



King County
Records and Elections Division
Records Management Section

Department of
Executive Administration
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January 25, 1993

TO: DEPARTMENT POLICY/PROCEDURE MANUAL STATIONS

FM: Archives and Records Management Section
Records and Elections Division


RE: Distribution of Executive Policy JSC 7-1 (AEP)

This memo transmits Executive Policy JSC 7-1 (AEP),
"Emergency Closure, Judicial Administration." Please place
this policy in your AEO/AEP Manual behind the JSC index tab.

If you have any questions, please call Linda Grob at 296-
1572.

ACO 8-1
POL50193



Title EMERGENCY CLOSURE, JUDICIAL ADMINISTRATION	Document Code No. JSC 7-1 (AEP)
Department/Issuing Agency OFFICE OF HUMAN RESOURCE MANAGEMENT	Effective Date January 22, 1993
Approved  1/22/93	

1.0 **TITLE:** Procedures for the Closure of Judicial Administration During Emergencies

1.1 **EFFECTIVE DATE:**

1.2 **TYPE OF ACTION:** New

1.3 **KEYWORDS:** Emergency, courts, closure, delegation of authority

2.0 **PURPOSE:**

The purpose of this policy is to allow temporary closure of the King County Department of Judicial Administration, an Executive Branch department, by order of the Presiding Judge of the Superior Court.

3.0 **ORGANIZATIONS AFFECTED:**

Department of Judicial Administration, Office of Human Resource Management, King County Superior Court

4.0 **REFERENCES:**

4.1 King County Charter, Section 350.20, Paragraph 1, states in part: "The department of judicial administration shall be administered by the superior court clerk who shall be appointed by and serve at the pleasure of a majority of the superior court judges in the county."

4.2 King County Charter, Section 350.20, Paragraph 2, states in part: "The department of judicial administration shall be an executive department subject to the personnel system and shall utilize the services of the administrative offices and the executive departments."

4.3 King County Charter, Section 520, designates the county executive as responsible for administration of the personnel system of the County. This responsibility is delegated to the Director, Office of Human Resource Management, under the provisions of K.C.C. 2.16.030, Section C.

4.4 King County Code, Chapter 3.12.230, related to "Holidays" for County employees.

5.0 DEFINITIONS:

5.1 "Court" means the King County Superior Court.

5.2 "Emergency" is defined liberally, and may include severe weather conditions, civic unrest, disruption of vital utilities (i.e., water, power), or other situations that may affect the safety or welfare of employees.

6.0 POLICIES:

6.1 King County recognizes a direct relationship between the operations and responsibilities of the Department of Judicial Administration and activities of the Superior Court. In recognition of this fact, and provided notice is given to both the County Executive and the Director of the Office of Human Resource Management (OHRM), the Presiding Judge of the Superior Court may include the Department of Judicial Administration when ordering closure of the Court due to an emergency situation.

6.2 When an emergency court closure is ordered, Department of Judicial Administration Employees may be released from duty with pay for the remainder of the work day and, at the discretion of the Presiding Judge, the day following; provided that any release from duty exceeding a one and one-half workday period has been authorized by the Executive.

6.3 This policy will not apply to holidays beyond those recognized by the Executive Branch under the authority of K.C.C. 3.12.230 or other non-emergency closures of the Court.

7.0 PROCEDURES:

<u>Responsible party</u>	<u>Activity</u>
Presiding Judge	7.1 Determines that an emergency situation exists, and that closure of the Superior Court and the Department of Judicial Administration is appropriate.
Presiding Judge	7.2 Verbally notifies the Director of the Office of Human Resource Management and the executive secretary to the County Executive that an emergency situation exists and of his or her intent to close the Superior Court and the offices of

the Department of Judicial Administration, and describes the nature of the emergency.

- Presiding Judge 7.3 Immediately follows the verbal notification with a written notification and explanation, either hand-delivered or sent by facsimile machine, to the County Executive and the Director, OHRM. If, in the opinion of the Presiding Judge closure beyond the remainder of the work day and the day following is justified, he/she may request authorization from the Executive for an extended closure.
- Executive 7.4 If requested, approves or denies closure beyond one and one-half workday based on the information provided and after consultation with the Director, OHRM; consults with the Presiding Judge, the Superior Court Administrator, the Director, Department of Judicial Administration, and other involved parties at his or her discretion.
- Director, Judicial Admin. 7.5 Notifies Judicial Administration employees that they are relieved of duty for the remainder of the business day, and advises when they are required to return to work.

8.0 RESPONSIBILITIES:

- 8.1 The Presiding Judge of the Superior Court is responsible for:
- 8.1.1 Verbally notifying the County Executive and the Director, OHRM, followed by written notification, of his or her determination that an emergency situation exists and that for reasons of security and/or safety temporary closure of the Department of Judicial Administration is necessary.
 - 8.1.2 Providing justification and a recommendation for extended closure to the Executive when necessary.
- 8.2 The King County Executive is responsible for:
- 8.2.1 Reviewing and approving or denying a request for extended closure, and notifying the presiding judge and the Director, Judicial Administration, of the determination.
- 8.3 The Director, Department of Judicial Administration, is responsible for:

- 8.3.1 Relieving affected employees of duty when an emergency closure has been ordered, advising them when they are required to return to work.

las
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