

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Inclement Weather Policy	Approved:	2/16/1996
Policy Number:	904 (1996-1)	Author:	
Associated:		Revised	2/2005; 11/2010

This policy replaces the Inclement Weather Policy dated February 16, 1996, and all amendments thereafter.

According to statute and interpretation by the Prosecuting Attorney of Jefferson County, the Commission has the authority to set the Courthouse hours. Effective November 10, 2010, the following inclement weather policy will be in effect for Jefferson County Government Offices:

In the event that inclement weather necessitates closing, delayed opening or early closure of all Jefferson County Government Offices, the closure process will be made by the Director of Homeland Security and Emergency Management and the Director of Maintenance, with consultation with the County Administrator, who will then notify the County Commission. If a decision is made to close, delay opening or early closure of Jefferson County Government Offices, all media will be notified by the Homeland Security and Emergency Management Department. In addition, an auto-attendant telephone answering service will be available for employees and citizens to obtain up-to-date emergency information concerning county office closing, delays or early closing, and current weather related conditions within Jefferson County by dialing 304-728-1983. Information will also be posted on the County Commission website at www.jeffersoncountywv.org.