



**MEMORANDUM
POLICE DEPARTMENT**

DATE: March 23, 2020
TO: All Police Department Employees
FROM: Deputy Chief Dan Flippo
SUBJECT: Standard Operating Procedure regarding the Coronavirus Disease (Covid-19)

The spread of the Coronavirus (Covid-19) and any impacts it may have on the department is a fluid and evolving problem. This Standard Operating Procedure (SOP) will supersede department policy in light of this unfolding event. The safety of all department employees is of the highest priority and the measures outlined in this SOP are meant to mitigate risk and provide a safe working environment. This Standard Operating Procedure has been in effect since Friday, March 13th, 2020, and will remain in effect until notified by the Chief of Police.

**Covid 19 Standard Operating Procedures
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Personal Protective Equipment and Supplies

- Every supervisor of uniformed staff will sign out and supply their employees with a mask and set of goggles. Property and Evidence Specialists will also be assigned PPE gear.
- Protective suits will be deployed in the supervisor's vehicles for all uniformed staff. More suits are on order and will be assigned to each patrol vehicle once they arrive.
- Other professional staff will contact the on-duty supervisor if it is determined they need access to PPE or a protective suit.
- Bleach solution and cleaning towels will be provided in roll call for cleaning patrol cars and other areas.
- Notify the on-duty supervisor if cleaning supplies are not available.

Exposure mitigation:

- Wash hands frequently and often
- Officers are to wash their hands or use hand disinfectant before entering the building at wash station at the rear of the building when returning from the field
- Wipe interior of patrol car before each shift. Bottles with a bleach solution and wash clothes will be available to accommodate.
- Wear gloves and change frequently. We have purchased a large order of gloves so change frequently and often on calls
- Wear a protective mask and goggles if you believe you are dealing with someone who is at risk of being sick.
- All in custody subjects will be required to wear a mask while being transported and booked as a safety precaution to all employees, regardless of symptoms.

Identifying when an Employee was exposed

- Employees may unknowingly be exposed during patrol operations. Officers will consider themselves exposed if the following occurs:
 - A person is refused at the jail because they have all three indicators and test negative for the common flu. These indicators are as follows:
 - a. Fever above 100.4
 - b. Cough
 - c. Respiratory difficulty
- If this occurs, the employee will respond to the hospital with the in custody and report the exposure to hospital staff.
- Employees will follow hospital recommendations regarding the exposure.
- Supervisors will complete Worker's Compensation paperwork.
- If possible, the arrestee should be cited out at the hospital.
- When the employee is cleared from the hospital, they will respond to the PD for decontamination. See the procedure below.

There may be other incidents when an officer believes they may have been exposed. This can include credible information that someone they have been in contact with has Covid-19, or medics on the scene are treating the subject as if there is a risk of exposure. Officers should confer with their supervisor if they believe they have been exposed and the following conditions apply:

1. An officer or other employee had prolonged exposure to the person in a confined space for an extended period of time. Examples can be prolonged transport in a vehicle, extended contact in an interview setting, etc.
2. An officer or other employee is involved in a use of force situation or other contact where the officer was exposed to bodily fluid or was in close personal contact during the struggle.

Decontamination Procedure:

If an officer has been exposed and is released from the hospital, the procedure below will be followed. If other conditions exist which may warrant decontamination (refer to above Identifying section), the following procedure will occur:

- Employees will immediately use foam to disinfect their hands.
- Notify the on-duty supervisor and notify them of the exposure and the need for decontamination.
- The officer will return to the PD and avoid contacting other employees.
- Wash hands before entering the building and avoid touching items within the PD.
- Immediately respond to the decontamination shower stall within the employee's respective locker room. The employee shall respond directly to the decontamination shower stall and not their locker. Towels will be provided.
- Remove uniform and place in a plastic bag while in shower. Double bag the uniform and route to cleaners for normal cleaning. If the uniform has been directly exposed to bodily fluid, discuss with Supervisor about discarding if successfully cleaning the contaminated uniform is in question.
- Use alcohol or bleach-based solution and clean duty gear to include belt and boots.
- Shower and change into a clean uniform.
- Decontaminate shower stall with large bleach sprayer after finishing decon.
- Ensure that the supervisor completes Workman's Comp incident report.
- Depending on the level of exposure (casual vs. confined/prolonged), the employee may return to duty, may be sent for medical evaluation, or maybe sent home for quarantine. The risk level of the exposure will be based upon the length of time within close contact or obvious bodily fluid exposure.
- Employees sent home for quarantine will qualify for Worker's Compensation benefits. If you are formally ordered by the HSA to be quarantined for a period of time you will not have to use PTO, you will be compensated with your regular rate of pay. Verification must be provided to the City.
- The employee's vehicle will be flagged "Do Not Use" and scheduled for decontamination.
- A department manager will be assigned to any employee who is placed on quarantine. The manager will be a department point of contact and will assist with mitigating the needs the employee may have while on quarantine.

Beginning and End of Shift Decontamination:

- All employees must wash their hands or use hand sanitizer upon entering the building.
- Thermometers are stationed near the back door and Investigations. Employees are asked to voluntarily take their temperature using the digital thermal thermometer to determine if they have a fever above 100.4 F. This is voluntary but may assist in reducing exposure if an employee is unknowingly beginning to become symptomatic.
- At the end of their shift, officers shall wipe down their duty gear and boots with a sanitizing product.
- Consider the shift you just worked and assess whether you need to send your uniform to the cleaners. The department will increase the laundry cycle if uniforms need more frequent cleaning. Do not wash uniforms at home.
- Officers shall not take uniforms, boots, or equipment home. If an officer is going to take their firearm or radio home, they shall wipe it down with disinfectant before taking it home.
- Wash or sanitize hands before getting into your personal vehicle.

Office Maintenance and decontamination:

- The hired janitorial service will wipe down all doors, entryways, and stair rails at the beginning of their shift.
- Each supervisor will assign one officer or employee on a rotational basis to wipe down door handles, shared workspaces, printers/fax machines and entry exits in their area. This will occur twice a shift. The assignments will be for each area in the building as follows:
 - Records: front counter area, entryways into records
 - FTO office: entry and shared work areas
 - Neighborhood Policing: Shared workspace and entry
 - Patrol: Roll Call, report writing room, back door
 - Investigations: Entry and shared work area
 - Administration- Entry, Conference room, shared work area
- Patrol Supervisors shall designate an officer on the shift roll call to be responsible for wiping down their area twice a shift. Supervisors in other office areas will ensure that a person is assigned this task.
- All non-key card doors will remain propped open to avoid unnecessary handling of door handles. This includes report writing, roll call, the back door of investigations, and office doors unless a private meeting is necessary
- Gym use- Everyone who uses equipment in the gym must wipe down the equipment immediately after use
- Spray bottles with a bleach mixture have been left in each assigned work area and the gym. Please notify Lt. Bush if supplies are needed in a work area.
- Do not spray bleach solution directly on tables, laptops, etc. Spray product on towel and then wipe down area. Items that are subject to bleaching should be wiped with soapy water solution or non-bleach wipes.

If you are sick or feel sick, stay home:

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- If you believe you were possibly exposed to the virus at work, inform your supervisor and seek medical attention immediately. This would most likely qualify as a Workers Compensation claim if it is confirmed that the employee has contracted Covid-19. Other illnesses may require the use of sick leave.
- All employees who call in sick can expect a phone call from their manager. The intention of the phone call is to screen for any Covid19 symptomology. The manager will also be attempting to predict future staffing impacts.
- If an employee reports to work and claims to be becoming ill, refer to the attached symptom identifiers to determine if the employee is a Covid19 risk. If they have symptoms, follow Worker's Comp exposure protocol and route employee to the hospital.
- If the employee does not have Covid19 symptoms, send them home on sick leave. Notify your Lieutenant or manager for follow up contact.

Sick time usage:

- During this declared emergency, you will not be required to provide a healthcare provider's note if you are sick with acute respiratory illness to validate your illness.
- All sick employees are currently being treated as a Worker's Comp situation until told otherwise. These cases will be determined at a later time if they are in fact Worker's Comp Claims, but for now that's how we will treat them.
 1. A Sergeant or Lieutenant should take any sick calls over the phone as usual. If the employee is at work at the time, they should be sent home unless the symptoms are serious enough to go to the hospital.
 2. If the employee goes for medical treatment from work, the normal worker's comp paperwork shall be completed by the Supervisor. If the employee is at home, the Supervisor needs to fill out a Supervisor's Report of Employee Injury. This form needs to be scanned and emailed to Dilia Schulz from HR dschulz@cityofsantacruz.com, Lt Vasquez and DC Escalante. Do not fax this form because everybody is working from home and not in the office right now. This form will be filled out whether the employee is seeking medical attention or not. If no medical attention is sought then mark the Supervisor's Report as "incident only". If the employee seeks medical attention, the Supervisor will also need to deliver the DWC-1 form to the employee, either by mail or electronically. The DWC-1 needs to be returned to the Supervisor and routed to HR.
 3. Once DC Escalante is notified of a sick employee by the Supervisor's Report of Employee Injury Form, he will connect with the employee by phone and ensure any needs are met and answer any questions.

4. Employees will code their timesheets for any days spent at home sick with pay code 180, which is paid time, until otherwise instructed.
 5. If the employee determines it is necessary to see a doctor they should try to either go to Santa Cruz Occupational Medical Center at 3601 Caldwell Drive in Soquel or Dominican Emergency Room. Occupational Medical Center is open Monday-Friday, 0830-1730. If the employee goes anywhere other than these two locations, the location and name of the doctor needs to be filled out on the Supervisor's Report of Employee Injury Form.
 6. Prior to going to Santa Cruz Occupational Medical Center, it is highly recommended to call first for any instructions prior to arrival.
- For the duration of the declaration of emergency, APO Section II #35 Voluntary Vacation Donation Program, all illnesses will be eligible for vacation donations. Email Debbie Levy directly to begin the process.

Quarantine mitigations:

- Employees who directed to quarantine themselves by their doctor have options available to them.
 1. They can self-quarantine at home.
 2. They can stay in a hotel room that is being paid for by the department. There are currently rooms reserved at the Pasatiempo Inn. Meals would be provided by the department.

Payroll Coding:

- Employees who are sick for non-Covid19 related illnesses will use Pay Code 130.
- Employees who are sent home from work or at home and advised by their doctor to stay home as a precaution shall code their time as 180.
- Employees who are quarantined or off for Workers Comp should us Pay Code 252.
- Employees who are "Work Restricted" will use Pay Code180 when not working from home.
- Employees who are designated to work from home will just list their work hours.
- Employees who accrue overtime related to extended shifts due to Phase two employment or are held over for Covid19 related matters shall use project code "e602001." See Kronos coding attachment at end of SOP.
- Employees who are sick at home or are working from home can access their time cards through Chrome using this link: <https://cityofsantacruz.kronos.net/wfc/logon>
- Officers on the 3/12 4/12 schedule will code 12 hour shifts as straight time. Officers will accrue 4 hours of OT during their last shift worked. This OT will be coded using project code e602001.
- Because new vacation or time of is denied, employees will be allowed to accrue exceed their vacation accrual while on the emergency schedule. This City Manager will announce when this over accrual will end.

Shift Schedules:

- The department will continue to maintain normally assigned shifts with approved time off during the declared emergency. If staffing is significantly impacted and the department moves into Phase Two or Phase Three of our response plan, schedule adjustments will be made.
- If the department moves to a Phase Two response, the department will switch to a 12-hour schedule.
- The schedule will consist of 3 shifts on followed by 4 days off on an A/B team work week.
- If staffing is further reduced due to quarantines, employee illness, or a local pandemic is declared, the schedule will switch to a 12 on 12 off emergency schedule for all uniformed staff. Previously approved time off may be declined if the emergency schedule is deemed necessary.
- Any scheduling changes will be preceded by as much forewarning as practical. A proposed emergency schedule will be posted before implementation.
- Call response will be limited during operational hours while under the emergency schedule. If the department moves into a Phase Three deployment, only emergency calls for service will be responded to.

Phase 2 Staffing:

- Major companies, schools, and other services are shutting down operations. In addition, we are anticipating potential staffing impacts. The department will be moving to an emergency 12-hour schedule upon the declaration of Phase 2 deployment.
- The department will move to Phase 2 deployment if staffing is impacted (shifts running at minimum), officers are needed for emergency response related to the virus, or extra staffing is needed to handle duties related to the pandemic.
- The schedule will remain on an A team, B team split. Shifts will be from 0700 to 1900 and 1900 to 0700. The shifts will involve working 3 days on, with 4 days off, followed by 4 days on with 3 days off. Vacations and time off will be restricted.
- A team will work Sunday through Tuesday or Sunday through Wednesday
- B team will work Thursday through Saturday or Wednesday through Saturday
- This initial schedule will only impact patrol operations. NPT and Investigations will be held in reserve to backfill shifts as needed. NPT personnel and Investigators will assume the 12-hour schedule when they are pulled to backfill shifts. Their assignment will be permanent once they are assigned a patrol shift. Please anticipate this change.
- Professional staff may face work restrictions to avoid exposure. Those staff that will not report for work will be notified by management. Those staff that are sent home and temp employees will be paid for the hours lost and will not be required to use personal leave time. See Work Restricted Employees for further information.
- In-house training may be postponed or scheduled on overtime depending on the training need.
- This schedule will have overtime built into it. The department will pay all the overtime that is accrued as a result of this schedule.

- All other discretionary overtime (Special events, OTS Grant, special projects) is canceled while on Phase 2 and Phase 3 deployment. Supervisors are to monitor overtime at the end of shifts. Officers are allowed to hold over reports at the end of shift unless it involves an in-custody that will be needed for the next morning's court run or before going on days off. Overtime is to be limited to assist in avoiding burnout while on this modified emergency schedule.
- Time off has not been canceled at this point. Time off may be canceled if staffing is severely impacted or work demand requires the deployment of all available staff. Lt. Garcia is to be contacted if the cancellation of approved hardship causes hardship or complications.
- No new time off will be approved until May 1st. If you are not already approved time off, do not put in for it.
- If the department moves to Phase 3 deployment, the schedule will be 12 on, 12 off for the duration of the emergency.
- See the attached Phase 2 Schedule at the end of SOP.

Training:

- Per the City Manager's Office, all training which requires travel by air from now until April 15th has been canceled.
- Employees scheduled for training that requires air travel between April 15th through May 1st may have training canceled as well. You will be notified by the end of March if these dates are included as well.

Additional Patrol Staffing:

- Phase 2 staffing will be used to assist with patrol and enforcement activities related to our Covid19 response and to uphold the Public Health Order.
- Supervisors will ensure that the six beats are covered during Phase 2 deployment; West, Central, Downtown, Beach, East, and Rover
- Additional staff will be assigned the following activities:
 1. Burglary Suppression- Focus on downtown, business districts, schools, the Wharf, etc.)
 2. Public Health Order compliance and education checks
 3. Visible presence in areas as needed.
- When feasible, supervisors should staff the additional patrol assignments as two officer/CSO/Ranger cars.

Calls for service:

- During Phase 2 operations, Officers and other employees shall continue to respond to calls for service. The use of personal protection equipment will be used when advised by Netcom to “Use Universal Precautions” or if they identify signs of illness upon responding to a call.
- Supervisors will monitor the low priority calls for service and modify the response of officers when appropriate. Supervisors have discretion when deciding on whether to change the response to a “phone contact” only response.
- The department will notify Netcom to advise reporting parties that officers may not contact them directly and will contact by phone.
- For those calls that require a response, officers should continue to maintain social distancing when speaking to reporting parties and witnesses on scene. Officers have the discretion to call RP’s and witnesses on the phone to avoid direct contact.
- Employees will use discretion and judgment on proactive law enforcement activity. Avoid close contact, searches, or handling of property on low-level crimes such as infractions and misdemeanors that are part of a proactive activity. Employees are still advised to provide a visible presence in Neighborhood Policing and Crime areas but should use discretion and sound judgment when making contacts.
- During Phase 3 operations, only in-progress and emergency calls of service will be responded to.

Call for Service Screening Questions:

- Netcom will be screening calls for service for exposure to Covid19. Medics will also utilize the same screening questions to determine if a patient they are working on may have or been exposed to Covid19.
- Officers should utilize the same procedural questioning when contacting someone face to face.
- Officers shall ask the following questions:
 1. Have you or anyone in your household been in contact with someone who has the Corona virus?
 2. Do you or anyone in your household have a fever, body aches or flulike symptoms?
 3. Do you or anyone in your household have a cough OR experiencing shortness of breath?
- If there is a YES response, screening stops, patient is a risk, “use universal precautions.” Don PPE, avoid contact under 6ft and take precautions.
- If the answer is NO, proceed as normal but still attempt to maintain distancing and wash your hands after contact.
- Emergency situations may call for immediate contact, arrest, or search. Once the subject has been detained, ask them these questions. These questions are set up for medical screening and not criminal interrogation so they can be made outside of Miranda. Do not document the answers to these questions in your police report.
- If you have have been engaged in an emergency situation and the subject answers YES during the questioning, keep your distance as possible and call for your supervisor. Avoid exposing multiple officers to the individual. Call for medical assistance and further screening. Follow Decontamination procedures as listed in SOP if it is confirmed that the subject is an exposure risk.

- Be advised, arrestees are already aware of these questions and are providing false information about Covid19 exposure, most likely to avoid being placed in custody. Use your best judgment, experience, circumstances surrounding the contact, and supervisor to determine the best course of action following contact with a subject who claims to have symptoms or exposure.
- All in custody subjects will be required to wear a mask while being transported and booked as a safety precaution to all employees, regardless of symptoms.

Responding to call with exposure potential:

- SCCRegional911 will be screening calls for potential exposure risk. If there is a risk, they will advise to respond with “Use Universal Precautions.”
- Supervisors will review the call for service in which “Use Universal Precautions” is broadcast and determine if there is another response option, such as handling by phone.
- If a response is required, the Supervisor will respond with officers.
- Wear a protective mask and goggles.
- Consider donning a protective suit before entering the scene.
- Decontaminate hands and any exposed gear with bleach, foam, or other disinfectants.
- Go to the Decontamination section if prolonged exposure occurred which includes exposure to fluids or prolonged contact at a distance under 6 ft. The CDC has not provided guidelines as to what constitutes “prolonged exposure.” Use your best judgment and reasonableness.

Calls for Service involving Welfare Checks, at Risk Individuals, or DOA’s:

- Supervisors shall monitor calls for service and respond to any call for service involving a welfare check for medical concerns, a death investigation, or at a care facility for the elderly, rest home, hospice, or healthcare facility for those who are at risk or in fragile health.
- Supervisors will ensure that officers take measures to minimize direct contact with sick individuals, who are in poor health, or deceased.
- All supervisors and officers must wear Personal Protective Equipment to include masks, goggles, and gloves. Officers may be directed to don protective clothing during a death investigation or when contacting those in a care facility for the elderly or infirm. The donning of protective clothing will depend on whether the officers will have to be in direct contact at the facility with someone in poor health or at risk or when contact must be made within 6 ft of a deceased person.

Use of Force incidents:

- Employees who are involved in a use of force incident will evaluate to determine if exposure has occurred. This can include prolonged close proximity, exchange of bodily fluid, and the confirmation that the person dealt with is at risk of having Covid-19.
- Employees will notify their supervisor and other employees that there may be a risk of exposure and prevent other employees from becoming in contact with the infected person.

- If the use of force involved a low level of force and there were no injuries, the employee will remain in contact with the subject including transportation of the suspect to jail or medical clearance. This will reduce the total number of employees who are exposed. Department policy preventing this type of transportation or continued contact is suspended while this SOP is in effect.
- Employees will not transport at-risk subjects to the department and will not allow them within the building. Prolonged interviews and other investigative work will be conducted in the field or via other means that will have to be arranged by the Supervisor.
- Employees will video their entire contact with the subject and will not pause the video while in contact with the subject.

Jail Booking Changes:

- Effective Friday/Saturday night March 21st at 0001 hours the Santa Cruz County Jail will only accept felony arrests and the below listed 10 misdemeanor exceptions. These are challenging times for everyone and we are being asked to help use the bed space in the jail wisely. Please make every effort to cite and release subjects out with new court dates 90-120 days out.
 1. 136.1 PC Witness Intimidation
 2. 148(a)(1) PC Resisting Arrest
 3. 166 PC Violation of a Court Order
 4. 236 PC False Imprisonment
 5. 243(e)(1) PC Domestic Violence
 6. 273.6 PC Violation of a Domestic Violence Restraining Order
 7. 646.9 PC Stalking
 8. 647.6 PC Annoying, Molesting a Child
 9. 647(f) PC Intoxicated in Public (Recovery Center Refusal)
 10. 23152 VC DUI (Recovery Center Refusal)
- If an officer makes a misdemeanor arrest that is not one of the crimes listed above and there is a likelihood to continue at the scene, officers may transport the subject to the jail and cite and release there.
- In addition, the Santa Cruz Sheriff's Office will be releasing approximately 50 non-serious/non-violent inmates as of this afternoon on Thursday March 19th.
- The Santa Cruz County Courts will only be handling cases that are in custody and/or time not waived. They will also only handle any constitutionally time sensitive items. They are doing everything in their power to prevent having to call officers into court. ****RECORDS****Due to their limited staffing, they ask that we file any paperwork to the DA's office for filing purposes by 1100 hours each day.

Court Date Changes:

- When issuing citations, indicate a date to appear of within 90 to 120 days.
- For misdemeanor violations, set the court date out 90 days.

Enforcement of Public Health Shelter in Place Order:

- Effective 12:01 a.m. on Tuesday, March 17, 2020, and continuing until 11:59 p.m. on Tuesday, April 7, 2020, or later, pursuant to the County Health Officer, residents are hereby ordered to shelter in place and limit public activities to essential services, which are attached. The order is intended to help restrict the spread of COVID-19 in the community.
- Our department’s approach is three fold:
 - 1) Educate through social media, messaging, and press information
 - 2) Engage those businesses or groups who are violating the SIP and educate them towards compliance
 - 3) Enforcement- If groups or businesses refuse to comply after being contacted and provided with instruction, citations may be issued.
- It is the intention of the department to work with the community and obtain voluntary compliance with the Shelter In Place (SIP) order. Department members are directed to not proactively search for violations and will not use the SIP order as reasonable suspicion to detain an individual. Calls for service may generate a response to a location or business potentially violating the order. The goal would be to handle the violation through information sharing and education of the involved parties. Enforcement should be used only when the violation continues or there is a clearly expressed refusal.
- All enforcement action taken shall be consistent and pursuant to the following:
 - All commercial, retail and any other businesses, private or open to the public, that do not qualify as “essential businesses”, (see page 3) who are in violation of this order:
 - 1) First time offense: Owner/Manager or on-duty supervisor/employee will first receive a verbal warning and a copy of the County Health Order. Officer will advise to cease their current working conditions and comply with this order. If not, a second or continuing violation can result in potential cite/arrest.
 - 2) The officer will log the following into CAD and email Lt Bush.
 - a) The number of people in the establishment.
 - b) Presence of social distancing.
 - c) Size of the establishment.
 - d) Presence of sterilization equipment.
 - e) Identify the person contacted at the establishment.
 - f) Observation of any person who appears obviously ill.
 - g) Presence of thermometer or other health screening device.
 - 3) Second offense: A second offense, or refusal to immediately comply with the initial warning, the Owner/Manager or on-duty supervisor/employee can be cited pursuant to SCMC 2.20.110 “Violation of Emergency Preparedness.” This is a misdemeanor, however, absent other violations or conditions, no Alliance report is necessary. Detailed notes on the back of the citation or in CAD are sufficient. Email notification to Lt Bush.
 - 4) Any subsequent violation thereafter, sworn personnel only, will cite for the violation of 120295 H&S. This is a misdemeanor and an Alliance report will be generated.

- 5) In the event a business appears to not be in compliance with this order, and refuses to open its doors to law enforcement, the officer will generate an Alliance case for violation of this order (SCMC 2.20.110) and route to Lt Bush.
- Any person in public, who's not in transit, and remains stationery in a group of 10 or more non-family members, that are in violation of this order (i.e. not 6 feet apart):
 - 1) First time offense: Subject will be contacted, receive a verbal warning and a copy of the County Health Order. Officer will advise to cease their current working conditions and comply with order. If not, a second or continuing violation can result in potential cite/arrest.
 - 2) A second offense, or refusal to immediately comply with the initial waring, the subject will be cited pursuant to SCMC 2.20.110 "Violation of Emergency Preparedness." This is a misdemeanor, however, absent other violations or conditions, no Alliance report is necessary. Detailed notes on the back of the citation are sufficient. Email notification to Lt Bush.
 - 3) Any subsequent violation thereafter, sworn personnel only, will cite for the violation of 120295 H&S. This is a misdemeanor and an Alliance report will be generated.
 - If enforcement action is taken, and the subject refuses to identify:
 - 1) Supervisor notified pursuant to policy.
 - 2) Sworn officer will be called to take primary on the call.
 - 3) Subject will be taken into custody, transported to the jail sally port for identification purposes, and then cited and released.
 - If enforcement action is taken, and the subject refuses to sign citation (but does provide identification):
 - 1) Supervisor notified pursuant to policy.
 - 2) A report will be generated for violation of (SCMC 2.20.110, or 120295 H&S) and forwarded to the City Attorney or D.A.'S. for prosecution/warrant.
 - Any CSO or Ranger may enforce SCMC 2.20.110 pursuant to this directive. Any enforcement action taken under 120295 H&S, will be done by sworn personnel only.
 - All arrests will be "cite and release" only unless noted pursuant to this directive and approved by the on-duty supervisor.

SCMC 2.20.110 "Violation of Emergency Preparedness" which states:

- (1) No person shall:
 - (a) Willfully obstruct, hinder or delay any member of the emergency services organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter or in the performance of any duty imposed upon him or her by virtue of this chapter;
 - (b) Do any act forbidden by any lawful rules or regulations issued pursuant to this chapter, if such act is of such a nature as to give, or be likely to give, assistance to the enemy, or to imperil the lives or property of inhabitants of this city, or to prevent, hinder or delay the defense or protection thereof;
 - (c) Wear, carry or display, without authority, any means of identification specified by the State Office of Emergency Services or the city of Santa Cruz.
- (2) Any violation of this section shall be a misdemeanor, punishable in accordance with the provisions of Chapter 1.08 of this code.

Citizens Arrest for Public Health order violation:

- Officers may be called to a complaint regarding a violation of the Public Health order where a citizen is demanding to place a citizen's arrest against a business. Officers will take the following action:
 1. Determine if a violation is actually occurring based upon Essential business designations
 2. If there is a violation, explain the guidelines and process to the complainant that the PD is following (listed above).
 3. If they still demand a citizen's arrest, verbally accept their arrest, document your observations, and forward to DAO for prosecution.
 4. At this point, the department is not taking people into custody for any violations of this order. Notify your supervisor if the complaining party is not satisfied with your response.

Public Health Order (PHO) regarding Residential Care Facilities:

- Pursuant to an updated PHO effective March 20th through April 7th, only essential persons are allowed access at any residential care facility.
- Visitors are not authorized
- First Responders are allowed access but should use PPE as necessary
- See attached PHO Page 21-

Property Release and Booking Operations:

- At this time, the Police Property Evidence Specialists (PPES) will continue to work their normal property release schedule. Currently, property release is;
 - Tuesday 11am to 1500
 - Thursday 12:30 to 1430.
- When returning property to their rightful owners, the PPES have the following mitigations in place:
 1. Those who request their property will have to communicate through the intercom box on the Washington St side of the building.
 2. When property is released to the owner, the owner will have to stand behind a pre-designated area (traffic coned area) on the Washington St side of the sidewalk.
 3. To assist in creating a safe distance, the PPES will open the side door, place the property on the ground, and close the door.
 4. During this time, the owner will not have to sign any documents. The PPES will write on the Property Sheet, or make an entry into Alliance the date and “CV19.”
- Anytime a PPES or officers enters the “Bike Pen” they will don their mask and continue to wear gloves.
- This protocol is designed to assist the PPES to; i) mitigate contact by establishing a safe distance from the public; ii) continue to serve the community in getting their property back (e.g. medications, identification, credit cards, phones, etc.); iii) be adaptable to any and all changes or additions the PPES may need to make as we deal with the current state of affairs.

Booking procedures:

- The following is the police department’s interim booking procedures of property (evidence, safekeeping, and found property). There are many scenarios employees will face when collecting property during this time. Having that understanding, the following procedures will try to cover all that our officers and property specialists face. Please recognize as the situation unfolds changes will be made as we move forward, as a means to protect staff and the property we take under our care and control.
- During this period we will be focused on using outside lockers and the large conex box on the Washington St side of the parking lot.

No suspected illness or COVID-19:

- If the person you come in contact with does not appear to be sick and is not diagnosed with COVID-19 and you collect their property:

Evidence:

1. To be booked as usual. Currently, there are no changes

Safekeeping:

2. All safekeeping is to be bagged and booked in the outside conex box on the Washington St. side. The padlock to the conex box can be opened with a departmental key. Employees shall ensure the box remains locked

to ensure security. The conex box will be stocked with property tags and pens.

If a person you come in contact with who shows any symptoms of being sick or is confirmed/diagnosed with COVID-19 and you collect their property:

Evidence:

1. At the scene pull all items out, and photograph completely. Pull items specific to the case which are evidence. Process the evidence items into the outside lockers. These evidence items need to be properly packaged in paper bags, labeled, and placed in a red bag. Once in the red bag, it shall be labeled with a tag citing the case number.
2. All other items shall be thrown away as if a biohazard. Document in your report why items were a biohazard and discarded.

Safekeeping:

1. Pull all items out and photograph them. Categorize those photos as “Non-Evidentiary” in Evidence.com.
2. Collect any items that may be of significant value; including but not limited to; Identification, bank cards, medications prescribed by a Doctor, keys, cash, and jewelry. Process the items into the outside lockers.
3. These safekeeping items need to be properly packaged, labeled, and placed in a red bag. Once in the red bag, it shall be labeled with a tag citing the case number.
4. All other items shall be thrown away as if a biohazard. Document in your report why items were a biohazard and discarded.

Found Property:

- Found Property should be collected at a case by case basis with the focus on the value of the item, and the department’s ability to return the items to its rightful owner. All items collected as Found Property shall be booked outside (bike rack, conex box, outside locker). We have limited space and don’t want to unnecessarily expose our staff to the virus. Due to the unknown medical status of the found property’s owner, please bag and tag in a red bag as well. With a supervisor’s approval, you can refuse an item that is found property.

Service Impacts:

- When the Phase 2 deployment is initiated, Records will be closed. Property releases will occur, however with restrictions. Please see the Property Release section for further information.
- If someone wishes to report a crime at the department and appears to be ill, officers will avoid contact within 6ft and will arrange to handle the report over the phone.
- Investigative follow-up will continue on a case by case basis. Officers and Investigators are advised to communicate with their supervisors regarding investigative follow-up that may need to be suspended or postponed. Further direction and guidelines will be forthcoming as the impacts on staffing are dealt with.

Work Restricted Employees:

- All uniformed staff will report for duty as they will be utilized for essential first responder activities.
- All other employees may have their work hours restricted in order to avoid exposure at work. Employees are to confer with their manager about any work hour restrictions and are not excused from work until they have been released by their manager.
- The following employees have been restricted from reporting to work:
 1. All Temp employees (Facilities will be on call Tues/Thurs)
 2. All volunteers
 3. Administrative Assistants-
 - Jodi Mulloy- Mon-Thur 0800-1200
 - Kelsey Crowe- Mon-Thur 1230-1630
 4. Records will be on reduced staffing
 5. Community Relations Specialist Blaschke and PMA Dodge will be assigned to work from home unless called back by management.
- All employees who are on restricted hours must be available by phone during the hours of their normally assigned shifts will they are restricted from work.
- All employees on restricted hours may be subject to being called back to work at any time to complete essential work tasks as deemed necessary by management.
- All employees on restricted hours will be paid their normal salary and will not be required to use personal leave time.

Disaster Service Worker:

- As a City of Santa Cruz employee, before you entered upon the duties of your employment, you took and subscribed to the oath or affirmation; as such, all City of Santa Cruz employees are disaster service workers. You may be called upon as a disaster service worker in the event of an emergency.
- This is a reminder that all Police Department employees are disaster service workers as per Government Code 3100-3109 and are required to respond to work during declared emergencies. The department is working on childcare options and will strive to work with employees during this time. Employees will be required to report to duty as directed.

The City will be declaring an emergency in response to the Corona Virus on March 10th, 2020.

Phase 2 Schedule

A-TEAM PATROL OPERATIONS Lt. Vasquez #115 MON-THU	
A-II (10)+K9 SUN-WED 0700-1900 SUN-TUE 0700-1900	A-III/A-I (11) SUN-WED 1900-0700 SUN-TUE 1900-0700
Sgt. Hoppe #111	Sgt. Trog #120 (TBD)
PO Emigh #140	Act. Sgt. Hedley #170 (1500-0300)*
PO Dukelow #139	PO Rodriguez #196
PO Badeo #180	PO Mulvihill #166
PO Crowell #162	PO Venegas #192
PO Albert #124	PO Trindade #142
PO Kramer #149	PO Brouillette #183
PO Galli #136	PO Dewees #182
PO Hohmann #129	PO Serrano #189
PO Kolnes #157	PO Linman #194
PO George #150	PO Alvarez #153
PO Terry #195-K9 (0900-2100)	PO Garcia #185
	PO Riddell #193

B-TEAM PATROL OPERATIONS Lt. Bush #101 TUE-FRI	
B-II (11)+K9 THU-SAT 0700-1900 WED-SAT 0700-1900	B-III/B-I (11) THU-SAT 1900-0700 WED-SAT 1900-0700
Sgt. Burruel #119	Sgt. Forbus #108
PO Bayani #141	Sgt. Eveleth #112 (1500-0300)*
PO Inouye #165	PO Hansen #173
PO Ross #134	PO Ganzel #152
PO Cathrein #143*LD (TBD)	PO Score #147
PO Caposio #179	PO Becerra #137
PO Dement #131	PO Cole #181
PO Gutierrez-Blanco #169	PO Gile #171
PO Shatto #158	PO Kidd #190
PO Cockrum #132	PO Flores #159
PO Yoon #128	PO Boolootian #144
PO Kendall #151** avail. 3/30	PO Kroes #125
PO Whaley #198-K9 (0900-2100)	PO Valencia #133

COVID 19 Symptom Checklist

CORONAVIRUS, FLU, COLD OR ALLERGIES?

Do you have a fever?

YES

Are you experiencing shortness of breath?

YES
You MAY have CORONAVIRUS

NO
You MAY have the flu

OTHER SYMPTOMS:
* Cough
* Fatigue
* Weakness
* Exhaustion

NO

Do you have itchy eyes?

YES
You MAY have allergies

NO
You MAY have the common cold

OTHER SYMPTOMS:
* Sneezing
* Runny Nose
* Mild Chest Discomfort

These are COMMON SYMPTOMS, which may vary from person to person. Only a doctor can give you a diagnosis.

Sources: CDC, NIH

© CDC-NIH

SYMPTOMS	COVID-19	INFLUENZA	COLD
Dry Cough	+++	+++	+
Fever	+++	+++	-
Stuffy nose	-	++	+++
Sore Throat	++	++	+++
Shortness of breath	++	--	--
Headache	++	+++	-
Body Aches	++	+++	+++
Sneezing	--	--	+++
Exhaustion	++	+++	++
Diarrhea	-	++	--

+++ Frequent ++ Sometimes + Occasionally - Rare -- Not Observed

Source: WHO, CDC

IANS GRAPHICS

How to use a project number in KRONOS

In your Kronos Timecard, click on the Transfer Column box (between the entered In and Out Times) and select Search.

Covid19 Standard Operating Procedure

+ X	Sat 3/07			8:00AM		6:00PM
+ X	Sun 3/08			8:30AM		12:45PM
+ X				1:15PM		4:00PM
+ X	Mon 3/09	7:30AM-5:00PM		7:30AM		1:00PM
+ X				1:30PM		5:00PM
+ X	Tue 3/10	7:30AM-5:00PM		7:30AM		1:00PM

This will open a new Transfer box where you can select a Project Number. Click on the Project drop down box  and begin typing in your Project number and it will display in the list. Select your project and click on Apply.

Transfer

Labor Account
Work Rule

Labor Account
Work Rule

Add Labor Account
Clear All

Position Data:

Project:

Task:

Location:

Fund-Activity:

Supervisor:

en7:

Cancel Apply

Select the 0 (0-0) project to return to your regular work shift.



HEALTH SERVICES AGENCY

POST OFFICE BOX 962,1080 Emeline Ave., SANTA CRUZ, CA 95061..()962 TELEPHONE: (831) 454-4000 FAX:
(831) 454-4488 TDD: Call711

Public Health Division

**ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SANTA CRUZ
DIRECTING RESIDENTIAL HEALTHCARE FACILITIES TO RESTRICT
ACCESS BY ALL NON-ESSENTIAL PERSONS.**

DATE OF ORDER: MARCH 20, 2020

Please read this order carefully. Violation of or failure to comply with this Order constitutes a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code§ 120295, *et seq.*)

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY
CODE SECTIONS 101040,101085, AND 120175 ET SEQ., THE HEALTH
OFFICER OF THE COUNTY OF SANTA CRUZ ("HEALTH OFFICER")
ORDERS:**

1. As of the effective date of this order, all Residential Healthcare Facilities, as defined in paragraph 2 below, shall exclude from entry or access to its premises any non-essential persons including, but not limited to, visitors of residents at any Residential Healthcare Facility. Sections 2 and 5 below have exceptions to this prohibition.

2. For the purposes of this order, a Residential Healthcare Facility (or "Facility") is:
- a. Any Skilled Nursing Facility, Intermediate Care Facility, Residential Care Facility, Residential Care Facility for the Elderly or Continuing Care Retirement Community licensed or certified by the State of California;
 - b. Any congregate living health facility that operates 24 hours a day, 7 days a week,

including congregate living homes for the developmentally disabled, residential psychiatric treatment facilities, sober living environments, substance use disorder treatment centers, residential hospice care, residential healthcare rehabilitation facilities, residential treatment facilities or other group homes that provide residents with some degree of medical, therapeutic, psychological (including for substance use disorder) support or services in support of the activities of daily living, (e.g., eating, bathing, dressing and other basic self-care).

c. Facilities that are not considered Residential Healthcare Facilities or that are otherwise exempt from this Order include: hospitals, surgery centers, birthing centers, nonresidential day programs, and any other nonresidential facility.

3. For the purposes of this order, "essential personnel" are employees, contractors, or members of the public who do not perform treatment, maintenance, support, or administrative tasks deemed essential to the healthcare or other primary mission of the Facility. For the purposes of this order, "premises" includes without

limitation the buildings, grounds, facilities, driveways, parking areas, and public spaces of the Residential Care Facility.

4. The Facility shall make reasonable efforts to facilitate non-physical contact between residents by other means, where such efforts will not otherwise interfere with the healthcare or other primary mission of the Facility.

5. It is the intention of the Health Officer to permit residents to receive visitors when they are at the end of their life. Therefore, in limited circumstances, the Facility may authorize visitation by non-essential visitors when a Facility resident is at the end of their life. The determination as to whether any particular situation fits within this exception may be

made by (a) any person designated in the license as an Administrator or Medical Director of the Facility where the individual is a resident; (b) the highest-ranking staff person employed by the Facility or their designee; or (c) any licensed physician. This exception is intended to apply to visitors such as family members, close friends, those providing services or support of a religious nature, legal representatives and fiduciaries. The Facility must continue to comply with COVID-19 risk mitigation measures established in these limited circumstances, including limiting, as much as possible, contact with any other resident of the Residential Health Care Facility.

6. The Facility shall also discourage and limit non-essential resident movement onto and off of Facility premises where feasible. In all situations, the Facility shall make every effort to comply with the "Shelter in Place" Order issued by the Health Officer on March 16, 2020 and referenced by its full title in paragraph 7 below.

7. This order is being issued on the basis of scientific evidence and best practices as currently available to prevent the spread of the COVID-19 virus to the residents at the Facility and to prevent any cases of COVID-19 from occurring at the Facility to protect those residents from avoidable risk of serious illness or death resulting from exposure to COVID-19. The age, physical condition, and health of a significant majority of residents of these Residential Healthcare Facilities places those residents at high risk of experiencing serious health complications from COVID-19 infection, including death. This order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 4, 2020 Declaration of a Local Health Emergency Regarding Novel Coronavirus 2019 (COVID-19) issued by the Health Officer, the March 10, 2020 Resolution of the Board of Supervisors of the County

of Santa Cruz Ratifying the Declaration of a Local Emergency, the March 10, 2020 Resolution of the Board of Supervisors of the County of Santa Cruz Proclaiming a Local Emergency, and the March 16, 2020 Order of the Health Officer of the County of Santa Cruz Directing all Individuals Living in the County to Shelter at Their Place of Residence Except that They May Leave to Provide or Receive Certain Essential Services or Engage in Certain Essential Activities and Work for Essential Businesses and Government Services; Exempting Individuals Experiencing Homelessness from the Shelter In Place Order but Urging Them to Find Shelter and Government Agencies to Provide It; Directing All Businesses and Governmental Agencies to Cease Non-Essential Operations at Physical Locations in the County; Prohibiting All Non-Essential Gatherings of Any Number of Individuals; and Ordering Cessation of All Non-Essential Travel (the latter being known as the "Shelter in Place Order").

8. This order is not intended to restrict any first responder access to Facility premises. Further, this order is not intended to restrict local, state or federal officers, investigators, law enforcement or medical personnel from carrying out their lawful duties on the premises of a Facility.

9. This Order shall become effective on 12:01 a.m. on March 20, 2020 and will continue to be in effect until April 7, 2020, unless it is earlier rescinded, superseded, or amended by the Health Officer in writing.

10. If any subsection, sentence, clause, phrase or word of this Order or any application of it to any person, Facility, structure or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining provisions or applications of this Order.

11. Copies of this Order shall promptly be posted and provided by the Residential Healthcare Facility as follows for the duration of this Order: (1) posted at all public entrances to the Facility; (2) provided to each resident; (3) provided to any authorized decision maker if not the resident; (4) provided to the designated Long-Term Care Ombudsperson for the County; and (5) offered to anyone who visits the Facility seeking to visit.