

Policy Number: 06-010

Lucas County Sheriff's Office Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: RECORDS

SNOW LEVEL ADVISORIES AND EMERGENCIES

I. POLICY

It is the policy of the Lucas County Sheriff's Office to comply with the issuing of Snow Level Advisories or Emergencies in compliance with the standards established by the Buckeye State Sheriff's Association and the Ohio Emergency Management Agency.

II. PROCEDURE

1. When the Sheriff of Lucas County has issued, downgraded, or discontinued a Snow Level Advisory or Emergency, the following procedures will be followed:
 - a. The Lucas County Sheriff's Office Records Sergeant will activate the appropriate Snow Level Advisory or Emergency in WENS (Wireless Emergency Notification System)
 - b. An OHALLTERM message will be sent by the Records Clerk via LEADS ensuring that every other county in the state is advised of Lucas County's current Snow Level Advisory or Emergency status.
 - c. The Records Sergeant will notify the Sheriff's Office Public Information Officer (PIO) of the Snow Level Advisory or Emergency status.
 - d. The RCOG supervisor (419-245-3271) will be advised of the Snow Level Advisory or Emergency status.
 - e. The Lucas County Sheriff's Office web page will be updated to display the current Snow Level Advisory or Emergency status.
 - f. The Snow Level Declaration Log will be initiated. This log will be a record of the Snow Level Advisory or Emergency incident from start to finish and will document the date and time of all Snow Level Advisories or Emergencies issued, downgraded and discontinued during the storm cycle.
2. When the Lucas County Sheriff declares either a Level II Snow Advisory or a Level III Snow Emergency, the Toledo Municipal Court Sergeant and Lucas County Common Pleas Sergeant are to be contacted so that they can inform their Court Judges.