



# GENERAL ORDER

DURHAM POLICE DEPARTMENT  
DURHAM, NC

NUMBER:

4015 R-3

## DEPARTMENT OPERATIONS DURING HAZARDOUS WEATHER CONDITIONS

Effective Date: 12/15/1995

Revision Dates: R-1 01/10/2005; R-2 11/22/2006; **R-3 02/18/2015**

### INTRODUCTION

Durham City policy [HRM-730](#) provides the policies and definitions in reference to working during severe weather events. The Police Department acknowledges that it provides essential services during such events and will assure, to the best of its abilities, sufficient staff to accomplish its mission of enforcing the law and preserving order during and despite severe weather events. The department will, at the same time, curtail or delay non-essential services so as not to expose members to undue risk.

### EMPLOYEE DESIGNATIONS

Policy [HRM-730](#) defines “Group 1” employees as those required to report to work in spite of or because of severe weather. Primarily, these employees are responsible for responding to calls for service. All sworn officers, DCI Warrant Control and Crime Scene Investigators regularly scheduled to work are considered Group 1 employees. Employees in this group are expected to report to duty at their regularly scheduled work time during severe weather situations. They may request the use of a vacation day or compensatory time, but that is at the discretion of their chain-of-command. *Failure to report if directed to do so is grounds for disciplinary action.*

Group 2 employees are relieved from duty whenever a limited service schedule is put in place by the City Manager. Non-sworn employees not specified above as Group 1 and members not scheduled to for their regular work time during severe weather situations are considered Group 2 employees.

Per City policy, group designations can be temporarily modified as a department’s operational circumstances require. *Any change in status will be communicated by the Chief of Police or his/her designee to the affected employees during the operational planning process or, if needed as the event occurs.*

During their onboarding process, new employees will be notified in writing of their group designation and must sign the appropriate paperwork supplied by the City of Durham.

### TRANSPORTATION

All employees are required to arrange their own transportation to work during severe weather conditions. This can include requesting transportation by a Department vehicle, but such transportation is not guaranteed.

The Fleet Manager maintains an inventory of four-wheel-drive vehicles in the police fleet. During severe weather any or all of these vehicles can be assigned by the Watch Commander to pick up and transport Group 1 employees. Personally owned vehicles may also be used to pick up and transport employees per City Policy. If transportation cannot be arranged, a vacation/comp day may be requested of one's supervisor.

## **LODGING AND MEALS**

Lodging and meals for Group 1 employees may be authorized by the Chief of Police per City Policy. This is highly unusual however; possibly only during extremely severe or prolonged weather events. Because this measure is rarely taken, members are always expected to plan on providing their own meals and appropriate lodging when working during severe weather events.

A handwritten signature in blue ink, appearing to read "Jose L. Lopez, Sr.", is positioned above a horizontal line.

*Jose L. Lopez, Sr.  
Chief of Police*