

**POLICY MANUAL
CITY OF MANHATTAN MUNICIPAL COURT**

SUBJECT
Inclement Weather

EFFECTIVE DATE
November 19, 2018

A. BACKGROUND:

Inclement weather can cause transportation problems and/or hazardous conditions that can vary widely in the City of Manhattan and its surrounding areas. The City rarely closes its offices or operations due to inclement weather, and the Municipal Court will remain open if the City is open. However, inclement weather may impact individuals' abilities to appear in Court as required, and this policy addresses those circumstances.

B. POLICY:

It shall be the policy of the Municipal Court to remain in operation during normally scheduled business hours, regardless of inclement weather, unless the City Manager or designee issues a Declaration of Inclement Weather to close selected City facilities and services, including the Municipal Court.

In fact, very rarely does the City close; when the City is open, the Municipal Court is open. City closings **do not** follow the same inclement weather closings as the school districts, State of Kansas, Riley County offices or the Riley County District Court. Individuals are expected to appear as scheduled, and employees and security personnel are expected to report to work as usual.

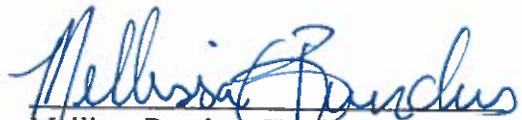
D. PROCEDURE:

Inclement weather closings will be announced through normal media outlets, and individuals are encouraged to contact the Court directly by telephone for latest Court closure information if they are uncertain. If the Municipal Court is on a delayed schedule or closed for inclement weather, Court staff will reschedule any impacted appearances and/or docket for the next available time and notify each individual.

If an individual who is scheduled to appear in Court cannot appear due to inclement weather, the individual shall contact the Court prior to the scheduled appearance. Inclement weather or school closings do not automatically "excuse" an individual's failure to appear. The Judge will advise the Court staff regarding the issuance of continuances or bench warrants for each failure to appear, based upon the circumstances. The Judge has the discretion to extend the deadline for any fines, fees or penalties due to inclement weather. Court staff will notify affected parties, defense attorneys and witnesses of docket changes as soon as practical.

Approved:


Jennifer Holmes, Court Administrator


Mellissa Rundus, City Prosecutor


Matthew Richter, City Prosecutor