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”.

3. At the discretion of the police chief, 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. Field Operations Bureau
   a. Patrol Sectors: all sworn, including recruit officers assigned to FTO training.
      i. Community Support Officers: The commander, recognizing the needs of the Department, will determine the appropriate number of sworn personnel required to work.
   b. Traffic Division:
      i. Commander and supervisors, Motor Unit officers, Parking/Tag Enforcement Unit officers (PEOs and TEOs), and the School Crossing Guard Unit (if schools are open).
   c. Special Operations Division:
      i. Commander and supervisors, and the K-9 Unit. Animal Shelter employees will work according to their contract.
      ii. School Resource Unit (if schools are open).
   d. Court liaison officer (if the courts are open)
   e. Any other employee at the discretion of the Watch Commander or higher authority.

2. Administrative Services Bureau
   a. Information Services Section: the commander, recognizing the needs of the department, will determine the appropriate number of personnel required to work.
   b. Facilities and Security Management Division: all Facilities Maintenance section personnel.
   c. Communications Section: ECT supervisors and ECTs.
   d. Property 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.

3. **Investigations Bureau**
   a. Media Services Unit: the unit commander will make arrangements for providing coverage as necessary.
   b. Criminal Investigations Section: the section commander, recognizing the needs of the department, will determine the appropriate number of sworn personnel required to work.
   c. Crime Scene Investigations Section: all sworn personnel.

4. **Fiscal/Fleet Management Division:**
   a. Fleet employees and *sworn fiscal employees*.

C. **NON-EMERGENCY PERSONNEL LISTED:** Below are non-emergency personnel for the purposes of this directive only.

1. **The Office of the Police Chief**
2. **Field Operations Bureau**
   a. Deputy Chief
   b. Administrative secretaries
   c. City Council Liaison
   d. Court liaison officer (if the courts are closed)
   e. Hack inspectors
   f. School crossing guards (if schools are closed)
   g. Field Training Coordinator
   h. School Resource Officers (if schools are closed)
   i. *Community Relations Unit*

3. **Administrative Services Bureau**
   a. Deputy Chief
   c. Technology Services Division commander and all personnel, including the City Radio Manager (except Communications personnel listed in 13.01.03.B2c)
   d. Support Services Division commander
   e. Personnel and Training Section: all personnel
   f. Planning, Accreditation and Directives: all personnel
4. **Investigations Bureau**
   a. Deputy Chief
   b. Investigations Division commander
   c. Internal Investigations Unit
   d. Crime Scene Investigations Section: all non-sworn
   e. Criminal Investigations Section: all non-sworn
   f. Vice-Narcotics Section: all personnel
   g. Street Crimes Unit

5. **Fiscal/Fleet Management Division**: non-sworn fiscal employees

D. LIBERAL LEAVE, DELAYED OPENING AND CITY CLOSING: If in the opinion of the City Manager, conditions warrant the granting of liberal 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](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 liberal leave or delayed opening is announced, supervisors may allow non-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 liberal leave is declared. If LWOP is needed for liberal 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 or higher.
7. Non-emergency employees who work when the City is in liberal leave or delayed opening status will be paid. Non-emergency employees who do not work as scheduled when the city is in liberal leave or delayed opening status will be charged an appropriate type of leave.
8. See City AR 6-18, Attendance and Leave, Section XIV, Liberal Leave, for further information.
E. Notifying the Supervisor

1. Non-emergency personnel must call their supervisor to request liberal leave. If necessary, in order to ensure that all offices remain open, supervisors may deny an employee’s liberal 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 liberal 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 liberal 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 liberal leave status or is closed, all city training classes (including all classes at the Lee Center or the Computer Training Center) are cancelled.

2. In a weather emergency, Police Department training classes are generally held as scheduled. This includes our regularly scheduled in-house training such as firearms training, IACP training hosted by the department, and other scheduled training. The Communications Section will be notified if they are cancelled or delayed.

3. 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 our Communications Section in the event the academy closes.

4. If liberal leave is announced, any personnel who were assigned training for the day and who do not take liberal leave will report for their regular assignment instead of any cancelled training.

5. 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) 838-4488.

2. 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.

3. 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.

4. 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).

5. T&ES has agreed to clear access to the Charles Hill Memorial Range at the same time as other nearby City facilities.

6. See Alexandria Emergency Operations Plan #81, Snow and Ice Storm, located in the Patrol Watch Commander’s office, for further information.

B. General Services Department: General Services has no formal responsibility for snow and ice removal at the Public Safety Center. Depending on other duties, their staff may be available to assist with residual snow and ice removal after T&ES has plowed the parking lots. To contact General Services regarding weather emergencies, call (703) 838-4816.

C. Office of Sheriff: The Office of Sheriff has responsibility for clearing sidewalks at Police Headquarters and the Office of Sheriff facilities located at 2003 and 2001 Mill Road. To contact them regarding weather emergencies, call their Watch Commander at (703) 838-4111, x6385 or x4220.

D. Police Department:

1. The Chief of Police, or designee, has primary operational control in search and rescue operations.

2. The Watch Commander will:
   a. Maintain police operations throughout the City.
   b. Maintain contact with T&ES.
   c. Determine which vehicles will be chained, 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 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 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.

h. Instruct employees to make periodic reports via the police dispatcher to T&ES regarding street conditions.

i. In an extreme weather emergency, assign a police representative to the T&ES operations center or the City’s EOC, if the City Manager activates it.

j. Designate a police representative to act as the department’s point of contact with T&ES.

k. Designate a police representative to ensure safe and continuous ingress and egress to the Police Department, including coordinating the clearing of the portion of Mill Road south of Eisenhower Avenue, sidewalks, parking lots, and any other surface as necessary. Requests to T&ES for plowing at the Public Safety Center should originate only from the watch commander after speaking with the Watch Commander of the Office of Sheriff (to prevent a repeat call to T&ES for services);

l. When in charge during any weather emergency, will ensure that a post-emergency after-action report is prepared and forwarded to the police chief.

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.

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.

   a. The sidewalks, parking facilities, and walkways at Hoffman, and at Avalon Bay and the Simpson parking garage are the responsibility of the private owners of those buildings. All snow and ice removal is handled by the respective building management.

6. Communications personnel will follow the requirements of City Code §5-8-135(b) for notifying T&ES of vehicles removed or relocated.

7. All employees will assist as needed with tasks related to the weather emergency.

### 13.1.05 RESOURCES

A. Four Wheel Drive Vehicles

1. At the discretion of the watch commander or higher, Police Department employees having personally owned four-wheel drive vehicles may be hired back at premium rates and their vehicles may be fueled at City pumps at the City's expense. Damage to vehicles owned by employees will not automatically be covered by the City. At its discretion, the City may cover such damages based on a case-by-case review.

2. At the discretion of the watch commander or higher, the Department may use citizen volunteers with four-wheel drive vehicles and their vehicles may be fueled at City pumps at the City's expense.

3. Accidents involving volunteers, or employees who have been hired back, or their four-wheel drive vehicles, will be investigated as if a City vehicle were involved.

4. Volunteers must be made aware of the following information prior to committing their assistance:

   a. Damage to vehicles owned by volunteers or injuries to volunteers will not automatically be covered by the City. At its discretion, the City may cover such damages or injuries, based on a case-by-case review.

   b. The City's self-insurance does not cover personal liability incurred by volunteers in service to the City.

   c. Inquiries regarding City liability will be referred to the City’s Risk Manager.

B. 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.

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 will ensure all receipts are promptly submitted to Fiscal/Fleet Management.

**13.1.06 SNOW CHAIN USE**

A. Chain Installation and Removal

1. Chains will normally be used only when the City’s snow plan is in effect. Snow chains may be placed on some Department vehicles at the discretion of the watch commander, who will notify the T&ES snow commander, who will coordinate installation.

2. Marked cruisers will have priority over other fleet vehicles. Very few unmarked vehicles, if any, should have chains installed.

3. Snow chains may not be needed for all Department vehicles, since chain installation and removal is time consuming and often not needed for all roads.

4. Installation of snow chains will be handled through T&ES and installed by the Motor Equipment Division (MED) at 3550 Wheeler Avenue.

5. Installation or removal of snow chains must have the prior approval of a supervisor.

6. Chains removed for any reason will be returned to MED by the vehicle operator within a reasonable time.

7. Employees will notify the dispatcher when chains are placed on or taken off their police vehicles. This will facilitate appropriate deployment of units to calls for service.

B. Use of Vehicles With Chains

1. Immediately upon having chains installed, the first operator of the vehicle will road test the chains for proper tightness and, if necessary, return to the place of installation to have the chains tightened.

2. Vehicle operators will make periodic checks for tightness of the chains.

3. A broken chain will damage a vehicle's body, or the chain may wrap around the axle and cause extensive mechanical damage. When a chain breaks, the vehicle operator must stop the vehicle immediately and request the dispatcher contact MED to respond for chain repair or removal. If MED is unable to respond, call for a wrecker.

4. Chains are safe for use only below speeds of thirty-five (35) miles per hour on snow or ice covered roads. Avoid continuous driving with chains on bare pavement.

5. Special care should be taken when operating a vehicle with chains on roads with raised speed tables.
13.1.07 OPERATIONAL CHANGES

A. **Deployment of Marked Cruisers**
   1. The number of marked cruisers on the street during a weather emergency may
      be the same as at any other time, however, all of them may not need chains.
   4. The assigned cruiser program will be suspended for vehicles equipped with
      chains, however the fleet database computer will still be used. Vehicles having
      chains will remain in service until the chains are removed.

B. **Suspension of Routine Activities**: At the discretion of the watch commander,
   police response to non-emergency calls for service and/or non-injury vehicle
   accidents may be suspended.

13.1.08 WEATHER EMERGENCY PREPARATIONS

A. **Advance Preparations**
   1. **All employees** will ensure they have adequate issued winter apparel and
      equipment.
   2. The Field Operations Bureau Commander or designee will ensure that sufficient
      Department employees are trained in plowing with department vehicles that have
      a snow blade attachment.
   3. 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.
      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.
   4. 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.

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 Avalon Bay and ready for use only on Saturdays and Sundays.
   b. De-icer is applied to sidewalks and entranceways at Avalon Bay only on Saturdays and Sundays.

2. **The Fleet Management supervisor** will ensure that any department vehicles with a snowplow attachment are fully operational, fueled and ready for use.

3. **The Watch Commander** may, when the accumulation of four or more inches of snow is imminent:
   a. Request T&ES post emergency no-parking signs on both sides of Mill Road south of Eisenhower Avenue until the roads have been cleared, and
   b. Move police vehicles to the southeast portion of the Headquarters parking lot to facilitate plowing the fleet parking areas (as applicable). **The Watch Commander will also** direct employees as needed to park official and personal vehicles in the southeast employee parking lot to facilitate clearing of the main parking lots.

C. **Snow and Ice Removal**

1. **The Facilities Maintenance supervisor** will ensure:
   a. De-icer is re-applied as needed to clear snow and ice from sidewalks at Avalon Bay; and
   b. Paths between parking lots and Avalon Bay are kept clear to ensure safe pedestrian access.
   c. **The Police Department and the Facilities Maintenance supervisor is only responsible for snow and ice removal at the Avalon Bay facility and only when the weather occurs on Saturdays and/or Sundays and when the snow and/or ice is two (2) inches or greater.**

2. **The watch commander will**:
   a. Coordinate the moving of vehicles to enable plowing during and/or after snowfall or icing, using available Fleet, Facility or other staff.
   b. Ensure T&ES is notified when Police Department areas are ready for plowing.
   c. Coordinate additional snow removal using the Police Department’s snow removal equipment as needed after T&ES has plowed an area.
BY AUTHORITY OF:

David P. Baker
Chief of Police
City Code Sections applicable to Weather Emergencies

Sec. 5-8-131: Emergency Plans
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, 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. (Code 1963, Sec. 22-227)

Sec. 5-8-133: Snow emergency plan No. 4, parking.
(a) Whenever there is a firm forecast of snow, sleet, hail or freezing rain from the United States Weather Bureau or whenever snow, sleet, hail or ice or a combination thereof reaches an accumulation of at least two (2) inches on one (1) or more of the streets in the city designated as snow emergency routes, the city manager or his duly authorized representative may declare and invoke a snow parking emergency to be known as “snow emergency plan No. 4.” The city manager or his representative shall make announcement thereof through the press if possible, but in any event through not less than two (2) radio or television stations with a normal operating range covering the city.

(b) Snow emergency plan No. 4 shall become effective at the following times if the above mentioned announcement is made:

<table>
<thead>
<tr>
<th>ANNOUNCEMENT MADE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 7:00 a.m. and 12:00 Midnight</td>
<td>Two hours after announcement</td>
</tr>
<tr>
<td>Between Midnight and 7:00 a.m.</td>
<td>9:00 a.m.</td>
</tr>
</tbody>
</table>

Any street or portion thereof designated a snow emergency route 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 (1) sign posted in every other block in each direction. No person shall, while snow emergency plan No. 4 is in effect, park or permit any vehicle to remain parked on any street or portion thereof. The parking prohibition shall remain in effect until snow emergency plan No. 4 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)
Sec. 5-8-134: Snow emergency plan No. 1, impeding traffic.
Whenever the city manager or his duly authorized representative is of the opinion that snow, sleet, hail or freezing rain is causing slippery or hazardous conditions which may lead to serious traffic congestion on the streets in the city, the city manager or his representative may declare and invoke a snow traffic emergency to be known as “snow emergency plan No. 1,” and, until he has declared the emergency terminated, it shall be unlawful for any person to obstruct or impede traffic on any street designated and posted as a snow emergency route by reason of his failure to have the vehicle operated by him equipped with snow tires or chains. The city manager or his representative shall make announcement of snow emergency plan No.1 through the press, if possible, but in any event through not less than two (2) radio or television stations with a normal operating range covering the city. Snow emergency plan No. 1 shall become effective upon announcement. (Code 1963, Sec. 22-230)