

Issue Analysis Form

Date: February 12, 2019
Item: Personnel Policy Revisions
Lead Department(s): Human Resources
Contact Person(s): Corrie Hurt



Description and Current Status

Staff has reviewed the Personnel policies entitled Employee Utilization in Emergency Situations and Safety and has a recommendation to update those policies effective February 12, 2019.

The Employee Utilization in Emergency Situations was revised to clarify that employees may need to respond to any state or local emergency. Staff felt that it was necessary to align the policy with the similar Emergency Response Plan (ERP) levels that are used for Public Safety. By utilizing the ERP levels, this will leave no doubt in the employee's mind that they are on alert in the event that their services are needed during any emergency.

The Safety policy was revised to support the new safety program that the County has put in place effective January 1st. The policy addresses the minimum need for the Safety committee and also outlines the training that will be necessary to employees. The County strives to mitigate risks whenever possible and the revisions will help with that goal.

Government Path

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|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Fiscal Impact Statement

None.

County Impact

By revising and consistently keeping current the personnel & administrative policies, it demonstrates that the County is striving to hold its employees accountable for their actions.

Notes

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 41.1 through 41.2	Page 1 of 4
	SUPERSEDES:	DATE ISSUED: January 1, 2006
SUBJECT: Employee Utilization in Major Emergency Situations	AUTHORIZATION: Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

41.1 Purpose and Need

The County, in response to ~~any major state or local~~ emergency, either natural or man-made, will need additional manpower to fulfill its emergency response capabilities. ~~Employees may be needed to work an emergency shelter or other emergency assignments. The primary area of support needed is in the area of the public sheltering system.~~ The County, and specifically the Department of Social Services, and the Red Cross are responsible for the staffing and operation of public shelters. ~~The nature of emergencies is also such that there may be~~ additional manpower requirements in the areas of public information, ~~snow removal~~, damage assessment, recovery operations, etc., ~~which may be needed in response to a major emergency. The~~ This following policy has been developed to provide ~~guidance~~ such capability by ~~utilization of its human resources~~ in emergency situations.

41.2 Directive

All Prince George County employees are to participate in emergency operations, as directed, as part of their employment ~~requirement~~. Necessary training for specific duties will be provided. Duties and assignments will be based on specific needs during the emergency and for the duration required. Compensation of employees will be based on the established policy for regular and overtime hours to include any required training for a specific task. Employees not otherwise assigned to emergency duties may be assigned emergency shelter duties or other emergency assignments as needed. Emergency duties are those determined by the County Administrator/Director of Emergency Services working through the Coordinator of Emergency Services that are critical to the operation of the County. Primary and secondary areas of responsibility for departments during emergency operations are defined in the manual entitled Emergency Operations Plan for Prince George County which is available for review in each department.

41.3 Emergency Response Plan

The County will follow the Emergency Response plan to determine the appropriate levels of response. Departments that have established their own ERP will continue to follow their approved plan accordingly. A response level

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is required during emergency conditions, such as natural disasters, man-made disasters, terrorist threats and activities, weather events, power outages and or other emergencies that affect the safety and welfare of the community. The Emergency Management Coordinator or designee will determine the appropriate level of response to all threats. The level of response is a continuous process that is dictated by circumstances and available information. While some situations can be planned, there may be situations that occur without notification.

41.4 Definitions

A. ERP Level 1 – Normal Activities.

There is no immediate threat to the overall safety in our community.

B. ERP Level II – Increased Readiness

Available intelligence resources provide advanced notice that an emergency situation has a possibility of occurring within Prince George County or surrounding localities.

C. ERP Level III – Limited Resource Activation

Available intelligence resources provide advanced notice that an emergency situation has a probability of occurring within Prince George County, surrounding localities, or has occurred in a surrounding locality.

D. ERP Level IV – Partial Resource Activation

An emergency situation is imminent or has already occurred. The emergency situation moderately affects the community.

E. ERP Level V - Full Resource Activation

An emergency situation is imminent or has already occurred in Prince George County that severely affects the community.

41.5 Procedures

A. Notification System

1. All employees contact information should be updated in the Employee Self Service as the information changes.
2. Human Resources will be responsible for maintaining a roster before an emergency situation occurs. The roster should include home phone and cell phone numbers.
3. All communications will be conducted through telephone or text messaging. Until positive contact is made (i.e., telephone conversation or text message response), Human Resources and Department Heads will assume the message was not communicated.
4. If an incident requiring a call-back occurs near the close of business, the employee may be held over until released by their supervisor.

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5. Employees recalled to duty shall report within a reasonable period of time after being notified and report to their designated duty site. A reasonable time period will be determined between the employee and Supervisor/Designee at the time of contact.
6. Employees arriving at their duty site shall notify the on-duty supervisor and will receive their assignment at that time.
7. Employees shall not vacate their duty assignment until released by the on-duty supervisor.

41.6 Required Action

The County Administrator or designee shall be notified of any situation that may invoke an increase in readiness level. Please note that staffing changes may occur at different levels based on the needs within the community. All employees will be notified by the Human Resources Department as ERP levels change.

1. ERP Level I – Normal Activities

- a. Normal activity occurs.
- b. Employee should be able to return phone or text messages within a reasonable amount of time.
- c. Fuel levels (in County-owned vehicles) should not drop below one-half tank.
- d. Issued equipment and normal attire should always be available and ready for use.

2. ERP Level II – Increased Readiness

- a. All employees should monitor the situation.
- b. Employee should be able to return phone or text messages within two hours.
- c. Fuel levels (in County-owned vehicles) should not drop below ¾ of a tank.
- d. Issued equipment and normal work attire should always be available and ready for use.

3. ERP Level III – Limited Resource Activation

- a. All employees should monitor the situation through all available channels, such as weather channels and media releases.
- b. Employee should be able to return phone or text messages within 30 minutes.
- c. All County-owned vehicles should be fueled with a full tank of fuel. Fuel levels should not drop below ¾ of a tank.
- d. Equipment and supplemental work clothing should be stored in a "go-bag".

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4. ERP Level IV – Partial Resource Activation

- a. All employees should monitor the situation closely through all available channels, such as weather channels and media releases.
- b. Employee should be able to return phone or text messages within 15 minutes.
- c. County-owned vehicles should be fueled with a full tank of fuel. Fuel levels should not drop below ¾ of a tank.
- d. All equipment and supplemental work clothing should be staged and ready in a "go-bag".
- e. All employees arriving to assist during this level should have additional work clothing, a personal hygiene kit, extra bottled water, fully charged cell phone, and other essential personal items available due to the likelihood of extended hours of duty.

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5. ERP Level V – Full Resource Activation

- a. All employees should be on alert.
- b. Employee should be able to return phone or text messages within 10 minutes.
- c. County-owned vehicles should be fueled with a full tank of fuel. Fuel levels should not drop below ¾ of a tank.
- d. All employees arriving to work should have additional work clothing, a personal hygiene kit, extra bottled water, fully charged cell phone, and other essential personal items available due to the likelihood of extended hours of duty.

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COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 31.1 to 31.5	Page 1 of 2
	SUPERSEDES: January 1, 2006	DATE ISSUED:
SUBJECT: Safety	AUTHORIZATION: Adopted by the Board of Supervisors; to become effective	

31.1 Policy Statement

Prince George County is **vested** in the safety and well-being of every employee and the general public. It is the intent of the County to provide safe equipment, procedures and surroundings for all employees and the general public and to provide safe and healthful working conditions. **The Safety Program Coordinator** shall have responsibility for the establishment of safety policies, education and training. **Certain departments will have more safety considerations than others due to elevated risks within the scope of their duties.**

31.2 Responsibilities

Safety is the responsibility of every employee in Prince George County. Directors are responsible for providing a safe work environment and ensuring that all employees attend required training. They are also responsible for monitoring work conditions and employees' actions with a focus on safety compliance.

Employees are responsible for complying with safety guidelines as well as directions from their supervisors. They are also responsible for maintaining a safe and sanitary workplace.

All employees are responsible for reporting unsafe conditions or acts either to their supervisor or the safety committee. The intent is to maintain a safe environment and proactively seek improvement and risk mitigation.

31.3 Safety Committee

The Prince George County Safety Committee will, at a minimum consist of one Representative from each of the following departments: General Services/Fleet, Utilities, Fire & EMS, Community Corrections, Community Development & Code Compliance, Police Department, Social Services, Parks & Recreation, and the Sheriff's Office. The Safety Program Coordinator shall serve as the chair of the Safety Committee.

SUBJECT: Safety	POLICY NUMBER: 31.1 to 31.5	DATE ISSUED:	Page 2 of 2
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The Safety Committee will meet quarterly, or as necessary, to discuss compliance issues, recent incidents, and other safety concerns. This committee shall keep minutes for all meetings in order to track progress.

31.4 Hazard Communication Program

Prince George County has a Hazard Communication Program, which details responsibilities and best practices regarding hazardous materials. Safety Data Sheets (SDS) shall be maintained at any department that uses or stores any materials which are deemed by the Safety Committee, in accordance with OSHA and VOSH guidelines, to be hazardous. SDS shall be updated semi-annually, as well as anytime a new hazardous material is introduced. For further information, refer to the Hazard Communication Program.

31.5 Periodic Safety Training

Public Safety Personnel from Prince George County Police and Fire & EMS will provide periodic training to County employees. This safety training is vital to the overall effectiveness of our safety program. As such, it shall be considered mandatory training for all personnel, as described below:

Any employee who drives a County vehicle as part of their required job duties, and employees who want the ability to drive a County vehicle, are required to attend Fleet Safety training once every five years. Fleet Safety training will be provided by the Police department annually, with a minimum of two training dates. Public safety personnel who are required to maintain higher levels of driver training are exempt from this requirement.

All Full-Time and Part-Time Regular employees are required to attend Active Assailant training, provided by the Police department quarterly. This training does not have to be repeated; however employees may repeat as a refresher, subject to availability and Director approval.

All Full-Time and Part-Time Regular employees are required to attend hands-on fire extinguisher training once every five years. Fire extinguisher training will be provided by Fire & EMS quarterly.

All Full-Time and Part-Time Regular employees are required to attend First Aid, hands-on Cardiopulmonary Resuscitation (CPR), and intro to Automated External Defibrillator (AED) training once every two years. Training will be provided by Fire & EMS quarterly.

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 12th day of February, 2019.

Present:

Donald R. Hunter, Chairman
Floyd M. Brown, Jr., Vice-Chairman
Alan R. Carmichael
Marlene J. Waymack
T. J. Webb

Vote:

A-2

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICY; SECTIONS 41.1 THROUGH 41.6 ENTITLED *EMPLOYEE UTILIZATION IN EMERGENCY SITUATIONS* AND SECTIONS 31.1 THROUGH 31.5 ENTITLED *SAFETY*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Employee Utilization in Emergency Situations* be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Safety* be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 12th day of February, 2019 does hereby amend the Prince George County Personnel Policies by revising policies entitled *Employee Utilization in Emergency Situations* and *Safety* as requested.

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Percy C. Ashcraft
County Administrator