



## POLICY STATEMENT

PRETRIAL SERVICES AGENCY  
*for the*  
DISTRICT of COLUMBIA

Title  
Number  
Effective Date  
Approval

**Emergency Operating Procedures  
4109**

**January 12, 2017**

*Clifford T. Keenan*

**Clifford T. Keenan, Director**

---

## EMERGENCY OPERATING PROCEDURES

### Table of Contents

---

Overview .....	2
Notification Systems and Employee Designations .....	3
Office of Operations Employee Designations.....	5
Activating Emergency Teams- Office of Operations.....	6
PSA Administrative Offices- Employee Designations .....	8
Designations for Change in Status .....	10

---

## Overview

---

<b>Purpose</b>	<p>The purpose of this policy is to establish standard Emergency Operating Procedures (EOP) for the Pretrial Services Agency for the District of Columbia (PSA or Agency) when there are changes to the Agency's operating status (not including furloughs or government shutdowns).</p> <p>Given PSA's role as a Federal law enforcement Agency and the important services it provides to the Court, the community, and the defendant population, PSA must maintain adequate staff coverage even when:</p> <ul style="list-style-type: none"><li>• D.C. Superior Court (DCSC) announces a change in operating status;</li><li>• Office of Personnel Management (OPM) announces a change in the Federal Government's operating status; and/or when</li><li>• PSA is adversely impacted by unforeseen events (<i>e.g.</i>, emergency building closures).</li></ul>
<b>Coverage</b>	<p>This policy applies to all PSA employees.</p>
<b>Superseded</b>	<p>This policy supersedes Policy Statement 4109- Emergency Operating Procedures, dated April 22, 2013 (number revised July 1, 2015).</p>
<b>Related Guidance</b>	<p>PSA Policy Statements:</p> <ul style="list-style-type: none"><li>• 4040- <a href="#">Telework Program</a></li><li>• 4010- <a href="#">Absence and Leave</a></li><li>• 4050- <a href="#">Hours of Work and Overtime</a></li></ul>
<b>Authorities</b>	<p>OPM - <a href="#">Washington, DC, Area Dismissal and Closure Procedures</a>, December 2015.</p> <p>OPM- <a href="#">Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Emergencies or Other Emergency Situations</a>, June 2008.</p>
<b>Administrator</b>	<p>This Policy Statement is administered by the Office of Human Capital Management (OHCM) for control and review.</p>

## Notification Systems and Employee Designations

---

### Notification Systems

The Personnel Notification System (PNS), PSA's external and internal websites, and local news entities, are the methods by which employees are made aware of the Agency's operating status.

PSA attempts to notify employees of changes in operating status by the following times, or as soon as possible:

- Monday – Friday, Day shift by 5:00 AM;
- Weekend Day shift by 5:00 AM;
- Evening shift by 1:00 PM; and
- Midnight shift by 9:00 PM

Employees should note that while Management intends to meet these notification times, the variable nature of events that can lead to changes in the operating status might affect Management's ability to meet established notification times.

---

### Employee Designations

For the purposes of changes in operating status, PSA has three designations of employees:

**Emergency-** employees within the Office of Operations who are deemed essential to the continuation of operations at PSA.

**Mission-Critical-** employees outside the Office of Operations who are deemed essential to the continuation of operations at PSA.

**Non-Emergency-** employees in any office of PSA who are deemed neither emergency nor mission-critical.

---

### Telework

Telework is an important tool for PSA during office closures and changes in operating status; therefore, all employees must be aware of their telework status. Employees with telework agreements generally should no longer be granted excuse absence during a change in operating status.

The teleworker's supervisor may excuse a telework employee from duty during an emergency situation if the:

- Event adversely affects the alternate worksite (*e.g.*, disruption of electricity, loss of heat, etc.);
  - Teleworker faces a personal hardship that prevents him/her from working successfully at the alternative worksite; or
- 

*Continued on next page*

## Notification Systems and Employee Designations, Continued

---

### Telework, (continued)

- Teleworker's duties are such that he/she cannot continue to work without contact with the regular worksite.

In any of these scenarios the employee must submit a [Justification for Excused Absence](#).

In order to continue normal Federal government operations, all employees with an approved telework agreement who have **not** been notified to report to work due to a change in operating status, are expected to request leave or telework for the duration of their regular tour of duty during weather-related or other unusual closure events.

Refer to [Policy Statement 4040- Telework Program](#) for specific guidance on teleworking.

---

### Scheduled Leave/RDO

Employees on approved leave or on a regularly scheduled day off that coincides with changes in PSA's operating status **are not** required to report for duty or to telework.

---

### Pay and Leave Benefits During Change in Operating Status

The OPM [Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Emergencies or Other Emergency Situations](#), June 2008, outlines work schedules affected during a change in operating status. Employees reporting for duty or teleworking during a change in operating status are not entitled to overtime pay, credit hours, or compensatory time for performing work done during their regularly scheduled duty hours.

When a change in operating status requires the day, evening, night, weekend, or holiday shift in any office component of PSA to remain at work beyond their normal tour until staff from the next shift report, those working beyond their tour of duty receive overtime compensation. See [Policy Statement 4050- Hours of Work and Overtime](#) for additional guidance regarding overtime.

---

## Office of Operations Employee Designations

---

**Introduction** The Office of Operations has designated employees as “emergency” or “non-emergency” personnel.

---

**Emergency Personnel** Emergency personnel are employees who are expected to report to or remain at the worksite as directed by the Agency during a change in operating status. The following positions are considered emergency personnel:

- Deputy Associate Director;
  - Program Managers;
  - Supervisors and Special Assistants;
  - Clinical Services Specialists;
  - Pretrial Services Officers, Assistant Pretrial Services Officers; and
  - Drug Testing Technicians.
- 

**Non-Emergency Personnel** The following positions are considered non-emergency:

- Program Assistants;
- Program Support Specialists;
- Program Analysts; and
- Management Analysts.

Non-emergency personnel are not expected to report or remain at the worksite during a change in operating status, and must follow OPM guidance for late arrival, early dismissal, liberal leave, or telework situations. Non-emergency personnel with an approved telework agreement **are required** to work during a change in operating status unless they use leave.

---

## Activating Emergency Teams - Office of Operations

---

**Emergency Team Activation** Recognizing that not all emergency personnel are needed in every situation, PSA Operations utilizes a team concept. All emergency personnel are assigned to a team within their program area. During a change in operating status, the Office of the Director assesses the Agency's needs and the Office of Operations activates the appropriate number of teams to ensure adequate office coverage during the event.

Emergency personnel are notified of PSA's operating status via the PNS.

The current list of team assignments can be found on PSA's internal and external websites.

---

**Order of Team Activation** All Operations emergency personnel must be aware of their current team assignment and report for duty on time when required. Team activation rotates throughout the course of the year and from year-to-year.

---

**Reporting for Duty** During a change in operating status, emergency employees scheduled to work any shift (*i.e.*, day, evening, midnight, weekend or holiday) are expected to report on time for their regular tour of duty unless otherwise notified by their supervisor or via PSA's PNS.

---

**Reporting Location** Activated emergency teams report for duty on time directly to Court Services (500 Indiana Avenue, NW, Room C-225) to receive their assignments.

---

**Failure to Report for Duty** All Operations emergency personnel are responsible for knowing whether or not his/her team has been activated.

When an activated emergency team employee is unable to report for duty on time or for the entire day, the employee must contact the **emergency team supervisor**<sup>1</sup> to inform him/her of their situation prior to the start of their tour of duty. Failure to report to the worksite without reasonable justification may result in the employee being placed in an absence without leave (AWOL) status and could subject the employee to disciplinary action.

---

*Continued on next page*

---

<sup>1</sup> An activated emergency team may have a different supervisor than an employee's regular supervisor.

## Activating Emergency Teams - Office of Operations, Continued

---

### **Excused Absences**

Supervisors may grant an excused absence for emergency personnel with extenuating circumstances. When needed, the employee completes a [Justification for Excused Absence](#) form and returns it to his/her supervisor on the next available business day.

---

### **Changing Emergency Team Assignment**

With the emergency team supervisor's prior approval, emergency personnel on an activated team may switch with other emergency personnel on an alternate team in the same unit if both employees agree.

The employees must also notify their supervisor and the other emergency team supervisor. This means an employee on Team A can agree to cover for an employee on Team B, provided both are in the same unit and their emergency team supervisor approves the switch prior to the start of his/her tour of duty.

---

### **Leave Status of Activated Team Members**

Emergency personnel on scheduled leave on the day their emergency team is activated are not required to report for duty or to call the emergency team supervisor.

The emergency team supervisor is responsible for knowing the duty status of the employees assigned to their team.

---

## PSA Administrative Offices - Employee Designations

---

### Mission-Critical Personnel

In all PSA administrative offices, there are employees designated as mission-critical. These employees are critical to Agency functions during a change in operating status. Office Directors designate additional mission-critical employees within each office and must communicate this designation to the employee.

The following Office Directors are designated as mission-critical employees and may be required to remain at or report to the worksite during a change in operating status:

- Director of Forensic Toxicology Services
- Director of Finance and Administration
- Director of Strategic Development
- Director of Information Technology
- Director of Human Capital Management

Mission-critical personnel who have an approved telework agreement are required to telework for their full tour of duty if not notified to report to the worksite for duty.

Mission-critical personnel who fail to report as directed may be placed in an AWOL status and subject to disciplinary action.

---

### Non-Emergency Personnel

Non-emergency personnel are not expected to report to or remain at the worksite during a change in operating status, and must follow OPM guidance for late arrival, early dismissal, liberal leave, or telework situations. Non-emergency personnel with an approved telework schedule **are required** to work during a change in operating status unless they use leave.

---

### Office of Forensic Toxicology Services

Due to the service the Office of Forensic Toxicology Services (OFTS) provides to the Court, it functions in a manner similar to Operations during changes in operating status.

OFTS has designated emergency teams that are activated during a change in operating status. OFTS emergency team designations are on PSA's internal and external websites.

---

*Continued on next page*

## PSA Administrative Offices - Employee Designations, Continued

---

**Office of  
Forensic  
Toxicology  
Services,  
(continued)**

All OFTS employees are considered mission-critical, and are notified of PSA's operating status via the PNS.

OFTS emergency team members are notified of their reporting duty status and location by the Office Director or designee.

---

## Designations for Change in Status

**Federal  
 Government  
 and DC  
 Superior Court  
 CLOSED**

No emergency teams are activated. No employees are expected to report for duty. Employees with an approved telework agreement must telework<sup>2</sup> a full tour of duty or request leave for hours not worked. Employees without an approved telework agreement are granted excused absence.

**Federal  
 Government  
 CLOSED/ DC  
 Superior Court  
 C-10 OPEN  
 ONLY**

<b>Operations Emergency Personnel</b>	<b>Mission-Critical Personnel</b>	<b>Non-Emergency Personnel</b>	<b>Teleworking Personnel</b>
<ul style="list-style-type: none"> <li>• Office of Operations designates and notifies activated teams.</li> <li>• Activated teams report for duty ON TIME.<sup>3</sup></li> <li>• Activated teams are not eligible for unscheduled leave/telework.</li> <li>• Non-activated employees with an approved telework agreement, telework a full tour of duty or request leave for hours not worked.</li> </ul>	<ul style="list-style-type: none"> <li>• A limited number of mission-critical personnel are expected to report for duty as directed by the appropriate Office Director.</li> <li>• Mission-critical personnel are to report ON TIME despite any announced change in status.</li> </ul>	<p>Employees without an approved telework agreement are granted excused absence.</p>	<p>All non-activated emergency and mission-critical personnel as well as non-emergency personnel with an approved telework agreement notify their supervisor and telework a full tour of duty or request leave for hours not worked.</p>

*Continued on next page*

<sup>2</sup> When the employee's telework location is adversely impacted (e.g., power outage, no network connection), the employee may be granted an excused absence after submitting a [Justification for Excused Absence](#) form.

<sup>3</sup> Failing to report for duty without a justifiable reason, could result in being placed on absence without leave (AWOL), and be subject to disciplinary action. Supervisors may grant excused absence due to individual hardship or circumstances unique to the employee after approving a submitted [Justification for Excused Absence](#) form.

**Designations for Change in Status, Continued**

**Federal  
 Government  
 CLOSED  
 DC Superior  
 Court OPEN or  
 with Delayed  
 Arrival**

<b>Operations Emergency Personnel</b>	<b>Mission-Critical Personnel</b>	<b>Non-Emergency Personnel</b>	<b>Teleworking Personnel</b>
<ul style="list-style-type: none"> <li>• ALL Operations teams are ACTIVATED report ON TIME.<sup>4</sup></li> <li>• No unscheduled leave/telework unless approved prior to the start of the tour of duty.</li> </ul>	<ul style="list-style-type: none"> <li>• Mission-critical personnel report for duty as directed by the Office Director.</li> <li>• Mission-critical personnel directed to report ON TIME despite any announced change in status.</li> </ul>	Employees without an approved telework agreement are granted excused absence.	All non-activated emergency and mission-critical personnel as well as non-emergency personnel with an approved telework agreement notify their supervisor and telework a full tour of duty or request leave for hours not worked.

*Continued on next page*

<sup>4</sup> Failing to report for duty without a justifiable reason, could result in being placed on absence without leave (AWOL), and be subject to disciplinary action. Supervisors may grant excused absence due to individual hardship or circumstances unique to the employee after approving a submitted [Justification for Excused Absence](#) form.

**Designations for Change in Status, Continued**

**Changes in  
 Departure  
 Times  
 (Staggered,  
 Early and  
 Immediate  
 Departure)**

<b>Emergency and Mission Critical Personnel</b>	<b>Non-Emergency Personnel</b>	<b>Teleworking Personnel</b>
<ul style="list-style-type: none"> <li>• Remain at the worksite until otherwise directed by the supervisor.<sup>5</sup></li> <li>• When employees are dismissed by the supervisor, administrative leave is granted for the remaining hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Depart from the worksite relative to the employees' established work schedule when a staggered departure time is in effect.</li> <li>• Early staggered departure, depart from the worksite relative to established work schedule but all employees <b>must</b> depart prior to time established by OPM.  <i>Example:</i> If OPM announces a three-hour staggered early departure with a final departure time at 2:00 p.m., a non-emergency employee who works 9:30 a.m. to 6:00 p.m. must depart at 2:00 p.m. (the final departure time) instead of the employee's staggered departure time of 3:00 p.m. In this case, the employee would receive four hours of excused absence (e.g., 2:00 to 6:00 p.m.).</li> <li>• Depart immediately if an immediate departure is in effect. Excused absence is granted for hours remaining in the workday.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to work the full tour of duty, or request leave for hours not worked.</li> </ul>

*Continued on next page*

<sup>5</sup> Employees who depart prior to their early departure time will be charged leave for the remainder of their workday and will not be granted excused absence. In rare situations, a supervisor may grant excused absence for the excess time because of individual hardship or circumstances unique to the employee after the employee completes the [Justification for Excused Absence](#) form.

## Designations for Change in Status, Continued

---

**Shelter in Place** OPM has introduced a Shelter-In-Place (SIP) operating status as an additional tool to help protect the federal workforce during certain severe weather events or emergencies. SIP procedures are initiated when employees are directed to remain in the office or take immediate shelter in a readily accessible interior location to protect themselves.

A SIP announcement could be used in conjunction with other OPM operating status announcements for the Washington, DC area. SIP announcements are extremely rare and likely would be in effect for a relatively short period of time. OPM's announcement is not intended to supersede any Agency-specific SIP plans or procedures, and the Agency retains its authority to act on its own without an OPM SIP announcement as circumstances dictate.

---