



Monroe County Sheriff's Office

MEMORANDUM

TO: All Essential Personnel

FROM: Donna A. Moore, Executive Director
Human Resources Division

DATE: April 16, 2007

SUBJECT: Hurricane Duty Exemption

All certified personnel are required to remain on duty in the event of a hurricane. However, if there are extenuating circumstances, the Monroe County Sheriff's Office will consider requests for exemption from Hurricane Duty.

Extenuating circumstances may include, but are not limited to the following:

- Single parent households
- Primary care givers for elderly parents
- Households in which both spouses are certified officers employed by the MCSO

Official documentation must be submitted with the request (Doctor's note, Custody papers, Guardianship etc.)

Commanders, Directors, and Supervisors have been provided with the Request for Exemption from Hurricane Duty forms, or you may obtain a form from the Human Resources Division. Please submit documentation with your request. The request form must be completed, reviewed and signed by the appropriate Commander, Director or Supervisor and returned to the Human Resources Division by **May 16, 2007**. **Any request received after this date or without the appropriate Commander, Director or Supervisor signature will be returned to you.**

GENERAL INFORMATION

- Hurricane Exemption review board consists of; Executive Director of Human Resources, Executive Director of Finance, and the Inspector General.
- Prior to each hurricane season the Human Resources Division will distribute request forms (see attached) to all members with a deadline for return.
- The board will review all requests and their determination will be given to the member prior to the last week of May.
- All effected members hired during hurricane season will be required to complete the form during the new hire session and the board will review and return a decision within 10 (ten) days of receipt of the request form.
- All members who have been exempted from the requirement to stay will be released from duty as soon as the Office goes to Hurricane Alert.
- All members who have been exempted from the requirement to stay may use their annual leave or compensatory time.
- All members who have been exempted from the requirement to stay during a hurricane are required to return to Monroe County and contact their commander for duty assignment within 7 (seven) days of the evacuation order.
- Any member, who is exempted from the requirement to stay and decides to remain in the county, must contact their commander for duty assignment.
- Any member who has; (1) applied for exemption and been denied by the board or (2) has not applied for exemption, and leaves the county or otherwise does not appear for duty as assigned will be subject to discipline.

REQUEST FOR EXEMPTION FROM HURRICANE DUTY

Name _____

Position _____

Sector _____

Marital Status _____

Dependent (s) _____
Relationship (s) _____ Age (s) _____

I am hereby requesting an exemption from the requirement to stay in Monroe County during a hurricane. I wish to be allowed to evacuate my dependents and myself when the order is given based on the following circumstances. I understand that the Review Board has the authority to approve or deny my request after review. I also, understand I will be required to use my vacation time if I am approved for hurricane exemption.

Employee Signature _____ Date _____

Print Name _____

Commander, Director or Supervisors Signature (**required**) _____ Date _____

Commander, Director or Supervisors Recommendation (**required**) _____

Review Board Action: Approved _____ Denied _____ Date _____