



Dane County Sheriff's Office

Field Services Coronavirus (COVID-19) Pandemic Plan 2020

Updated: 03/18/20

Field Readiness:

Each year as we approach the flu season, precincts should stock up on hand sanitizer, Clorox Wipes, disinfectants and other cleaning supplies. Deputies are also required to have their issued PPE equipment with them during flu season. ***(Done 03/05/20)**

With the pandemic situation, this state of emergency could exist for 12-18 months, the below plan is meant to be a guide, of which different parts will apply depending on the status of the pandemic as well as whether staff and their families are affected by the virus.

Staff Notifications:

In the event that notifications or check ins need to be completed for employees within the division, each supervisor will be responsible for contacting their direct reports, (i.e. if you are responsible for the employee's annual assessment), in the event of sudden schedule changes. Supervisors should carry this confidential contact information with them at all times. In the event that a supervisor is not available, the next level up is responsible for notifications of the missing supervisor's direct reports.

We are in the process of compiling a complete fan out list for the division. It will be provided in its entirety to each supervisor. Staff are required to keep their supervisor informed of updates to your address/phone number and emergency contacts.

Office or Staff Quarantine:

In the event of a PSB or staff quarantine, the following functions can be completed from home, or alternate locations:

Field Services Stenos Can work from home and type reports/do data entry/quality control

In order to accomplish this equipment and licenses will need to be acquired:

Dane County PC with NetMotion and Winscribe clients installed (suggestions:
Mini PC - Dell Optiplex 7060, or existing Laptop)

Internet Connection at home

NetMotion License (about \$280). Dave has 6 licenses from Cottage Grove that are no longer being used because they cutover their network connection.

Entrust License (Sam emailed Tim Schuetz about this pricing)

Investigative Services: All detectives have the ability to work remotely or from home on cases. They will utilize their MDC and department issued cellular phones. If they do not have case work to do during a quarantine, they will be assigned for call taking or the phone, or monitoring of jail phone calls/communications, or other projects.

Patrol Services: in the event of a home quarantine where the employee is not ill, staff assigned to patrol would be assigned to handle reporting and follow-up with citizens via phone. Laptops would be needed as well as a home internet connection or MiFi device, as well as a cellphone from the agency to make /take calls. These staff can be utilized to also answer questions citizens may have. If we have more call takers than needed, employee's will be assigned other work or projects.

***If an employee declines assigned work, they will be required to use personal leave time during the quarantine.

**With any working from home situation, we recommend the PCs/laptops be used on a regularly scheduled basis to ensure updates are applied. Updates include, but are not limited to, Microsoft patches, Winscribe software patches, Netmotion or Entrust updates.

Level 1: Current status: (as of 3/16/20 2:00pm)

** An evolving operating plan, in preparation for the following phases.*

Emails have been sent to Field Services Staff reference PPE and handling of calls. Current guidelines are as follows.

GENERAL HEALTH GUIDELINES:

1. If you are feeling sick, call in. You should not come to work or stay at work if you have a fever.
2. Deputies should check their own temperature at the beginning and end of their shift, reporting any fever to a supervisor. No-touch or forehead Thermometers will be provided for staff use, or you may use your own. Thermometers should be disinfected after use.
3. Wash your hands often, avoid touching your face. If hand sanitizer is unavailable, soap and water are actually better if you wash thoroughly.
4. Follow recommendations for social distancing, even with co-workers. Don't congregate at the precinct or in groups at other locations.
5. Carry N-95 masks and gloves in your uniform so that they are readily available should you encounter a situation where they are immediately needed.

6. Have a change of clean clothing and personal hygiene items available at work should you need to decontaminate before going home.

CLEANING/DISINFECTING INSTRUCTIONS:

1. Use disinfectant to clean your squad before AND after your shift.
 - Wipe down all commonly touched areas with disinfectant wipes
 - Wipe down MDC keyboard and touchscreen with “non-bleach” disinfectant or alcohol wipes
 - Wipe down your squad box and personal equipment with disinfectant wipes.
 - Allow surfaces to air dry
2. Clean the surfaces in the precinct at the start of each shift and end of each shift.
3. Clothing/uniforms can be laundered using warm water and soap. Dry following manufacture guidelines. Bag your clothing for transport and do not shake.
4. Get in the practice of disinfecting your equipment/boots daily at the end of your shift, regardless of whether you were on a call involving someone who may have been exposed. Keep clean clothes at the precinct to change into, so you are not getting into your personal vehicle wearing potentially contaminated clothing.

GENERAL GUIDELINES FOR HANDLING CALLS FOR SERVICE:

1. Triage calls and make phone calls whenever possible.

We understand this is a deviation from the level of service we are proud to provide the citizens of Dane County. As a procedure, we need to be transparent and up front in our phone contacts.

 - An explanation along the lines of, “I am calling to speak with you about your concern. Due to the current health crisis, we are making preliminary phone calls to identify how we can best serve you.”
 - Asking if the caller or anyone else in house is ill (or has underlying health conditions) would be appropriate to protect you and them.
2. Avoid entering the home, unless necessary for safety or the investigation requires it.

3. If you need to enter a home, limit your contact inside of homes. Ask people to speak outside or in the garage if circumstances permit. Keep physical distance (6 ft. rule)
4. Only take people to jail if they **MUST** go. Refer charges when appropriate. Please defer to a supervisor if you have any questions.
5. We are still doing custodial arrests for mandatory arrest situations : i.e.: Domestic, violent felonies, homicides, etc. and calls where the suspect presents a danger to the community.
6. If you must arrest someone, and suspect they have a fever or are ill, request EMS to transport to a medical facility for clearance. No touch thermometers have been ordered.
7. When having contact with the public in general, follow social distancing guidelines to avoid unnecessary contact.

EMS CALLS:

1. 9-1-1 Center is screening EMS calls for potential corona virus symptoms. If screened as high risk, dispatch may still be assigning a deputy or at least notifying you of the call. Deputies will not be responding unless law enforcement presence is needed. However, if there is a need for deputies to go on the call (public safety need), you should don PPE prior to making contact.
2. 9-1-1 Center protocol is this: “Dispatchers shall relay this information to responders. This shall be done by advising responders that **“EIDS is negative”** or **“EIDS is positive”**. At no time should we mention coronavirus of Covid-19 over the air. Again, this information will not change how our user agencies respond but will provide them with key information to allow for the appropriate Personal Protective Equipment (PPE).”
EIDS = Emerging Infectious Disease Surveillance

Caution Note in CAD if it is a known positive COVID-19 patient
 *****COVID-19 Target Address, use appropriate PPE*****
 This will not be sustainable as the numbers grow.

2. Even though 9-1-1 Pre-screens calls related to illness questions, you should do your own screening, upon arrival to calls you respond to. It is possible that symptoms were not disclosed during initial call.
3. Use your judgment when dispatched to any EMS call or have EMS advise if you are needed. If it's a life and safety issue, or injury related call, go and use PPE.

DONNING AND DOFFING OF PPE:

1. Carry appropriate PPE and use it. Minimum PPE recommended by the CDC includes:
 - Single pair of disposable exam gloves
 - disposable gown or single use disposable coveralls- if you are unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with an individual.
 - N-95 or higher level particulate mask or respirator
 - eye protection (goggles or disposable face shield which fully covers the front and sides of the face)
2. When wearing the N-95 mask, it's important that it completely covers your nose and mouth and is tight to your face. Men should consider shaving facial hair, trimming beards to ensure a good seal. Pinch it tight to your nose.
3. Masks can be reused if they are not wet with body fluid/blood. If you are using it in an environment where you know the virus exists, it's best to dispose of it after use.
4. PPE contaminated with blood or body fluids should be bagged in a hazmat bag for disposal following our blood born pathogens policy.
5. If there are no visible fluids PPE can go in normal trash.
6. When taking off PPE after being in a contaminated scene. Do not shake garments or other items. Place in trash bag, or bio hazard bag depending on contaminants.
7. Assume the exterior of gloves are contaminated. Grasp outside with opposite hand and peel off. Hold removed glove in gloved hand. Slide fingers of ungloved hand under remaining glove at wrist. Peel glove off over first glove. Dispose in trash, unless body fluids visible. Use bio hazard bag if visible.

PROTOCOL FOR POTENTIAL EXPOSURE AT WORK:

1. If you respond to a call for service or EMS call and have close contact exposed to a person with COVID-19, notify a supervisor ASAP.
 - Clean and disinfect duty belt and gear prior to reuse with disinfectant
 - Follow SOP for containment and disposal of PPE. Biohazard bags will be available at each precinct if needed.

- Uniforms and other clothing can be laundered in warm soapy water. Bag uniform and other clothing and shower at precinct prior to going home or back to shift, if exposure was minimal.
 - If you don't have clean clothing at the precinct your supervisor will arrange to pick up items at your residence.
 - Affected deputy should disinfect their equipment /squad prior to cleaning up.
2. Depending on the testing done of the person you come in contact with, results may be available within 24-48 hrs. You may be told to self-quarantine at home until results are received.
 3. Depending on the circumstances, you may be either quarantined for 14 days or instructed to self-monitor.
 4. In the case of quarantine or self-monitoring, you will be required to check your temperature at least twice per day and report results with symptoms to your supervisor. A form will be provided to you for this requirement.
 5. Employees will follow agency COVID-19 Return to work guidelines.

Let your supervisor know if you have concerns not addressed in this protocol, or you have ideas or suggestions that might be helpful. We need you and your family to be healthy and safe, in order for you to be able to do your job.

TRAFFIC ENFORCEMENT:

We are committed to providing safe roads and highways for the citizens and visitors to Dane County. COVID-19 presents challenges to normal operations and we must adapt. High visibility patrol operations are our best option. Highly visible positioning, along heavily travelled corridors, should help to maintain order on the roadways. Utilizing the amber lights on the squads will help to highlight your position for travelling motorists.

Please take note of the suspended **Wisconsin State Statute 341.04** (Penalty for operating unregistered or improperly registered vehicle). In short, operating unregistered or improperly registered vehicles is not an enforceable violation, during this declared health emergency, under **Executive Order 72, on March 12, 2020**.

If you witness or are dispatched to reckless, dangerous, or impaired driving scenarios, we expect you to take enforcement action. In addition you will still be expected to assist stranded motorist or clear traffic crash scenes. When doing so, please take health and safety precautions into account. Below, you will find some helpful considerations:

Conducting the Traffic Stop or Contact with Stranded Motorist:

This is an area where small changes can make a big difference in your risk of exposure. Be open to trying different approaches to your traffic stop/traffic contact. Always remember COVID-19 is a consideration during your traffic stop, but it's not the most hazardous thing we are exposed to. Passing traffic and officer / subject factors will always be present. So, when you implement these ideas, make them part of an overall approach to ensure your traffic stop safety.

- Passenger side approach – Some of us do this religiously. Some of us don't. Passenger side approaches keeps you away from traffic, it gives you a great view inside the car, and most importantly, it keeps you away from the driver. A passenger side approach puts you at about the 6 foot recommended separation distance.
- Consider a rear-door-window passenger side contact. In addition to the above mentioned benefits of the passenger side approach, it adds a bit more distance. But, more importantly, the driver won't be able to face you directly. And if the driver does face you, there will likely be a seat or head rest between your face and their face.
- In some cases, the passenger side approach is not an option. Ask the driver to keep the driver front-door-window closed but make contact through the rear driver side window. This gives you a barrier but allows you to look in the driver door window to look for weapons and other officer safety issues, etc. But, it allows you to communicate through the rear passenger window. And the driver seating position will prevent them from coughing or sneezing in your direction.
- Look at the driver's license / insurance cards, and other paperwork as the driver holds it. But, do not take possession of the items. We have the ability to access driver license images through the DOT. In many cases, the driver is the registered owner, whose DOT record can easily be accessed through E-TIME registration files. This obviously limits our exposure by limiting our secondary contact with the driver.
- Consider a single contact approach. On a traffic stop, not complicated by secondary issues, give some consideration to collecting all information during the initial contact and releasing the driver without a second contact. Be sure to collect all needed information, explain the violations and enforcement action (citation or warning) planned, and explain the ticket or warning before releasing the driver. Then issue any citations by mail if needed.

ENFORCEMENT OF PUBLIC HEALTH STATUTE:

A number of different public health orders have and will be issued in order to direct the public to implement specific safety practices and restrict movement. These orders may originate from the Wisconsin Department of Health Services or Dane County Public Health who has the authority granted by Wisconsin State Statute §252.03.

Law Enforcement may be called upon to enforce the orders, keep the peace or disperse crowds etc. Our role with any of these orders is community caretaker and peace keeper. As with Public Health, our goal is voluntary compliance from the public. It's

important for deputies and supervisors to be familiar with each order that is issued as you will be called upon to educate, enforce and interpret those orders.

If called to investigate a possible violation of Public Health orders:

- It is possible that the public has not heard of the order, or has not started to self-implement.
- You may get complaints requesting that law enforcement respond to investigate and enforce violations of the order.
- Please look at your role as community caretaker to educate restaurant and bar operators on the order, as well as the public and ensure that they are closing for customers gathering in their establishments.
- Our goal obviously is voluntary compliance. If the organizer/manager/owner is not cooperative, make every effort to gain voluntary compliance, this might include direct communication with the customers.
- If you run into an issue where a restaurant owner, operator or customer is failing or refusing to comply, please use your discretion.
- If the establishment holds a liquor license and is non-compliant, they should be advised that refusal to follow the order is likely to result in the municipality who issued the license to either revoke, or not renew their license. If the establishment holds any other licenses villages/city/state those licenses would also be in jeopardy.
- Detailed reports should be completed on any requests for enforcement even if the parties comply. Misdemeanor charges may be referred, if necessary. Custodial arrest should be a last resort.

§252.25 Violation of law relating to health. Any person who willfully violates or obstructs the execution of any state statute or rule, county, city or village ordinance or departmental order under this chapter and relating to the public health, for which no other penalty is prescribed, shall be imprisoned for not more than 30 days or fined not more than \$500 or both.

We will be assigning a Public Health liaison from each of the three precincts who will be responsible tracking complaints within the precinct, assisting Public Health with investigations, and following up to ensure compliance, however patrol will be responsible for follow-up on complaints as they come in.

This is subject to change as new rules go into place.

FIELD STAFFING PLAN:

If any of the below levels are activated, sworn staff who are typically non-replaceable will not be allowed to use discretionary time off that is not already scheduled, unless exigent circumstances exist.

Level #2

**Initiates when three consecutive shifts are not able to be covered by normal means. Alert Status will then be activated.*

- *The goal in Level #2 to staff to Essential Staff Minimums (Patrol minimums, Supervisor minimums, Airport minimums).*
- *Non replaceable staff will not be allowed to take discretionary time off, unless exigent circumstances, if not prescheduled.- This includes detectives, contract positions, community deputies, traffic team & Supervisors.*

Previously determined list of day off and overtime volunteers will be utilized first. List will be posted in scheduling and OIC's office.

Restricted duty deputy will be given Telestaff Admin rights and will be assigned to help with Field specific scheduling logistics, if no RD deputy is available, a staff member will be assigned to this role.

The Traffic Team, MATE, and Motor Service deputies will be immediately used as available patrol staff. Shifts and assignments to be determined by Field Administration and/or OIC's.

Community Deputies will not immediately be used for backfill, but will already be limiting group meetings with the public, community events etc. They will continue doing follow-up on cases, limiting face to face meetings. They will assist in checking in with precinct staff & their families who may be effected by the virus, including delivering supplies.

Patrol deputies should be patrolling the community, not stationed at the precinct waiting to be dispatched. The community expects that we are present and presence provides a deterrence to criminals who may try to capitalize on the pandemic.

Level #3

If we are unable to fill shifts while utilizing alert status and utilizing first tier of non-replaceable staff,

- Community Deputies and some detectives may also be assigned to fill patrol shifts.
 - ISB assignments will be restricted to immediate life and safety investigations. Property crime and non-emergent investigations will be placed on hold. A minimal number of detectives will be assigned to handle those priority investigations with the remaining detectives available to fill patrol shifts.
 - Contract deputies can be utilized outside of their contract hours
- Reduce to a one Sergeant minimum on patrol. Temporarily freeze the “7.11” rule and Sergeants may work patrol assignments as a last resort.
- Minimum staffing levels will be adjusted at this level depending on shift(2) most effected
 - and we will limit the types of calls we will respond to (Life/Safety only)
 - **12 hour shifts may need to be implemented, and an adjustment on staffing levels based on those shifts**

If 12 hour shifts or reduced minimums are implemented we will also limit the type of calls we will respond to.

TYPES OF CALLS WE WILL RESPOND TO: (All calls related to LIFE/SAFETY)

Domestics
 EMS calls with injuries
 Death investigations except where hospice is involved
 Disturbances
 Sexual assaults
 Suicide attempts
 Reportable Traffic Crashes
 Battery
 Child abuse/neglect
 Weapon violation/gun calls
 Robberies
 In progress Burglaries

Other calls will be held for phone reporting and notices will be updated on the department website and social media of self- reporting alternatives.

Level 4: (less than ½ of Field staff is able to come to work)

While meeting the standard patrol minimums for as long as possible is the goal, it is possible there will come a time that is not realistic. In the event the virus continues to spread and deplete staff or there is a community wide shut-down due to community spread of the virus, we may further limit our patrol minimums.

Each shift will deploy with a goal of having at least one patrol car in each quarter of the county to have a patrol presence and deputies available to respond to extreme emergencies.

Contract deputies may need to be utilized to fill patrol vacancies, or will be called upon to handle more calls outside of the contract area.

The patrol supervisor will take an active role in triaging calls for service. Each call will be assessed, following life/safety guidelines.

Other considerations may include the use of CV1 as a patrol operations and OIC station if the PSB becomes a “hot zone.” Take home vehicles for those who live in strategic locations in the county and are willing to respond in an “on call” capacity for emergency calls. Through remote network access, OIC positions may be able to work from home.

OVERNIGHT LODGING OPTIONS:

In the event that we have staff on 12 hour shifts, or there is staff who would like to work, and not go home to potentially contaminate their families, short term housing could be arranged as follows: (this is not for quarantine of employees, if family has contracted the virus, employee would need to either quarantine at home with family or another location

***If the below locations are needed for or desirable for sleeping, arrangements will need to be made to have cots/mattresses on site ahead of time. If staff has access to these items, it would be advised to store them at the precincts now, rather than have to try to gather them in an emergency situations.

***As an alternative, we will look at hotel accommodations and availability

West Precinct:

For deputies assigned to the West Precinct, the Middleton Fire Chief should be contacted to confirm the fire station on Pioneer Road is available in the event illness prevents deputies from driving home. Deputies should plan ahead and bring their own sleeping items, hygiene, as well as food supplies. The fire station is equipped with a kitchen area, shower and bathrooms, and a lounge with easy chairs. Generally in these situations the station is staffed 24/7. However there is a keypad to allow entry if no fire personnel are present. The Chief or his representative can provide the current code.

S.E. Precinct:

Both the TCOT and Deerfield PD's have space to use to sleep that would be semi private.

If the existing SE Precinct were to have staff sleeping there, we could utilize the storage room as the primary location. It is heated, but most of the furnace forced air diverted to heat remainder of the precinct. There are space heaters in the Lt's office and in the community deputy office that would help in cold weather. The storage room would be best suited for the shift workers as it is away from the main meeting/working area for precinct operations. The storage room could host a maximum of four people at a time.

If overnight accommodations are required, most of the offices are available after 3 PM. Personnel could be housed in the following places:

- 1 Women's locker room at night
- 1 McNally's office at night
- 1 Report writing room at night
- 2 Lt's office Day or night
- 2 Community Deputy Office at night
- 4 Storage Room Day or night.

N.E. Precinct:

The Northeast precinct offers several offices spaces and a meeting room that could be used in the event of overnight needs. In fact, it could be separated by floor for added privacy, comfort, and distancing. The second floor would be used exclusively for sleeping should the need for it present itself. There are three offices, a lobby, a meeting room, and two restrooms available to meet needs.