

DEPARTMENT GENERAL ORDER 07-34

OFFICE of the CHIEF OF POLICE
REPLACES: SOP 300.18.00

DATE: January 26, 2007

FACILITY CLOSURES

I. PURPOSE.

To establish guidelines in regard to city facility closures and employee absences.

II. GENERAL INFORMATION.

In the event the City Manager approves the early closure of any city facilities and sends employees home prior to the end of their regularly scheduled work period, those employees will not be charged with vacation leave for departing at the time the City Manager designates.

Employees regularly scheduled to work on those days in which a facility is closed early and who leave earlier than the time designated by the City Manager, or who do not make it to work that day, will be charged applicable leave time for the total number of hours for which they were scheduled to work.

In the event the City Manager determines that a city facility will not open at all on a given day and employees are advised not to report for work, employees will not be charged with vacation or other type of leave for that period of time.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: None