NINTH JUDICIAL DISTRICT, COLORADO Court Address: Garfield County Courthouse 109 Eighth St., Suite 104 Glenwood Springs, Colorado 81601 Phone Number: 970-928-3065 ADMINISTRATIVE ORDER	□ COURT USE ONLY □
The Honorable James B. Boyd	Administrative Order 16-01

CLOSURE POLICY: 9TH JUDICIAL DISTRICT

Related Citations or Directives: Colorado Judicial System Personnel Rules: Rule 26.G. C.R.S. 13-1-117 and C.R.S. 13-1-118. Chief Justice Directive 08-04.

Unless otherwise ordered by the Chief Judge of the Ninth Judicial District, all offices will be open for business on all court days as provided in **C.R.S. 13-1-117, C.R.S. 13-1-118 and Chief Justice Directive 08-04.**

The Administrative Authority may close the courts due to weather or other emergency reasons. Severe weather, road and pass closures, and avalanche danger are some of the weather related reasons that the courts/probation have been forced to close. Emergency closures can also result from building issues, including threats to the health and safety of the occupants.

When adverse or emergency conditions restrict the operation of the Court and/or Probation, the following closure policy will apply:

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

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

3. A county order closing the county offices does not apply to the District or County Court.

4. Unless operation of the Court and/or Probation is closed by the Chief Judge, all court and probation employees are instructed to report to work during adverse weather. Employees should make reasonable attempts to plan for inclement weather and allow extra travel

time to safely reach their destination. Those employees who find it impossible to get to work should call their immediate supervisor and report their absence This absence shall be recorded as PTO. Employees who are late due to the weather related travel delays should inform their supervisor immediately and discuss with their supervisor whether paid time off (PTO) or flex time should be utilized for work time missed. Each office or division should provide basic service during these periods.

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

6. The Chief Judge or designee may determine that, due to inclement weather or other emergency, the full or partial closure of the courts is warranted. When inclement weather or emergency necessitates a full closure of Court and/or Probation, employees will be given administrative leave for their scheduled work hours that day. Those employees who are on paid leave during the closure are not eligible for the administrative leave.

   When inclement weather or other emergency necessitates early closure of the Court and/or Probation, 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. A staff member who decides to leave before the official closure decision is made will take Paid Time Off for that time.

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

7. If the decision is made to maintain minimum staffing in the Clerk's office and/or Probation, 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 and Probation Supervisor may designate additional staff to work.

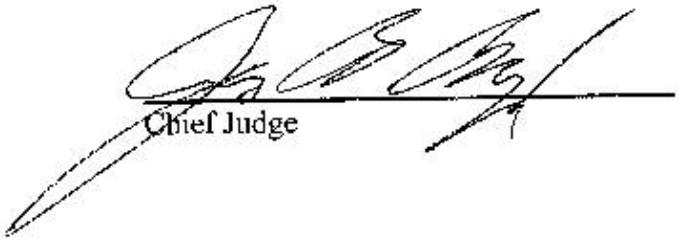
8. Staff who remains at work to maintain minimum staffing in the Clerk's office, division staff, or Probation, and interpreters who stay to finish a court session will be given the same amount of administrative leave as granted to all other employees, and can be used on another day.

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

10. Information on restricted operations or closing during inclement weather may be obtained by calling the Clerk of Court, Chief Probation Officer, or District Administrator after 6:30 am. This information will also be posted on the website as it becomes available.

Done on and effective February 2, 2016.

BY THE COURT



Chief Judge