



EXECUTION: In the event of a pandemic or threat of pandemic the Department will follow the All Hazards Plan with modifications listed in this Annex. In general, a pandemic will require the following issues to be addressed:

1. Response to calls for service will be evaluated and prioritized.
 - a. Nuisance complaints and crimes not in progress may have to be canceled or delayed.
 - b. All response changes will be approved by the Sheriff.
 - c. All response changes should be communicated through the Department PIO prior to implementation if possible.



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- d. Telephone Reporting Center may require additional staffing to handle the redirected calls.
- D. Site Security for Points of Distributions
 - 2. Specialized Response Division will be responsible for implementing site security and traffic plans for any Points of Distributions opened by the Health Department.

This annex follows the All Hazards Response Levels. The Pandemic Response Levels is provided for actions to be taken when the Sheriff enacts the response level. The Sheriff should consider the following as benchmarks to enact the All Hazards Plan:

- 1. Level 1
 - a. A worldwide or national pandemic is present.
 - b. There is a likelihood the pandemic will spread to our community.
 - c. A confirmed case of the pandemic is present in our community.
 - d. At the discretion of the Sheriff.
- 2. Level 2
 - a. The Department Work Force has been impacted by the pandemic.
 - b. An absence rate of over 50% is assumed to impact the Departments ability to provide the normal daily services.
 - c. At the discretion of the Sheriff.
- 3. Level 3
 - a. An absence rate of over 60%.
 - b. At the discretion of the Sheriff.

If an officer or employee is exposed to the virus during a work assignment, they may require quarantine. A quarantine will be ordered by the Health Department. All exposure forms will be completed by the employee's immediate supervisor.

Each Division has unique services they provide to the community. Each Division will create an appendix using the guidelines in Appendix 1.



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ANNEX A – Pandemic Response

PANDEMIC RESPONSE LEVELS	
RESPONSE LEVELS	REQUIRED ACTIONS
Level One Response Confirmed illness case in community resulting in a public health emergency or if designated by the Sheriff.	Daily Briefing via email Daily tracking of Manpower Daily Communication to Sworn and Civilian Staff Construct Communication Plan For Public Messaging For Internal messaging Identify locations available in case of deputy quarantine Divisions will enact responses listed in individual appendix Secure recommended PPE for Patrol Deputies
Level Two Response 50% of Work force is affected by illness. Or designated by the Sheriff.	Daily Briefing via email Daily tracking of Manpower Daily Communication to Sworn and Civilian Staff Cancel vacations Limit calls for Service / Increase TRC staffing Supplement patrol from other Bureaus and Specialized Units Cancel any scheduled In-service or training other than Academy training Division will enact responses listed in individual appendix
Level Three Response 60% absence or when designated by Sheriff	Implement Level three Response of All Hazards Plan Open OEM Close Station to the public walk in traffic Divisions will enact responses listed in individual appendix



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ANNEX B – Operations Bureau Pandemic Response

Response Levels

Required Actions

Level 1 Response:

Monitor national, state and local developments

Work operations as scheduled

Identify available manpower and exclusions

Monitor Leave (Vacation w/exceptions)

Monitor any personnel illnesses

Verify all officer contact information is updated

Keep all Deputies/employees informed

Order and maintain personal protection equipment supply

Order and maintain (monthly supply) cleaning supplies and distribute to assembly points

Incident Commander establishes and oversees a cleaning schedule (Every shift):

- District/Shift appoint and monitor post check list verifications
- Works Stations – individual responsibility
- Common Areas – civilian employees

Track daily supply usage

Start tracking all related expenses

Re-position marked pool vehicles to PCSD Headquarters for CID deployments to support patrol functions

Level 2 Response:

Monitor national, state and local developments

Provide liaison to staff the Emergency Operations Center

Brief all Operations Bureau Commanders

Managing available staffing levels:

- Cancel Leave (By Order of Sheriff or Designee)
- Monitor any personnel illnesses
- Determine closure of office to non-essential personnel (civilian) (By Order of Sheriff or Designee)



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- Suspensions of vacation/comp time usage
- 8 hour shifts

Temporary reassignment of commissioned personnel from other Bureaus to the Patrol Division.

- Economic Crimes Section
- Arson Auto Theft
- Burglary
- Community Problems
- Fraud
- MHST

All CID personnel are required to have a patrol uniform with them while working

Increase use of telephone reporting for low priority calls for service

No physical response to some calls/phone reporting only (By Order of Sheriff):

- Audible alarms with no further information
- Minor accidents that are not blocking or otherwise creating a hazard
- Keep the peace calls (priority 4 and lower)
- Neighbor problems (priority 4 and lower)
- Shoplifting and beer skip calls (priority 4 and lower)

Identify non priority calls that can be declined/denied/diverted (By Order of Sheriff or Designee)

Assign all light duty/modified duty Deputies to Telephone Reporting Center (TRC)

Keep all Deputies/employees informed

Maintain Cleaning Schedule (implement every 2 hours)

Track daily supply usage

Track inventory of cleaning supplies daily

Track vehicles involved in any potential or confirmed incidents

Track all related expenses



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Level 3 Response:

Monitor national, state and local developments

Implement All Hazards Plan

Track daily supply usage and inventory

Physical response to only priority 1-3 calls for service (By Order of Sheriff)

The following calls will be handled by the enhanced TRC staff (By Order of Sheriff):

- Non-emergency calls
- Non-injury traffic collisions that are not creating public hazard
- All call that are not in progress
- Disturbance not in progress one party has left the scene

Temporary reassignment of commissioned personnel from other Bureaus to the Patrol Division:

- FIST
- Domestic Violence
- Night Detectives
- NSIS

Consider regionalization of patrol resources of agencies outside the city of Tucson (Request made by Sheriff)

12 hour shifts

Track all related expenses



Continuity of Operations

Patrol Division Reduction of Work Force Contingency Plan

Reduction in Force	Internal Division Actions	External Actions
<u>Level I</u> 30% Absent 111 of 370 200 in Patrol 259 Available	<ul style="list-style-type: none"> • Patrol Districts will adjust deployment of deputies to accommodate calls for service. • Directed Patrol Units will be re-deployed to the field squads until staffing returns to normal levels. • Temporary reassignment of Specialized Response <ul style="list-style-type: none"> ○ DUI ○ Traffic ○ Motor ○ SRO ○ BIU (CID) ○ Canine 	<ul style="list-style-type: none"> • <u>Training:</u> Suspension of non-operational activities that place strain on the Patrol Division <ul style="list-style-type: none"> ○ Suspension of training courses ○ Suspension of AOT ○ The exception would be basic mandatory weapons qualifications • <u>Off Duty:</u> <ul style="list-style-type: none"> ○ Review/limit off duty Division Captains
<u>Level II</u> 50% Absent 185 of 370 166 in Patrol 185 Available	<ul style="list-style-type: none"> • Temporary reassignment of commissioned personnel from other Bureaus to the Patrol Division: (Order by Sheriff) <ul style="list-style-type: none"> ○ Economic Crimes Section <ul style="list-style-type: none"> • Arson Auto Theft • Burglary • Community Problems • Fraud • MHST • All CID personnel are required to have a patrol uniform with them while working • Increase use of telephone reporting and on line reporting –Utilize deputies that are on sick leave to telecommute (take TRC calls from home) • No physical response to some calls/phone reporting only: Order by Sheriff) <ul style="list-style-type: none"> ○ Audible alarms with no further information ○ 10-51s that are not blocking or otherwise creating a hazard ○ Keep the peace calls (priority 4 and lower) ○ Neighbor problems (priority 4 and lower) ○ Shoplifting and beer skip calls (priority 4 and lower) 	<ul style="list-style-type: none"> • <u>Communications/IST:</u> <ul style="list-style-type: none"> ○ Begin steps for reorganization of patrol districts into Operations North & Operations South. Combining all patrol functions into two major groups. ○ Begin steps for moving operations in the field to two talk groups (North & South) ○ Begin training limited duty deputies as dispatchers. • <u>Senior Command Staff:</u> <ul style="list-style-type: none"> ○ Activation of PECOC Training Room for 24/7 operations (OEM) • <u>Community Resources:</u> <ul style="list-style-type: none"> ○ Press release urging public to use on line reporting. • <u>District Substations:</u> <ul style="list-style-type: none"> ○ Discuss closures and staffing • <u>Off Duty:</u> <ul style="list-style-type: none"> ○ Cancel Off Duty employment



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	<ul style="list-style-type: none"> • Suspensions of vacation/comp time usage • 8 hour shifts 	
<p><u>Level III</u></p> <p>60% Absent 222 of 370 148 Available</p>	<ul style="list-style-type: none"> • Temporary reassignment of commissioned personnel from other Bureaus to the Patrol Division: (Order of Sheriff) <ul style="list-style-type: none"> ○ FIST ○ Domestic Violence ○ Night Detectives ○ NSIS • Increase nature & type of calls for phone and on-line reporting • Consider regionalization of patrol resources of agencies outside the city of Tucson (Regional Partners) (Request by Sheriff) • Physical response to only priority 1-3 calls for service • 12 hour shifts 	<ul style="list-style-type: none"> • <u>Communications/IST:</u> <ul style="list-style-type: none"> ○ Activate transition into North & South field operations sections/rezone. ○ Reduce talk groups to (2), North & South • <u>Corrections Bureau/Superior Court:</u> <ul style="list-style-type: none"> ○ Implementation of field/telephone pre-trial release of non-violent felony and warrant arrests • <u>Communications:</u> <ul style="list-style-type: none"> ○ Restructuring of 911 system and emergency dispatch for regionalization of patrol resources and re-zoning of patrol areas (North & South patrol sections) • <u>Criminal Investigations:</u> <ul style="list-style-type: none"> ○ Crimes Against Children ○ Robbery Assault ○ Homicide



ANNEX C – Criminal Investigations Division (CID)

Response Levels

Level 1 Response: The CID commander will be the Pandemic Manager for the CID. At the discretion of the Sheriff, we will restrict public access into the building including follow up interviews. This includes all interviews of witnesses, investigative leads, or other involved parties in misdemeanor and non-violent felony cases. Such interviews can be completed by telephone and will be included in our media update. Violent felony interviews will still be conducted and safety measures will be implemented.

Field responses will be limited to violent felonies, vulnerable victim cases, and on a case by case basis at the discretion of the CID Section commanders.

Workstation cleaning and the cleaning of interview rooms will be implemented. For work stations, they shall be cleaned twice daily including in the morning and after lunch. Hand washing will be required hourly. Cleaning logs will be maintained by the designated safety officer.

All detectives will be required to have a uniform and duty equipment ready at all times. Backfill for Patrol can occur on an "as needed" basis.

Level 2 Response: In addition to Level 1 Response, vacations will be cancelled. The Economic Crimes and non-grant funded NSIS Sections will be allocated to patrol response. Night Detectives will supplement swing shift. Midnight or additional deputy requests will be supplemented using the on-call protocol.

Detectives will cease to actively investigate misdemeanor and non-violent felonies. Violent felonies will continue to be investigated.

Level 3 Response: In addition to Level 1 and 2, an ALL HAZARD PLAN will be implemented. Members from the Homicide, Robbery/Assault, and Crimes Against Children units will be put on paid standby for response to violent felonies. These detectives will be split into two shifts with full time coverage. Two forensic techs will be attached to each group, rotating every 12 hours. This element will only be available for response to active calls involving a violent felony or as approved by the CID commander or higher.



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ANNEX D - Communications

Response Levels	Required Actions
<u>Level 1 Response:</u>	<p>Have cleaning supplies at all workstations; gloves, masks, Clorox wipes, hand sanitizer and paper towels</p> <p>Ensure a surplus of cleaning supplies is available in the storage area</p> <p>Wipe down workstation before logging on</p> <p>Wipe down door handles throughout the shifts</p> <p>Monitor employee call-ins and nature of illness</p> <p>Communicate expectations to employees and keep them abreast of latest status</p> <p>Ensure pandemic protocol software for call taking is installed and initiated.</p> <p>Refer to COVID-19 COOP – COMMUNICATIONS PLAN</p>
<u>Level 2 Response:</u>	<p>Collaborate with Regional Partners regarding their LEVEL II calls for service response plans.</p> <p>Dispatch will not be issuing radios, batteries, or programing radios for field personnel; Deputies will have supplies at substations</p> <p>Continue workstation sanitation</p> <p>Continue monitoring employees</p> <p>Refer to COVID-19 COOP – COMMUNICATIONS PLAN</p>
<u>Level 3 Response:</u>	<p>Answer 911 lines only</p> <p>Patch channels</p> <p>Collaborate with Regional Partners regarding their LEVEL III calls for service response plans.</p> <p>Employees are required to wear gloves and masks while on duty.</p> <p>Employees will be required to bring enough personal supplies for 3 days and will store items at the station; to avoid potential infection if exposed to others.</p> <p>Isolate the dispatch area from others</p> <p>Refer to COVID-19 COOP – COMMUNICATIONS PLAN</p>



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Pima County Sheriff's Department Support Bureau- Communications Section Continuity of Operations Plan 2020				
	70%	50%	20%	
Key Functions	35 Employees	24 Employees	10-11 Employees	Impact/Recommendation if Function Cannot be Executed
Dispatch (Four Primary Talk Groups)	Yes	No	No	At 70% would require a standard 5/8 schedule; At 50%, it would require combining the South and East talk groups, reducing from 4 primary talk groups to 3 and the cancellation of pre-approved vacation/comp time. At 20%, it would require combining the South and West talk groups and the North and East talk groups, reducing from 4 to 2 primary talk groups. This may require for silent self-dispatch via MDC to allow one dispatcher to handle the load. At 20%, this would require 12-hour schedules with mandated overtime.
Telephones - 911	Yes	Yes	Yes	At 70%, essentially no impact. At 50%, possibility of longer ring and hold times. At 20%, call overflow can be sent to OVPD, MPD and PCCPD since their personnel can enter calls into Spillman. Minimal information gathered for lower priority calls.
Telephones - 4900	Yes	Yes (limited)	No	At 50%, longer ring and hold times; TRC deputies and 4 other department members who have previously worked in Communications can possibly assist. At 20%, these calls would need to be bypassed.
Telephones - Admin	Yes	Yes (limited)	No	At 50%, longer ring and hold times; TRC deputies and 4 other department members who have previously worked in Communications can possibly assist. At 20%, these calls would need to be bypassed.
<p>Notes: With the current Basic Communications Training Academy, at 20% staffing, the academy would have to be put on hold for utilization of the class counselor to assist with staffing needs.</p> <p>In the event of a quarantine at PECOC due to virus exposure, the deployment of other staff to our back-up facility at Thomas O. Price Service Center will have to be utilized.</p> <p>In regards to 20% staffing and the inability to answer 4900 lines, one concern is the alarm companies attempting to report a Silent Financial Hold-Up alarm.</p> <p>The above numbers represent all fully trained Sheriff's 9-1-1 Dispatchers, nine (9) Sheriff's 9-1-1 Dispatch Supervisors and the Communications Manager. They do not include the three (3) Sheriff's 9-1-1 Call-takers due to the fact that they are unable to fulfill the dispatch role and would solely be able to help with answering the phones.</p>				



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ANNEX D – Corrections Bureau

Pima County Sheriff's Department Corrections Bureau Continuity of Operations Plan 2020				
	70%	50%	20%	
Key Functions	57 Employees	41 Employees	16 Employees	Impact/Recommendation if Function Cannot be Executed
Operations Corrections Officer (82)	Yes	Yes (limited)	No	Minimum Ops at 32 (28+4 Supervisors) 40% staffing level, Rounds +Feeding (High risk, no relief factor) 64 required for relief
Support Functions	80%	50%	20%	80% and 50% trigger points
Classification (19)	Yes	Yes (limited)	Yes (limited)	Classification will increase with load, limited staffing
Transport (13)	Yes	Yes (limited)	No	Medical Appointments, Title 36, DOC Transfers begin to cease @ 70%, 20% all transports are terminated.
Judicial (38)	Yes	No	No	80% limited appearances, 50% teleconference only
Records/Court Staff	Yes	Yes (limited)	No	80% limited appearances, 50% teleconference only
Intake Support	Yes	Yes (limited)	Yes (limited)	Booking times will increase with load, limited staffing
Front Desk	No	No	No	non-essential function
Property	Yes	Yes (limited)	No	non-essential function
Supply (10)	Yes	Yes (limited)	Yes (limited)	Essential for logistics, personal hygiene and laundry facilities
Kitchen (21)	Yes (limited)	Yes (limited)	No	Menus can be simplified or cold meals (sandwiches) can be served. Pre-packaged items can be utilized. If staffing levels become critical, we could send pans of food and disposable trays to the pods for service on site. Worst case scenario - non kitchen staff would count pre-packaged foods for each pod.
CMP Centurion (106)	Yes	Yes (limited)	Yes (limited)	50% Med pass and sick call lines, 20% Med pass and life threatening emergencies only
Programs	No	No	No	non-essential function
Hospital Posts	Yes	Yes (limited)	Yes (limited)	Life threatening emergencies only