



PRETRIAL SERVICES AGENCY *for the* DISTRICT of COLUMBIA

**POLICY  
STATEMENT**

Approved: \_\_\_\_\_

*Clifford T. Keenan*

Clifford T. Keenan, Director

Effective Date: April 22, 2013

Revised: July 1, 2015

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**4109: EMERGENCY OPERATING PROCEDURES**

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**Coverage** This policy applies to all employees of the Pretrial Services Agency for the District of Columbia (PSA).

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**Exceptions** Pursuant to the Office of Personnel Management (OPM) policy, the Federal Government operating status does not apply to evening, midnight, weekend, or holiday schedules. Staff members who are scheduled to work any of these shifts are expected to report on time for their regular tour of duty **unless** they are notified otherwise by their supervisor or via PSA's electronic operating status updates.

Employees on pre-approved leave or regularly scheduled days off that coincide with changes in the Federal Government operating status are not required to comply with this policy on those days.

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**Rationale** Given our role as a Federal law enforcement Agency and the important services we provide to the court, the community, and the defendant population, PSA must maintain adequate staff coverage when OPM announces a change in the Federal Government's operating status and/or when PSA or a partner agency is adversely impacted by unforeseen events (such as emergency building closures, *etc.*).

Typically, the D.C. Superior Court and U.S. District Court for the District of Columbia follow the OPM operating status determination, except that Superior Court's Arraignment Court (C-10) often remains open even during inclement weather conditions.

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## Emergency Operating Procedures, Continued

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### Emergency Personnel

Within the Office of Operations, **all** supervisors, Special Assistants, Pretrial Services Officers – including Quality Assurance Officers (PSO), Assistant Pretrial Services Officers (APSO), and Drug Testing Technicians are designated as *emergency personnel*.

The Agency designates in advance emergency employees who are critical to Agency operations (including security and infrastructure) in dismissal or closure situations and who will be expected to work. To avoid requiring all emergency personnel from having to report in every instance, Operations utilizes a “team” concept. Each emergency staff member is assigned to a team within their program. During each emergency event, PSA management assesses the Agency’s needs and “activates” a minimum number of teams to ensure adequate operations during the event. The current list of team assignments can be found on *iPSA* and PSA’s external site (<http://www.psa.gov/status>). The list is updated every six (6) months and given to the Union for review before being published.

Once a team has been activated, each member of that team is **required to report for duty on time**. Employees scheduled to telework on a day when their team is activated may be required to report to the worksite if the Agency’s needs dictate, and will receive guidance from their emergency team supervisor prior to the start of their tour of duty. **(For information on guidance from the supervisor, see the below section: “Determining which Team has been Activated.”)**

Staff members on teams that have not been activated function as non-emergency employees for that day; however, if telework-ready (because they meet the criteria), they must follow the guidance provided in the relevant sections below.

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### Mission-Critical Personnel

In all offices outside of Operations, Office Directors designate mission-critical personnel depending on the nature of the disruption and the needs of the Agency in fulfilling its mission. This may be done by way of a fixed calendar or on a case-by-case basis. When designated, these employees are **required to report for duty on time**.

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### Non-emergency personnel

Within Operations, Program Assistants (PA) and staff on non-activated teams are designated as non-emergency personnel.

## Emergency Operating Procedures, Continued

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**Non-emergency personnel**  
(continued) In all offices outside of Operations, most staff is considered to be non-emergency, except for those persons whom the respective Office Director has identified as being mission-critical emergency personnel.

Depending upon the nature and extent of the situation and its impact on the Agency, some personnel who would normally be non-emergency, such as PAs, may be designated as mission-critical personnel if the need arises. For example, if the Agency is closed for several weeks, PAs and HCM staff may be required to report for duty in order to process payroll. In such instances, affected employees will be notified by their supervisor and are required to report for duty on time.

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**Telework-ready employees** Telework-ready means an employee who:

- is on an approved telework agreement (whether it is regular or *ad hoc*);
- teleworks regularly and routinely (at least once a month);
- has regular work that can be performed at a remote location; and
- is not on an activated emergency team or designated as a mission-critical employee

When federal offices are closed, telework-ready employees are expected to work their regular tour of duty from home or request leave for any hours not worked, regardless of whether the employee was previously scheduled to telework that particular day (unless on pre-approved leave or on a regular day off).

When OPM announces an operating status of “unscheduled telework,” emergency personnel on non-activated teams and mission-critical employees may request approval to telework from their supervisor (or emergency team supervisor) prior to the start of their tour of duty, on a case-by-case basis (if telework-ready). Non-emergency personnel are eligible to use unscheduled telework but must notify their supervisor of their intent prior to the start of their tour of duty.

All telework-ready employees as well as non-emergency personnel may be required to report to their official duty station, if the needs of the Agency require. In such instances, employees will receive guidance from their supervisor prior to the start of their tour of duty.

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## Delayed Arrival and/or Option for Unscheduled Leave/Telework

	Emergency Personnel	Mission-Critical Personnel	Telework-Ready Personnel	Non-Emergency Personnel
Superior Court is Open	<ul style="list-style-type: none"> <li>• <b>ALL</b> Operations teams are ACTIVATED<sup>1</sup>.</li> <li>• Report ON TIME.</li> <li>• Not eligible for unscheduled leave/ telework, but can request and receive approval from supervisor prior to the start of the tour of duty.</li> <li>• Complete a <a href="#">Justification for Excused Absence</a> form if you arrive late or do not report, no later than the next business day.<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Report ON TIME.</li> <li>• Not eligible for unscheduled leave/ telework, but can request and receive approval from supervisor prior to the start of the tour of duty.</li> <li>• Complete a <a href="#">Justification for Excused Absence</a> form if you arrive late or do not report, no later than the next business day.<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• If already scheduled to telework, work your full tour of duty or request leave for hours not worked; or</li> <li>• If using the unscheduled telework option, notify the supervisor prior to the start of your tour of duty and work your full tour of duty or request leave for hours not worked.<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Arrive within delayed arrival timeframe (or request leave for any additional time not worked)<sup>4</sup>; or</li> <li>• If using the unscheduled leave/telework option, notify the supervisor prior to the start of your tour of duty. If teleworking, work your full tour of duty or request leave for hours not worked.<sup>3</sup></li> </ul>
Superior Court is Closed or Operating C-10 ONLY	<ul style="list-style-type: none"> <li>• Activated teams report ON TIME and are not eligible for unscheduled leave/telework, but can request and receive approval from supervisor prior to the start of the tour of duty.</li> <li>• Complete a <a href="#">Justification for Excused Absence</a> form if you arrive late or do not report, no later than the next business day.<sup>2</sup></li> <li>• Non-activated teams function as telework-ready (if they meet the criteria) or non-emergency for that day and must abide by the reporting procedures in place for telework or non-emergency employees.</li> </ul>	<ul style="list-style-type: none"> <li>• Report ON TIME.</li> <li>• Not eligible for unscheduled leave/ telework, but can request and receive approval from supervisor prior to the start of the tour of duty.</li> <li>• Complete a <a href="#">Justification for Excused Absence</a> form if you arrive late or do not report, no later than the next business day.<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• If already scheduled to telework, work your full tour of duty or request leave for hours not worked.</li> <li>• If using the unscheduled telework option, notify the supervisor prior to the start of your tour of duty and work your full tour of duty or request leave for hours not worked.<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Arrive within delayed arrival timeframe (or request leave for any additional time not worked)<sup>4</sup>; or</li> <li>• If using the unscheduled leave/telework option, notify the supervisor prior to the start of your tour of duty. If teleworking, work your full tour of duty or request leave for hours not worked.<sup>3</sup></li> </ul>

<sup>1</sup> If you are already scheduled to telework you must abide by the reporting procedures in place for telework-ready employees.

<sup>2</sup> If you fail to report for duty on time without adequate reason, you may be placed on absence without leave (AWOL), and you may be subject to disciplinary action. A supervisor may grant excused absence up to the designated number of hours past the regular arrival time because of individual hardship or circumstances unique to the employee.

<sup>3</sup> If the employee's telework location is not operational (e.g., no electricity, no connection to PSA systems), the employee is expected to report to his/her official duty station or to use leave, unless the outage is related to the overall weather situation (see footnote 6, below).

<sup>4</sup> In the case of unusual circumstances or hardship, the Agency may grant excused absence for the excess time. In such cases the employee must complete a [Justification for Excused Absence](#) form no later than the next business day explaining his/her absence from duty.

## Staggered Early Departure, Final Departure Time, and Immediate Departure

	<b>Emergency Personnel</b>	<b>Mission-Critical Personnel</b>	<b>Telework-Ready Personnel</b>	<b>Non-Emergency Personnel</b>
Staggered Early Departure	<ul style="list-style-type: none"> <li>Remain at worksite until otherwise directed by your supervisor.<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>Remain at worksite until otherwise directed by your supervisor.<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>If teleworking, work your full tour of duty or request leave for hours not worked.<sup>6</sup></li> </ul>	<ul style="list-style-type: none"> <li>Depart from worksite relative to your scheduled departure time (or request leave for hours not worked). Excused absence will be granted for hours remaining in the workday.<sup>7</sup></li> </ul>
Final Departure Time <sup>8</sup>	<ul style="list-style-type: none"> <li>Remain at worksite until otherwise directed by your supervisor.<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>Remain at worksite until otherwise directed by your supervisor.<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>If teleworking, work your full tour of duty or request leave for hours not worked.<sup>6</sup></li> </ul>	<ul style="list-style-type: none"> <li>Depart from the worksite no later than the “final departure time” declared by OPM. Excused absence will be granted for hours remaining in the workday.<sup>7</sup></li> </ul>
Immediate Departure	<ul style="list-style-type: none"> <li>Remain at worksite until otherwise directed by your supervisor.<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>Remain at worksite until otherwise directed by your supervisor.<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>If teleworking, work your full tour of duty or request leave for hours not worked.<sup>6</sup></li> </ul>	<ul style="list-style-type: none"> <li>Depart from the worksite immediately. Excused absence will be granted for hours remaining in the workday.<sup>7</sup></li> </ul>

<sup>5</sup> If the employee is dismissed early by the supervisor, the employee will be granted excused absence for the number of hours remaining in their workday.

<sup>6</sup> If the employee’s telework location is adversely affected by weather (*i.e.*, power outage), the Agency may grant an excused absence after the employee completes the [Justification for Excused Absence](#) form.

<sup>7</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.

<sup>8</sup> For example, if OPM announces a three-hour staggered early departure with a final departure time at 2:00 p.m., an employee who works 9:30 a.m. to 6:00 p.m. should depart at 2:00 p.m. (the final departure time) instead of the employee’s staggered departure time at 3:00 p.m. In this case, the employee would receive four hours of excused absence (*i.e.*, 2:00 to 6:00 p.m.).

## Federal Government Offices Closed

Emergency Personnel	Mission-Critical Personnel	Telework-Ready Personnel	Non-Emergency Personnel
<ul style="list-style-type: none"> <li>• Only a limited number of Operations teams will be activated.</li> <li>• Activated teams report ON TIME.<sup>9</sup></li> <li>• Non-activated teams function as telework-ready (if they meet the criteria) or non-emergency for that particular day, and must abide by the reporting procedures in place for telework-ready or non-emergency personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Only a limited number of mission-critical personnel will be expected to report for duty.</li> <li>• Mission-critical personnel who have been directed to do so must report ON TIME.<sup>9</sup></li> <li>• Mission-critical personnel who are not required to report for duty function as telework-ready (if they meet the criteria) or non-emergency for that particular day, and must abide by the reporting procedures in place for telework-ready or non-emergency personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>All</b> telework-ready staff must telework their full tour of duty (or request leave for hours not worked), regardless if previously scheduled to telework that particular day, unless on pre-approved leave or on a regular day off.<sup>9</sup></li> </ul>	<ul style="list-style-type: none"> <li>• If not telework-ready, you will be granted excused absence.</li> </ul>

<sup>9</sup> If you fail to report for duty or telework on time without adequate reason, you may be placed on absence without leave (AWOL), and you may be subject to disciplinary action. A supervisor may grant excused because of individual hardship or circumstances unique to the employee after the employee completes the [Justification for Excused Absence](#) form.

## Shelter-in-Place and Overtime

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**Shelter-in-Place** OPM has introduced a Shelter-In-Place (SIP) operating status announcement 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. It is anticipated that an OPM SIP announcement for this area would be 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 agencies retain the authority to act on their own without an OPM SIP announcement as circumstances dictate. PSA will be incorporating this SIP status into its COOP planning process.

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**Overtime** In accordance with OPM policy, PSA employees who report for duty or telework during any unusual operating status are not entitled to receive overtime pay, credit hours, or compensatory time for performing work done during their regularly scheduled duty hours.

There may be circumstances in which the day, evening, night, weekend, or holiday shift staff in Diagnostic, DTCU, or any other component of PSA, is required to remain at work beyond their normal tour until staff from the next shift reports for duty. If this is the case, staff required to work beyond their tour of duty will receive overtime compensation.

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## Activation of Emergency Teams

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### **Determining Which Teams Are Activated**

The number of Operations teams activated for emergency events depends on the circumstances of the situation and whether the courts and/or C-10 are operating.

All emergency personnel and mission-critical personnel must call PSA's emergency telephone numbers (202-220-5766 or 202-220-5759) and/or log on to <http://www.psa.gov/status> to learn the operating status of PSA and team activations. Information will typically be available via the website and emergency telephone recordings by 5:15 a.m., which is when OPM usually makes its determination. Information about Superior Court, which can be obtained from its number at 202-879-1010, is typically available by 6:30 a.m.

Since emergency situations change over time, staff must continuously monitor the website or the PSA emergency telephone numbers for updates and do so every day until things return to normal; staff should check back every 30 minutes until 10:00 a.m., by which time final decisions will have been made.

If the PSA emergency telephone numbers and/or internet site are not functioning, managers and supervisors are responsible for contacting each of their direct reports. Managers and supervisors must maintain contact information for their direct reports at their home or in some other easily accessible format.

Failure on the part of an emergency staff member to ascertain whether their team has been activated or, for other mission-critical personnel whether their presence is needed, may result in their being placed in an AWOL status if they fail to report for duty at the time required.

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## Activation of Emergency Teams, Continued

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**Process/Order  
of Activation**

When OPM announces a change in the Federal Government's operating status, but Superior Court and/or C-10 are open, particular teams for Court Services Diagnostic and the Drug Testing and Compliance Unit (DTCU), as well as for the Supervision and Treatment Programs, will be activated and are required to report for duty. There may be instances in which all teams are activated, and instances in which only one or two teams within a program area may be activated.

*For example, if C-10 is open but the rest of the court is closed and lockup numbers are low, it is likely that the Court Services members of the activated team will be able to handle the workload without the assistance of the Supervision and Treatment members. Alternatively, a high lockup number might require the activation of Supervision and/or Treatment teams to assist Court Services Diagnostic and DTCU in accomplishing the mission of the Agency.*

All Operations emergency personnel must note their current team assignment, check for team activation, and report for duty on time when required. In order to provide a fair process, team activation will rotate throughout the course of the year and from year-to-year.

With the emergency team supervisor's prior approval, a PSA staff member on an activated Operations team may switch with another emergency staff member on an alternate team in the same unit if both staff members agree. The employees should also notify their supervisor and the other emergency team supervisor. This means a staff member on Team A can agree to cover for an employee on Team B, provided both staff members are in the same unit and their emergency team supervisor approves the switch prior to the start of his/her tour of duty.

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## Activation of Emergency Teams, Continued

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**Activated Team Supervisor** All Operations emergency staff should be aware that the supervisor for their emergency team (when activated) may not necessarily be their regular supervisor. Emergency team supervisors must maintain contact information for their emergency team members at their home or in some other easily accessible format.

In the event that an emergency employee on an activated team is not able to report for duty on time or for the entire day, they must contact the emergency team supervisor to apprise him/her of their situation prior to the start of his/her tour of duty. If the employee is unable to report for duty because of sickness or medical emergency the employee must contact (*i.e.*, voicemail, email, or text message) the emergency team supervisor prior to the start of his/her tour of duty. It is not acceptable to leave a voice mail or e-mail message with their normally assigned supervisor.

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**Activated team members not scheduled to work** Operations staff members on scheduled leave or on their regular day off (RDO) on the day their emergency team is activated are not required to report for duty or to call the emergency team supervisor, so emergency team supervisors will need to ascertain the duty status (*e.g.*, scheduled leave, RDO, *etc.*) of the staff assigned to their team.

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**Reporting During Weather Related Closings** Since most government closings are due to weather-related emergencies that do not usually result in the closing of the Superior Court's Arraignment Court (C-10), PSA's responsibilities in both Court Services Diagnostic and DTCU require priority assistance. Therefore, Supervision and Treatment Program employees on teams that have been activated should report for duty on time directly to Court Services (500 Indiana Avenue, NW, Room C-225), to receive their assignments. This includes the Supervision and Treatment supervisors assigned to the activated teams.

Mission-critical personnel from other offices (*e.g.*, the Lab, Facilities, IT) will receive direction from their supervisors regarding reporting times, locations, and responsibilities.

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## Additional Resources for Emergency Guidance

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**Helpful Links** In any emergency situation, Government operations may be disrupted for extended periods. OPM has provided numerous resources to enable Federal agencies to continue functioning effectively during an emergency situation. The following information offers further guidance on continuing operations during extended emergencies and emergency preparedness:

**United States Office of Personnel Management, *Washington, DC, Area Dismissal and Closure Procedures*, November 2012**

<https://www.opm.gov/oca/compmemo/dismissal.pdf>

**Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Emergencies or Other Emergency Situations**

[http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies\(PayAndLeave\).pdf](http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies(PayAndLeave).pdf)

**Emergency Situations That Prevent Employees from Reporting for Work**

<http://www.opm.gov/oca/compmemo/2003/PreventEmpsReportingforWork.aspx>

**Emergency Situations That Restrict Employees to Their Agency's Premises**

(“Shelter in Place”)

<http://www.opm.gov/oca/compmemo/2003/ShelterInPlace.asp>

**Furloughs Due to Extended Emergencies**

<http://www.opm.gov/oca/compmemo/2003/Furloughs.asp>

**Telework.Gov – Emergency Planning**

[http://www.telework.gov/guidance\\_and\\_legislation/emergency\\_planning/index.aspx](http://www.telework.gov/guidance_and_legislation/emergency_planning/index.aspx)

**Ready.Gov – Emergency Planning**

<http://www.ready.gov/>

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