

# Interoffice Memorandum

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**DATE:** November 24, 2015  
**TO:** Upper Management  
**FROM:** Greg Thomas, Chief Administrator (*signature on file*)  
Employee Services  
**SUBJ:** Academy Closings Due to Hazardous Weather

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It is the time of year when weather can become hazardous, resulting in declarations of reduction in services.

In order to be consistent among the academies, the following policy will be adopted by the Employee Development unit when services are reduced.

In the event of a reduction in services due to inclement weather in the county where the academy is located, cadets attending the academy will be considered “non-essential” staff and will not report to the academy during the day(s)/time(s) declared. They will not report to the facility for work.

If the cadet is staying in state housing, the cadet may remain at state housing and not attempt to return to their home. Cadets remaining in state housing will be provided meals at the facility.

All academy cadets will utilize “Administrative Leave” during the time of official closure.

Closures will be posted on the DOC website at:

[http://www.ok.gov/doc/Organization/Administrative\\_Operations/Employee\\_Services/Human\\_Resources/Reductions\\_in\\_Services\\_Due\\_to\\_Hazardous\\_Weather.html](http://www.ok.gov/doc/Organization/Administrative_Operations/Employee_Services/Human_Resources/Reductions_in_Services_Due_to_Hazardous_Weather.html)

This will serve as the official notification site.

Each Training Specialist will monitor the website for closures and contact each of their cadets if their academy closes during hazardous weather.

Thank you for your cooperation in this issue.

GT/lkb

