or directing the removal of any vehicle to immediately make a report thereof to the director of transportation and environmental services and the chief of police, giving the type of vehicle, the license tag numbers on the vehicle, the place of removal, the time of removal, the cause of removal, the place to which the vehicle was moved and such other information as the person making the report may have concerning the vehicle or its owner.
- (c) The owner of any vehicle removed and stored in a city yard pursuant to this section or other duly authorized person shall be permitted to obtain the vehicle by paying the removal cost plus a storage charge at the rate of \$30 per day. The payment of removal and storage charges shall not operate to relieve any person from liability for a fine or penalty.
- (d) It shall be the duty of the police chief to attempt to notify the owner of any such vehicle as soon as reasonably possible of the removal and the location of the vehicle. (Code 1963, Sec. 22-231, as amended by Ord. No. 2472, 5/21/180) Sec. 2; Ord. No. 4690, 11/13/10, Sec. 1)