20TH JUDICIAL DISTRICT OF COLORADO
ADMINISTRATIVE ORDER 03-105
SUBJECT: Weather Policy

To: **Twentieth District Personnel**

From: **Roxanne Bailin** **DATE:** **October 22, 2008**
Chief District Judge

This Order replaces Administrative Directive 94-102, dated October 25, 1994 and the versions of Administrative Order 03-105 dated March 25, 2003, December 6, 2005 and December 27, 2006.

Unless ordered by the Chief Judge of the Twentieth Judicial District, all offices will be open for business.

When adverse weather restricts the operation of the Court, the following weather closure policy will apply:

1. The Chief Judge of the Twentieth Judicial District may decide to apply weather-related restrictions on the operation of the Court. A complete or partial suspension of court proceedings or delayed or abbreviated court operations due to the emergency weather condition may be ordered.

2. A gubernatorial order closing state offices does not apply to the District or County Court.

3. Unless operation of the Court is closed by the Chief Judge, all court employees are instructed to report to work during adverse weather. Those employees who find it impossible to get to work should call their immediate supervisor and report their absence. Each office or division should provide basic services during these periods.

4. Essential personnel will be designated who are expected to report and maintain the operations of the Court or office, if the nature of the weather emergency so warrants.

5. Information on restricted operations or closing during inclement weather may be obtained by calling the **COURT WEATHER LINE (303) 441-4787**, CLERK OF THE COURT (303) 441-3750, CHIEF PROBATION OFFICER (303) 441-3703 or DISTRICT ADMINISTRATOR (303) 441-3882 after 6:00 a.m.

Information on restricted operations or closing during inclement weather will also be available on the following media outlets after 6 a.m.

TELEVISION STATIONS
Channel 4
Channel 7
Channel 9

RADIO STATIONS

KOA	850 AM
KLMO	1060 AM
KBCO	97.3 FM

6. Whenever the Court is closed or on restricted operations due to inclement weather, Divisions, Clerk of the Court, Probation and Administration offices will update their voice mail messages to include the current status of court operations.

7. The chief judge or designee may determine that, due to inclement weather, staff will be allowed to leave early. When inclement weather necessitates early closure of the court, employees will be given administrative leave for the early closure time. Those employees who are on paid leave are not eligible for the inclement weather administrative leave. Staff who decide to leave before the official closure decision is made will take annual leave for that time.

   For example, in an 8 a.m. - 5 p.m. work schedule, if the decision is made to close the court at 3 p.m., staff would be given two hours of administrative leave for the time between 3-5 p.m. If an employee decides to leave at 2 p.m. because of the weather, the employee would be required to use annual leave for one hour (2-3 p.m.) and would have two hours of administrative leave (3-5 p.m.).

8. Staff who remain at work to maintain minimum staffing in the Clerk's Office or division staff and interpreters who stay to finish a court session will be given the same amount of administrative leave which can be used on another day.

9. If the decision is made to maintain minimum staffing in the Clerk's Office, staffing will be maintained by requesting volunteers to work for the remainder of the day. If an insufficient number of people volunteer, the Clerk of the Court may designate additional staff to work.

Roxanne Bailin

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Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District