



PIMA COUNTY SHERIFF'S DEPARTMENT

Mark D. Napier, Sheriff

MEMORANDUM

AGENDA MATERIAL

DATE 3/19/20 ITEM NO. RA 4

Date: March 18, 2020
To: Board of Supervisors
County Administrator
From: Mark D. Napier
Sheriff
Subject: PCSD Preparedness for COVID-19

The Pima County Sheriff's Department has established measures to ensure its operations are performed efficiently with minimal disruption, especially during the COVID-19 emergency. I have highlighted some of the plans and program guidance we have implemented. The Department has developed continuity plans and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions.

We have implemented an Incident Command structure to address COVID-19 as we would any other critical incident (see chart below). We are developing communications strategies both internal and external, and scalable contingency plans. We are very well equipped as an agency to handle the challenges presented by COVID-19 as we have many talented and tenured leaders. We are facing an unprecedented challenge that will likely worsen before it gets better. I want to ensure to the public and our staff that the department leadership is working as an effective and cohesive team to lead us forward. Our corrections officers, deputies and civilian personnel will continue their operational capability and perform essential functions until normal operations can be resumed.

We are fortunate as a department to have among our members Dr. Richard Carmona. As a former U.S. Surgeon General, he possesses a unique ability to see COVID-19 both from a public health perspective and with respect to how it might affect public safety operations. I met with Dr. Carmona and have asked him to be with us fulltime for the next 30 days. He will serve as a senior advisor to the IC leadership team as we address this issue. I can think of no one more qualified to do so or anyone who could be a greater asset to us.

I am pleased to introduce a new addition to the Sheriff's Department Team. Mr. Kevin Adger has joined the Community Resources Unit as a communications specialist. Mr. Adger will assist with messaging and help us tell the stories of the hard work the men and women of the Pima County Sheriff's Department do day in and day out on behalf of our community. Mr. Adger will improve our messaging to the public.

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The situation involving the coronavirus is changing rapidly. We continue to refine our Continuity of Operations Plan and work closely with Pima County leadership and our partner law enforcement agencies. Communications are critical during events like this and it is easy to get overwhelmed with emails, news alerts, and other media. Going forward we have established an internal organizational chart to help with up channeling of information and delineation of responsibilities.

Internal communications will continue to come from the Sheriff or Chief Deputy Gwaltney, inter-agency communications will go through Chief Lopez.

External communications remain extremely critical. We must message appropriately and ensure that as an agency we effectively communicate to the public. We must also ensure that our messages do not conflict with information being disseminated at the County level. Any media inquiries directly to our Public Information Officer, and our PIOs are the only department members authorized to communicate with the media regarding COVID19 related issues during this crisis

In order to maintain situational awareness of the COVID19 impact on our overall department staffing, we are instituting an additional step for all supervisors with regard to use of sick time. In order to accurately track sick leave usage, we will require all supervisors to report via email on a daily basis to the Planning and Research Unit, the number of personnel that call in sick. We are not making a distinction regarding whether or not they are calling in sick for themselves or because of family care.

We have established a Master Case Number to centralize information related to the COVID-19 response. All calls for service with a nexus to the COVID-19 will include this master case number as a connect-up. This will enable us to collect and organize data for statistical analysis as the crisis evolves. This will allow to serve as a resource to drive near and long term strategic planning and ultimately memorialize PCSD efforts in response to the COVID-19 crisis as conditions normalize across Pima County.

We also established "COVID" as a circumstance code within the Spillman database system as a secondary source to capture COVID-19 related calls for service information. In an upcoming inter-law enforcement agency conference call with agency leadership, we intend to encourage our regional partners that utilize the Spillman database system to incorporate this master case number and circumstance code into practice. This will allow for a county-wide evaluation of law enforcement activities and involvements directly related to the COVID-19 crisis. And lastly, as an extension of incident command preparation, our Finance Section is developing an accounting process to track overtime and other financial costs related to the COVID-19 response.

Due to the current health concerns with the COVID-19, the Green Valley Sheriff's Auxiliary Volunteers, in an effort to protect their members, made the following changes. The following activities are immediately suspended:

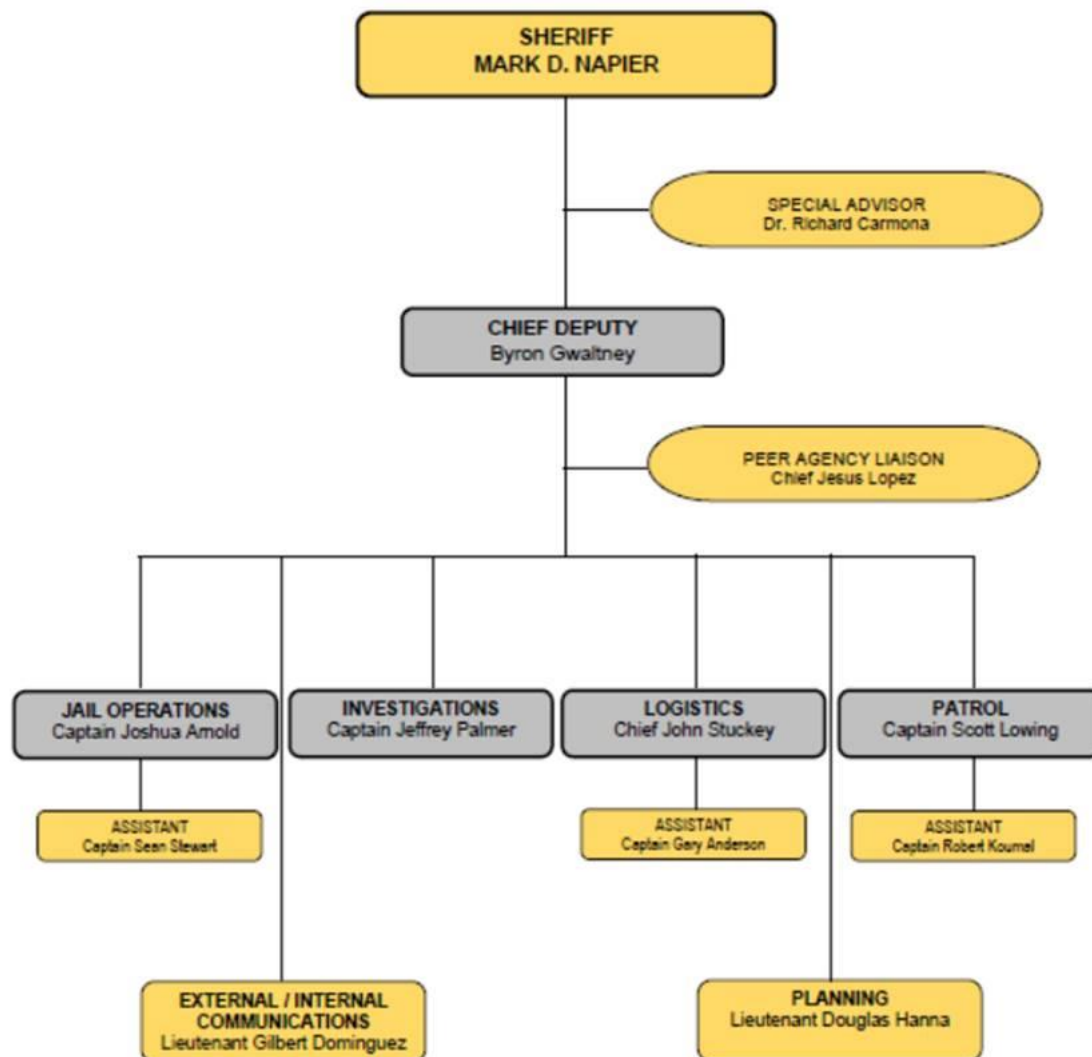
- Fingerprinting processing at 107A
- All SAV duties at the White Elephant Thrift Store
- Farmers Market patrol
- No public contact inside of 107A (All walk-in contact shall take place outside)
- All special event participation shall be evaluated on an individual basis and a final decision on each will be made by Commander D. Kenyon
- All Telecare check welfare contact with clients shall take place outside of the client home. Should entry be necessary inside of the home, this contact shall be done by deputies
- Bailiffs shall not have direct or indirect contact with the public to include handling paperwork, opening doors etc. and shall at all times wear gloves
- The dispose-a-med program is suspended. No medications will be accepted at 107
- No unnecessary presence at the District Office or S.A.V. Office unless the member has urgent business.

The Tucson Sheriff's Auxiliary Volunteers have taken similar steps, and they have closed their fingerprinting processing. The Tucson S.A.V. will continue to respond to Department requests for operational assistance.

The health and safety of our SAV membership and their families are our utmost concern. We will continue to monitor this ever-evolving situation and we will re-evaluate in the near future.



Coronavirus (COVID-19) Incident Command



Effective: 03/16/2020

Correction Bureau:

On March 16, 2020, the Department sent a notice to all local law enforcement agencies strongly encouraging officers to consider Cite and Release of charges (as allowable by statute) for non-DV-Related Misdemeanors and not to book individuals unless there is a compelling public safety reason.

This will reduce traffic at the Corrections Facility and thus decrease the risk of spreading the virus. PCADC has a large concentration of an at-risk population in a reduced amount of space.

The Pima County Sheriff's Department in concert with Centurion (The contracted medical provider at the PCADC) and the Pima County Health Department have developed plans to deal with the current COVID-19 crisis and its potential impact on PCADC.

Centurion Actions Taken

Screening for COVID-19 begins in the PCADC Intake Unit when new arrestees enter the facility. All detainees are screened at the Pre-Booking station by an EMT using the current Pima County Health Department "Criteria to Guide Evaluation of Persons under Investigation" (PUI). Below is the criteria recommended.

Criteria to Guide Evaluation of Persons Under Investigation (PUI)		
Clinical Features	Plus	Epidemiologic Risk
Fever ¹ OR signs/symptoms of lower respiratory illness (e.g., cough or shortness of breath) NOT requiring hospitalization	AND	Any persons, including health care workers ² , who have had close contact³ with a laboratory-confirmed⁴ COVID-19 patient within 14 days of symptom onset
Fever ¹ OR signs/symptoms of a lower respiratory illness (e.g., cough or shortness of breath) NOT requiring hospitalization in a person with a high-risk occupation* OR who lives in a congregate setting [†]	AND	A history of travel from affected geographic areas ⁵ within 14 days of symptom onset
Fever ¹ AND signs/symptoms of a lower respiratory illness (e.g., cough or shortness of breath) requiring hospitalization	AND	A history of travel from affected geographic areas ⁵ within 14 days of symptom onset

Fever ¹ AND severe acute lower respiratory illness (e.g., pneumonia, ARDS) requiring hospitalization, with radiographic confirmation of pulmonary infiltrates, and without alternative explanatory diagnosis (negative influenza testing & respiratory viral panel) ^{6,7}	AND	No source of exposure has been identified
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Those individuals identified are immediately masked and taken to a Medical Observation Unit (MOU) for further medical evaluation and isolation. Any employee responsible for escorting that individual will use droplet, contact and standard precautions plus eye protection.

Once a person has been identified as a PUI, on-site medical staff will immediately notify appropriate Centurion and Pima County Health Department personnel.

For general population inmates inside the facility, Centurion will be re-screening all detainees who turn in a Sick Care Request (SCR) describing fever, cough or difficulty breathing. Once sufficient numbers of patients with fever, cough and/or symptoms of respiratory illness not requiring hospitalization are identified, a designated unit will be opened to house patients in isolation/quarantine until the illness can be identified. Once the illness is identified (e.g., influenza, COVID-19), patients may be moved to a cohort unit depending on the volume of patients.

PCADC Actions Taken

PCADC personnel have been working diligently with medical experts within the PCHD to limit exposure inside the corrections facility and advise employees of best practices to reduce the risk of contracting COVID-19.

The Corrections Facility already has existing policy in place when dealing with detainees with contagious conditions. While Centurion is aggressively attempting to identify those individuals, Custody Staff have procedures in place to mitigate the risk of exposure to others within the vicinity.

If a New Arrestee is identified as at risk for having COVID-19 the following procedure is in place.

- Medical staff will immediately notify a Corrections Officer or On-Duty Sergeant.
- The detainee will be treated as a respiratory isolation inmate.
- An N-95 Respiratory Mask will be placed on the detainee immediately.
- Proper PPE (Personal Protection Equipment) will be donned by staff immediately.

- The detainee will be placed in the medical unit's negative pressure cell immediately.
- The intake of additional new arrestees will be temporarily shut down until the risk has been eliminated from the Intake Unit.
- All areas the detainee may have come into contact will be disinfected ASAP.
- All Notification procedures used for respiratory isolation incidents will apply.
- All agencies/ persons having contact with the arrestee will immediately be notified. Examples-
 - Arresting Officer/Agency
 - Pretrial Services Personnel
 - EMS or Hospital Staff
 - Defense Counsel

In addition, PCADC has taken the following steps to minimize the risk for staff and detainees for contracting COVID-19.

- All Inmate Programs have been suspended indefinitely.
- PCADC currently has a 10-day food supply. There have been no interruptions from suppliers thus far. PCADC is in the process of increasing its on-hand food supply to 14-days. The capacity exists to increase the number of meals provided if circumstances warrant.
- Law Enforcement Agencies within Pima County have been encouraged to cite and release non-DV misdemeanors to reduce traffic at the jail.
- Superior Court has advised they will prioritize court appearances for the next 30 days thereby reducing traffic to/from downtown.
- We have distributed COVID-19 informational flyers to both our inmate population and for our corrections staff as well. The information contained in the flyers details how to protect yourself from the virus, explains what COVID-19 is and details symptoms and to contact medical staff if you are experiencing symptoms.
- Extra staff and inmates have been assigned janitorial duties to keep higher risk areas and housing units clean and disinfected.
- PCADC is maintaining adequate cleaning supplies and PPE gear.
- Corrections Staff have been informed to stay home and contact their medical provider if they exhibit symptoms of COVID-19.

Corrections Commanders are keeping abreast of the quickly evolving situation surrounding COVID-19 and the unique challenges facing corrections facilities in dealing with this crisis. They are in daily contact with the Pima County Health Department and our contracted medical provider. I believe adequate and reasonable measures are being taken at PCADC to help mitigate the risk of COVID-19 contraction and potential spread. They will continue to monitor the situation closely and take preventative action when information or circumstances warrant.

Operations Bureau – Patrol Divisions

The Patrol Divisions are operating under normal conditions. In the event that Pima County is further impacted by the COVID-19 pandemic, the Department will respond by implementing an appropriate level of response. We have established Continuity of Operation, Patrol Division Reduction of Work Force Contingency Plan and Pandemic Response Plan. (Annex A). This plan outlines what restrictions or reductions in service that may be necessary to protect our core function of responding to priority calls.

The Department will effectively balance the level of response during an event and place priority on protecting the health of the employees and public. In collaboration with the Pima County Office of Emergency Management, the Department will also follow the Emergency Management Plan for multi-agency coordination.

Support Bureau – Criminal Investigations and Administrative Division

The Staff Services sections are proceeding with all current and planned deputy and corrections officer hiring processes. In conjunction with the Training Section, Staff Services is taking proactive steps to ensure as safe and sanitized testing environment as possible. This includes wiping down equipment after each applicant and extra custodians during testing events to continually clean during all sessions. All other processes are case by case basis. All in-person recruiting events have been suspended. The process to become a sworn law enforcement officer is a long process that take months. Postponements or cancelations of scheduled law enforcement academies will have long term effects of future staffing levels.

The Training Section has implemented proactive protocols to ensure the academy stays as sanitized as possible and is employing social distancing where possible during the ongoing deputy academy. Custodians are also continually cleaning the facility. Multiple contingency plans are in place should academy training need to be temporarily suspended. AZPOST has sanctioned a potential suspension if necessary. Firearms AOT is continuing. Other than 2 hours at the end of the day, everything is outside. Social Distancing will be employed when possible as well as additional cleaning protocols.

Finance and IST are working at full capacity with no suspension of operations.

Terminal Operations is also functioning at full capacity with no suspension of any operations other than extraditions. STS our contract extradition company has

suspended all transports. All extraditions should be limited to only Homicide, Child Crimes, and Armed Robbery extraditions performed by deputies if approved by the Sheriff.

The Criminal Investigations Division is working at normal capacity with no suspension of operations. As the COVID Crisis changes, CID will support the Patrol Division's Reduction of Work Force Contingency Plan.