

**CIRCUIT COURT OF SOUTH DAKOTA**  
FOURTH JUDICIAL CIRCUIT  
PO BOX 626  
Deadwood, SD 57723-0626  
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**Presiding Judge**  
Hon. Warren G. Johnson

**Circuit Court Administrator**  
Michael Pisciotta

FOURTH CIRCUIT POLICY #13-01

**Inclement Weather**

It is the policy of the Fourth Judicial Circuit that for inclement weather, the following is implemented:

1. **Lawrence County**: The decision to close the courthouse due to inclement weather is generally left to the discretion of the county commissioners. The presiding judge also has the authority to close the courthouse at his discretion. All State employees are instructed to log onto the Lawrence County website at [www.lawrence.sd.us](http://www.lawrence.sd.us) after 6:30 a.m. for a notification advising as to a possible closing of the courthouse. In the event of a closure, the following notification will appear under the "Important Notices" heading:

**CLOSED**

Supervisors will be automatically called through a recorded messaging system. These supervisors include the circuit and magistrate judges, chief court services officer, clerk of courts, and court administrator.

An employee may submit their personal email address to the court administrator, who will forward such information to Lawrence County, allowing the employee to receive an automatic email in the event of a courthouse closure or late start. Any employee utilizing the options for email notification or alternative notification in the absence of internet access is responsible for supplying and updating the court administrator with current contact information.

Any employee who does not have access to the internet or an email address should consult with the court administrator to allow for an alternative notification process.

**2. Butte and Meade Counties:** The decision to close the courthouse due to inclement weather will be left to the discretion of the sitting judge. The judge will notify the court administrator, who will notify respective employees.

**3. Corson, Dewey, Harding, Perkins, and Ziebach Counties:** The courthouses will generally not be closed due to inclement weather unless authorized by the respective counties.

**4. General Policies for All Counties of the Fourth Circuit:**

a. In certain situations, it may be appropriate for an individual employee to determine if travel to and/or from the courthouse will endanger the safety of the employee. Any employee absent due to inclement weather should immediately notify their supervisor or the court administrator of their

absence. Such a determination by an employee must be one of common sense and undertaken only when the safety of the employee is at issue.

b. In the event of a courthouse closure, employees will be directed by the court administrator to utilize administrative leave for timekeeping purposes in the applicable amount of hours. Employees who received prior approval for authorized leave during the period covered by the inclement weather closure will not be affected by the provisions of this policy.

Adopted 2/01

Revised 5/13