


CAMDEN COUNTY POLICE DEPARTMENT		
SPECIAL ORDER	# OF PAGES: 13	
SUBJECT: COVID-19 Safety Guidance and Operations Protocols		
EFFECTIVE DATE: March 17, 2020	REVISED DATE: April 10, 2020	ISSUED BY: Deputy Chief Albert Handy
NUMBER: 2020-005-3	DSITRIBUTION: All Commands	APPROVED BY: Chief Joseph D. Wysocki

PURPOSE The purpose of this Special Order is to provide guidelines to protect the safety of our employees and the community, and to maintain continuity in our operations through the COVID-19 pandemic.

POLICY It is the policy of the Camden County Police Department to take steps necessary to ensure we are fulfilling our duties as safely and effectively as possible. This guidance lays out the best practices from the Center of Disease Control, directives from the New Jersey Attorney General office, and orders established by the State, County, and local government concerning this public health pandemic.

PROCEDURES

A. Situation Update

1. The State of New Jersey has ordered the following closures and restrictions:
 - a. “Stay at home” order: All residents are to stay at home or their place of residence unless they are leaving for the following reasons:
 - Obtaining goods from essential services
 - Obtaining take out, food or beverages from restaurants
 - Seeking medical attention, essential social services, or police assistance
 - Visiting family or close friends, caretakers, or romantic partners or engaging in walking, running, or outdoor activities with same
 - Reporting to or performing their job
 - Educational, religious, or political reason
 - Reasonable fear for health or safety reasons
 - At direction of law enforcement or other government agency.
 - b. Cancellation of gatherings of individuals, such as parties, celebrations, or other social events of more than 10 persons.
 - c. Closure of all non-essential businesses. This **excludes:** Grocery stores, Pharmacies and medical marijuana dispensaries, Medical supply stores, Gas stations, Convenience stores, Ancillary stores within healthcare facilities, Hardware and home improvement stores, Banks and other financial institutions, Laundromats and dry-cleaning services, Stores that principally sell supplies for children under five years, Pet stores, Liquor stores, Car dealerships, but only for auto maintenance and repair, and auto mechanics, Printing and office supply shops, Mail and delivery stores. (3/21/20)
 - Mobile phone retail stores (3/24/20; Administrative Order 2020-5).
 - Day care centers for children of essential workers. Refer to list of registered child care facilities. (3/25/20; Executive Order 110)
 - Appointments to view real estate are permissible – open houses are not; Car dealers may engage in online or remote auto sales. (3/30/20; Administrative order 2020-6)
 - Essential businesses must have certain safety measures, including: a physical barrier / shield guard between cashier and customer; ensure 6 feet distance except at moment of payment; employees and customers must wear face masks/coverings; limited occupancy to 50% of authorized occupancy; Demarcate 6 feet spacing at checkout lines (4/8/20; Executive Order 122)
 - d. Closure of public libraries and college libraries (3/20/20; Executive Order 104).
 - e. Moratorium on removals of individuals due to evictions and foreclosures (3/19/20; Executive Order 106).

f. Closure of all personal care businesses which cannot comply with social distancing guidelines, such as: barber shops, hair salons, tattoo parlors, and social clubs (3/18/20; Executive Order 107).

g. State and County parks are closed (4/7/20; Executive Order 118)

h. Non-essential construction projects must cease (4/8/20; Executive Order 122)

2. A two month extension of expiration dates for driver licenses, registrations, and inspection stickers for those expiring in March, April, and May.
3. There is not a travel ban for NJ roadways at this time, The Governor has requested that the public stay off the public roadways during this emergency from 2000 through 0500 hours.
4. The CDC issued a travel advisory for New Jersey, New York and Connecticut restricting non-essential travel domestic travel for 14 days. (3/38/20)

A. General Safety Information

1. COVID-19 is thought to spread mainly between people who are in *close contact (within 6 feet)* of one another, through respiratory droplets produced when an *infected person coughs or sneezes*. These *droplets can land in the mouth or nose of people, or possibly be inhaled* into the lungs, of people who are nearby.
2. Patients with COVID-19 have had mild to severe respiratory illness. Symptoms include *fever, cough, and difficulty breathing/shortness of breath*.
3. Close contact (within 6 feet) of an individual with COVID-19 for a prolonged period of time increases your risk for COVID-19. As does having direct contact with body fluids (such as blood, phlegm and respiratory droplets) from an individual with COVID-19.
4. The Centers for Disease Control (CDC) has provided a list of important best practices for keeping safe from the spread of COVID-19:
 - a. Social Distancing, which is maintaining a distance of at least 6 feet of social space from others whenever possible, and avoiding mass gatherings.
 - b. **Practice proper hand hygiene. Wash your hands frequently with soap and water for at least 20 seconds. If soap and water is not readily available use an alcohol-based sanitizer with at least 60% alcohol. This should be done frequently, after touching unclean surfaces and before and after using PPE, etc.**
 - c. Do not touch your face with unwashed hands or sanitized hands.
5. Clean and sanitize work areas. Police vehicles will be routinely washed and decontaminated at the approved car wash. Disinfectant spray will also be available for disinfecting vehicles as needed.

- a. Follow standard procedures for placing a vehicle out of service for decontamination purposes. Be specific in nature and circumstances of request.
6. The Watch Commander will make frequent police radio announcements concerning COVID-19 safety best practices.
7. To minimize risk to themselves and co-workers, off-duty personnel must continue to follow the recommended guidance from the CDC including social distancing and frequently washing hands.
8. Supervisors must closely monitor employees, frequently communicate and reinforce safety measures and operation protocols, ensure safety protocols are being practiced, and lead by example.
9. The Center for Disease Control (CDC) reports, based on recent studies that individuals with coronavirus can lack symptoms (asymptomatic) and that even those who eventually develop symptoms (pre-symptomatic) can transmit the virus to others before showing symptoms.
10. The CDC recommends the wearing cloth face covering in public settings where social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission. It is critical to emphasize that 6-foot social distancing remains important.

B. Operation Protocols

1. Roll Calls / Vehicle Inspections

- a. Operations Bureau roll calls will be conducted via teleconference on the designated conference line as directed by the Operations Commander.
 - o Officers will report to the respective substation and receive keys and necessary equipment (BWC, etc.) individually, while outside and exercising social distancing as directed by Supervisor.
 - o Officers will dial into the teleconference roll-call, where supervisors will provide detailed assignments and relevant messaging and direction for the reporting period.
- b. Daily vehicle inspections protocols will include the inspection of Personal Protective Equipment (PPE). A supervisor will be notified immediately if the inspection reveals the PPE kit / items missing.
- c. Hand-washing stations have been placed at both District Sub-Stations and Central Booking. Officers will wash hands before entering the District Substation and as needed.

2. Calls for Service

- a. In the interest of promoting social distancing while safeguarding the public and officers, Central Communications will encourage complainants to meet officers outside for all non-emergent calls for service. Communications personnel will ask complainants the following questions:
 - Are you or anyone in your household experiencing a fever, cough, or shortness of breath?
 - Have you had contact with anyone who has tested positive for COVID-19 or experienced these symptoms in the last 14 days?
- b. Complainants will be advised to exit their residence or place of business to communicate with officers at the CDC recommended 6-foot social distance. Officers that are not met by the complainant will initiate contact, request the person to discuss complaint outside if feasible, and maintain 6-foot distancing.
- c. Addresses and names for individuals that have been confirmed by the Health Department for COVID-19 will be flagged in the CAD system 30 days.
 - This information is strictly limited for the purpose of protecting the health and safety of officers responding to the address or interacting with the individual and shall not be shared or further disseminated.
 - There shall be no change in the handling of a call for service under these circumstances other than the requirement to utilize PPE if necessary. Nothing in this section precludes the handling of a call in accordance with established response protocols such as telephone reporting if warranted.
- d. Notwithstanding an emergency situation requiring immediate action, an assessment will be made through observation and inquiry as to individuals experiencing the aforementioned symptoms.
- e. Some of our most at-risk citizens are those that are homeless, emotionally disturbed or suffering from mental health conditions based on the reduced availability and capacity to self-isolate if having symptoms or exercise recommended hygiene and safety guidance. When responding to or handling assignments of this nature, assessment as to symptoms, need for contact, and appropriate use of PPE is critical.
- f. Processes requiring close contact, such as obtaining a Victim Notification Form refusal, missing person complainant signature, or other signature will be performed via BWC. Officers will indicate in signature portion of the form that *acknowledgement was captured on BWC - signature not obtained*. Pens will not be shared. Copies or other documents must still be provided as required. BWC will be tagged appropriately to ensure its proper archiving.
- g. Officers/Detectives will facilitate judge-victim communication for Temporary Restraining Orders through speaker phone from the authorized interview locations.

- h. Vulnerable communities include the elderly and are considered to be at a higher risk for COVID-19. Therefore, response to the following locations will include additional safety precautions, specifically, officers responding will don a surgical mask. These include:
- Faison Mews, 1655 Park Blvd.
 - Fairview Senior Housing, 1250 Collings Rd.
 - Ferry Manor Senior Apartments, 2101 Ferry Ave.
 - Mickle Towers, 200 Mickle Blvd.
 - Baldwin's Run Senior Housing, 3195 Westfield Ave.
 - Westfield Towers, 3199 Westfield Ave.
 - Kennedy Towers, 2021 Watson St.
 - Riverview Towers, 130 Mickle Blvd.
 - Respond Senior Center, 450 Erie St.
 - Northgate II, 500 N. 7th St.
 - Abigail House, 1105 Linden St.
 - Antioch Manor, 697 Ferry Ave.
- i. Sudden Death investigations must be assessed as to the need to wear PPE. Unless the nature and cause of death is known and does not present any additional safety or health risks, appropriate PPE should be worn by officers or detectives as needed based on level of contact at scene and with victim.
- j. Surgical masks will be used as a precautionary measure on any calls, assignments, or investigations where maintaining 6-foot distancing with any person is impractical. These include:
- Domestic with injuries or offender present
 - Emotionally Disturbed Persons
 - Calls /assignments involving suspects or where other close contact engagements may be necessary (fights, house party disturbances, crimes in progress, etc.)
 - Calls that require entry into occupied homes, businesses, or apartment buildings
 - Arrests and transports of arrests
- k. During any encounter with a victim, witness, complainant or subject that is unmasked, provide a surgical mask for them wear as a matter of safety for the duration of the encounter.
- l. Response Car units will be issued a surgical masks prior to shift. Condition Car units will use from the PPE kit if necessary. Use of the mask provided to Response Units at the beginning of the shift does not require notification under use of PPE protocols.

3. Personal Protective Equipment (PPE)

- a. At this time, personal protective equipment is available as a kit in all police vehicles. A kit contains: disposable rubber gloves, surgical masks, eye protection, and N95 respirators, bio-hazard waste bags. Adhere to the guidance established herein for the deployment and use of PPE.
- b. A supervisor shall be immediately notified and respond to any situation involving a person suspected or confirmed to have COVID-19. Supervisor vehicles will have additional kits available for authorized distribution or replacement.
- c. If an individual is exhibiting COVID-19 symptoms, or is a confirmed carrier of COVID-19, officers will notify a supervisor and:
 - o Remain outdoors and exercise 6 feet social distancing.
 - o If close contact (within 6 feet) is required, or if the engagement must be indoors:
 - Provide the individual with a surgical mask to wear for the remainder of the engagement AND
 - Don a surgical facemask, eye protection, and rubber gloves.
 - **If the subject is not masked, an N95 respirator will be worn instead of the surgical facemask, and a protective gown/suit will be worn if available.**
- d. Notifications, documentation, and tracking of the use of PPE will be in accordance with the Operations Commander Directive: PPE SITREP / PPE Usage Protocol.
- e. Protective gloves will be used when handling, inspecting, or processing property or conducting any hands-on searches of persons, property, or places. **If donning gloves is impractical, then proper hand hygiene (washing or sanitizing) must immediately follow.**
- f. Special Law Enforcement Officers (SLEO) assigned to traffic and fixed posts have been provided PPE kits for use if necessary, adhering to these protocols.
- g. Officers will don rubber gloves, eye protection, and the N95 respirator in the performance of emergency medical transports for gunshot or stabbing victims.
- h. All contaminated PPE items will be removed in such a manner to prevent further contamination, placed in a bio-hazard waste bag, and be properly secured and disposed of.
- i. **Use of Surgical Masks / N95 Respirators**
 - o **Surgical masks may be worn intermittently or for prolonged periods throughout the shift and will be disposed of at the end of the shift.**

- N95 respirators may be worn intermittently or for prolonged periods throughout the shift and may be reused in that manner for up to 5 work days.
 - Masks or respirators that are damaged, soiled or become difficult to breathe through will be disposed of and replaced.
 - Masks or respirators that are contaminated will be disposed of in accordance with PPE decontamination protocols.
 - Masks and respirators that can be reused will be stored in a new clean container (paper envelope or paper bag) after each use.
 - Containers storing used PPE must be marked with name, badge, and date and maintained by the Officer.
- j. Proper care must be taken in donning and doffing of surgical masks and respirators, hands must be cleaned or sanitized prior to putting on, prior to taking off, and after taking off. Careful and deliberate handling and storage must be exercised as not to contaminate yourself or the mask/respirator.
- Do not touch the inside of the mask or respirator.
 - Masks can be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage.
 - Avoid touching the outer surface of the mask or respirator.
 - Refer to PPE training videos and reference material on Power DMS

4. Arrest and Transportation / Prisoner Processing

- a. All arrestees will be masked for safety purposes. Prisoners will remain masked during transportation and throughout the arrest processing, except for obtaining a mug-shot profile, if necessary. Front windows will be opened partially to provide air flow and ventilation during the transport.
- b. A supervisor shall be immediately notified and respond to any situation involving a person suspected or confirmed to have COVID-19.
- c. An arrest of a suspected or confirmed COVID-19 subject requires notification to the RTTOIC Commander for notification to the Duty Captain and initiation of an event specific SITREP.
- d. Supervisors will ensure an Emergency Medical Service/Emergency Medical Technician (EMS/EMT) assess and transport any arrest you think might have COVID-19 to a healthcare facility.

- e. Supervisors will coordinate with the RTTOIC Commander, Central Booking OIC, and Investigative Bureau Supervisors on the charges and arrest processing of subjects in custody that are confirmed or suspected of having COVID-19.
 - o Adult arrested subjects that require arrest processing shall only be brought into Central Booking and only with approval of the RTTOIC Commander.
- f. If feasible and based on the nature of offense, criminal history, wants and warrants, and risk to any person, a complaint summons will be considered following established guidelines for issuance and approvals of complaints. Processing will be performed expeditiously and without exposure to personnel, facilities, and other prisoners.
 - o Refer to Central Complaint processing directive for specific protocols
- g. Minor, discretionary arrest offenses that do not imminently impact public safety may be documented by Incident Report and charges deferred to Investigative Bureau to be charged in the future.
- h. Advance notice and coordination shall be provided to any healthcare facility or detention facility prior to transporting any COVID-19 prisoners.
- i. Vehicles used to detain or transport a COVID-19 subject shall be disinfected before returning to service.
- j. Officers shall decontaminate any equipment and uniforms contaminated from and exposure in the handling of a COVID-19 subject.
 - o Decontaminate handcuffs/ other equipment with a bleach/water solution.
 - o Decontaminate hands or affected areas with warm water and soap as recommended by CDC. If soap and water are not readily available and illicit drugs are NOT suspected to be present, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - o If no protective gown or suit worn, decontaminate uniform by washing with detergent in hot water and drying accordingly.
 - Officers will change into alternate uniform, bag contaminated uniform and wash as aforementioned. Use caution in the handling, avoiding shaking, and wearing protective equipment, and washing hands after handling contaminated uniforms.
- j. A decontamination station has been established at the rear of the Police Administration Building adjacent to the Central Booking Sally-port and has all supplies and equipment necessary for decontamination and cleaning of equipment and changing from decontaminated clothing. Instructions are posted inside the station. Self-isolation bags are available, if necessary, upon request through the chain of command.

- k. Notify a supervisor for any contaminated equipment that cannot be disinfected as aforementioned.
- l. Officers shall have an additional uniform (class A or B) readily available in the event of an exposure from a person suspected or confirmed to have COVID-19.
- m. Officers assigned to guarding a prisoner with suspected or confirmed COVID 19 for a prolonged period, such as in a hospital setting, will ensure the subject wears a surgical mask and the officer will don PPE as established herein, including protective gown or suit if available.
- n. Notwithstanding the provisions established herein, all officers will follow the department issued *Arrest and Transportation policy and Temporary Detention Policy* posted on DMS.

5. Field Interviews / Stops

- a. Officers will continue to perform motor vehicle stops and pedestrian stops when necessary for the prevention and investigation of criminal activity, or when necessary for public safety or community caretaking purposes.
- b. Officers will adhere to the aforementioned guidance in as much as possible without jeopardizing safety through utilization of normal tactics and methods in the safe and effective execution of investigative detentions and field interviews.

6. Investigative Interviews / Protocols

- a. Victims, witnesses and complainants will be interviewed through the Records Window or Investigations lobby window based on the nature of complaint or crime.
- b. Custodial interrogations will only be performed in the Central Booking arrest processing room at this time.
 - o Suspects in custody that are confirmed or exhibit symptoms of COVID-19 will not be escorted into Central Booking for an interrogation without RTTOIC Commander AND Investigative Division Commander approval.
 - o Suspects not exhibiting symptoms will be interrogated in the processing room which has been equipped with secure holding bench and camera.
 - o Suspects and prisoners will be interviewed by two (2) Detectives and shall not be left unattended.
 - o Detectives will utilize 6 feet distancing and PPE as established herein.

- At the conclusion of the interview, the subject will be secured in the normal holding area of Central Complaint or removed for release, treatment, or transport to detention facility.
 - Interrogations will be recorded by BWC and backed up with audio recorder.
 - Detectives shall adhere to the decontamination protocols established by the CDC and outlined herein.
 - Notwithstanding the aforementioned protocols, all applicable policies and procedures will be adhered to in the performance of custodial interrogations.
- c. Vehicles impounded for investigation will continue to be secured in the towing contractor's secured facility. Vehicles will not be searched or processed within three (3) days of the impoundment without the approval of the Division Commander. If vehicle processing is exigent in nature, requiring execution within the three (3) day period, individuals searching or processing the vehicle shall utilize PPE

7. Staffing

- a. All Holiday and Vacation requests submitted prior to March 17, 2020 will be remain approved at this time. Leave requests submitted after March 17, 2020 are not approved until further notice.
- b. Sick leave procedures have been modified to assess an employee illness, and special monitoring and follow-up processes established to ensure updated and accurate information sharing, guidance, and direction for employees.
 - The CDC Coronavirus Self-Checker and consultation with the Health Department will provide guidance for employee return to work and quarantine decision-making.
 - Refer to Special Order 2020-06: Exposure Response and Mitigation Protocols
- c. The closures of schools may have created challenges for our employees, however, we are operating in a state of emergency in a critical infrastructure agency. Personnel must develop care plans for dependents. Employees must adhere to the sick leave policy, specifically, officers are reminded that child care issues are not an acceptable use of sick leave. Under Executive Order 110, properly registered child care centers that provide services for essential workers will remain open.
- d. All employees must also prepare in other ways to deal with the circumstances of this public health pandemic. The below link have useful resources to help in developing such plans: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/get-your-household-ready-for-COVID-19.html>

8. 'Stay at Home' Messaging / Compliance

- a. The approved flyer will be distributed in all neighborhoods and main corridors through posting to telephone poles, posting on essential businesses, and placing on vehicle windshields.
 - o Gloves shall be utilized when preparing and distributing flyers.
- b. Variable Message Signs (VMS) will be deployed to the following locations to display approved safety messages and direction.
 - o Broadway / Atlantic
 - o Mt. Ephraim / Sheridan
 - o Haddon / Kaighns
 - o 24th / Federal
 - o 7th / State
- c. Specific messaging has been prepared for use via police vehicle PA system to communicate safety information and gain compliance with executive emergency orders and may be initiated as needed.
 - o Messages in Spanish and Vietnamese have been prepared and will be utilized in those communities
 - o A message specific to parks has been prepared and will be utilized to gain compliance in parks.
- d. Communication systems (ie, Reverse 911; Board of Education messaging system, etc.) will be utilized to deliver an approved recording to further deliver safety messaging and guidance.
- e. Approved "Park Closed" signs and barricades will be deployed at city and county parks.
- f. A Commander will be in the field and making assessments as to the overall compliance with 'Stay at Home' and essential travel executive orders.

9. Other Work Restriction / Protocols

- a. The 0900 and 1700 COVID 19 Command Briefings, as well as all other command and staff meetings will be conducted virtually using one of the dedicated video conferencing lines or through teleconference.
- b. All non-essential visits to other work areas is restricted.
- c. Officer will exercise social distancing at all times, including informal interactions and meal breaks.

- d. Employee requirements for utilizing the Kronos machines to swipe in an out is suspended at this time and until further notice. All other timekeeping processes are unchanged.
- e. All employees, including contracted employees that get prescribed or otherwise directed to obtain a COVID 19 test shall immediately notify and coordinate with the Medical Officer: Sgt. Tom Collins.
- f. There shall be no personnel assignments or employee transports using standard police vehicles or that require two employees to be within 6 feet (e.g., in the driver seat and passenger seat) without supervisory approval. If required, the occupants shall don a surgical mask.
 - o Multi-passenger transport vans are available for employee transports to/from posts, limiting passengers to no more than three to allow appropriate distancing, and rear/side doors to be used.

10. Reference Material / Information Sources

- a. Reference material has been posted to Power DMS:
 - o NJDMV Announcement – Extension of expiration dates
 - o CDS Guidance: What law enforcement need to know about COVID-19
 - o COVID-19 press release and executive order 106 Moratorium on evictions and foreclosures
 - o Guidance on Grand Jury subpoenas
 - o CDC Travel Advisory for NJ, NY and CT
 - o CDC Guidance for Households
 - o Executive Order 110 (Day care centers for essential workers)
 - o AG Directive 2020-1 v2 (Information from Public Health Official)
 - o Special Order 2020-06: Exposure Response and Mitigation Protocols
 - o COVID 19 frequently asked questions
 - o PPE training videos
- b. The following links provide additional information relative to this situation:
 - o CDC: www.cdc.gov/COVID-19
 - o State of NJ: <https://nj.gov/>
 - o NJDOH: <https://www.nj.gov/health/cd/topics/ncov.shtml>
 - o Camden County: <https://www.camdencounty.com/service/covid-19-updates-and-preparations/most-recent-updates/>

RESPONSIBILITY

It shall be the responsibility of all personnel to thoroughly review, fully familiarize themselves, and adhere to the provisions of this Special Order. Any employee in need of further explanation or training shall request it from their supervisor.