



Tulsa Police Department

COVID-19 Protocols

April 23, 2020

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ALL UPDATES FROM PREVIOUS VERSIONS OF THIS MANUAL ARE HIGHLIGHTED

Introduction

This guide provides police employees with a single, updated source to find all protocols specific to our response and all changes in practice related to the COVID-19 virus. This guide will likely be updated periodically. Updates will be announced by email and/or SharePoint. **All police employees will adhere to the provisions contained in this guide.**

Declaration of Emergency

On March 30, 2020, Chief Franklin moved the Tulsa Police Department to a status of Emergency Operations to ensure our department is prepared to meet the needs of the citizens of the City of Tulsa and invoked Section 2.2(n) of the Collective Bargaining Agreement. This order will remain in effect until rescinded by The Chief's Office.

The leave books remain open at the present time, however with the pandemic, we must be able to rapidly adjust our deployment of personnel and equipment, not just to meet the needs of the public, but to protect one another. Please understand when/if the need arises the leave books may be closed and those already in the leave books may be recalled to work.

Personal Hygiene

All employees should wash their hands with soap and water for at least 20 seconds regularly throughout the day and as soon after contact with another person. If hand washing is not immediately available, use hand sanitizer often. Additional hand sanitizer dispensers have been set up at police facilities. If hand sanitizer is not available, here are several options:

- Germicidal wipes
- Off the shelf disinfection solutions (ensure the label states it works on Coronavirus.
- Alcohol/water solutions, of at least a 70% alcohol to water mix.
- Bleach/water solutions. Ratio is 1/3 cup of bleach to 1 gal water, or 4 teaspoons of bleach to 1 quart water. (**DO NOT** mix bleach with other cleaning/disinfecting solutions as most mixtures with bleach result in potentially harmful or lethal compounds). *Bleach/water solutions are only advised for hard surface disinfecting.*

Uniform

Officers should clean and disinfect their uniform equipment daily and after each use with household cleaning spray or wipes. Officers should also wash or change uniforms as often as possible. The normal dry-cleaning process is sufficient for disinfection.

Vehicle Sanitization/Maintenance

Officers should sanitize their vehicle at the beginning of each shift and after every transport. Divisions should maintain a supply of disinfecting supplies. Remember that prisoner transport vans are also available, but they would also require decontamination at the end of use. Vehicle decontamination resources are available at all three patrol divisions.

Facility Sanitization/Maintenance

The City of Tulsa is decontaminating facilities based on priority. Contracted cleaning crews continue to perform their duties. Personnel are encouraged to work away from the divisions as much as possible and should clean their environment when working in the divisions is necessary.

Facilities Maintenance, the TFD and TPD has obtained resources for regular decontamination of TPD facilities (Uniform Divisions, PSC, etc.) where there is regular traffic. These sites will begin received scheduled visits beginning the week of March 29. Other sites with less traffic may be scheduled on request as resources and timing allows by calling the IMT Command Post at 918-695-4954.

An instructional video on decontaminating vehicles and items at the divisions was completed by Lt. Meulenberg and uploaded to the TPD iNet on 4/3/2020. Refer to the video or divisional Equipment Specialists for questions on the sprayer process.

Temperature Checks

All Tulsa Police employees (sworn and non-sworn) that are not working in remotely are required to check their temperature prior to the beginning and end of their shift. Compliance must be verified by a supervisor. If an employee has a temperature of 100.4°, they will not be allowed to work. If they develop a temperature during their shift, they will be sent home. A supervisor will place the employee on the appropriate leave.

Squad meetings

In-person squad meetings are suspended. Supervisors will hold squad meetings outside the building and individually to obtain the required daily Temperature Checks. Supervisors are responsible for ensuring employees are informed of squad updates that would normally be shared at squad meeting.

Communication

The effects of COVID-19 continue to evolve. Daily updates will come from the IMT. Time-sensitive updates will be communicated to Division Commanders and relayed through respective commands. Daily COVID updates will be distributed daily via Department-wide email as well as being posted to the iNET. City-wide information is also available at www.cityoftulsa.org/vitalinfo. E-mail fatigue should be considered when passing along information.

Risk & Exposure (levels of exposure per CDC/Homeland Security best practices)

*social distancing should be applied to each level of risk.

1. High Risk

- a. First responder NOT wearing face mask or respirator who have had Prolonged Period of Time in close contact with a Possible or Positive Affected person(s) NOT wearing a face mask; or
- b. First responder NOT wearing face mask, respirator, and eye protection who is present in a room when a Positive Affected Person(s) is receiving continuous positive airway pressure (CPAP), CPR, or aerosols by EMS.

2. Medium Risk

- a. First Responder NOT wearing face mask or respirator who had Prolonged Period of Time close contact with a Possible or Positive Affected person(s) who was wearing a facemask;
- b. First Responder NOT wearing eye protection who had prolonged close contact with Possible or Positive Affected Positive person(s) NOT wearing a facemask; or
- c. First Responder wearing face mask or respirator without gown and/or gloves who is present in a room with a Possible or Positive Affected Positive person(s) is receiving CPAP, CPR, or aerosols by EMS.

3. Low Risk

- a. First Responder with brief interactions with a Possible or Positive Affected person(s); or
- b. First Responder was wearing a face mask or respirator and the Possible or Positive Affected person(s) was wearing a facemask.

AFTER ANY EXPOSURE IMMEDIATELY REFER TO ANY NEEDED UNIFORM/EQUIPMENT SANITATION AND PERSONAL HYGIENE, NOTIFY SUPERVISOR AND CALL THE MMG.

Illness Protocols

If you or someone in your household is sick contact the Medical Monitoring Group (see page 6 of Protocol). If you encounter an exposure or possible exposure, contact the Medical Monitoring Group. Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure to the virus that causes COVID-19.

REPORT ALL POTENTIAL AND REAL CONTACTS TO YOUR IMMEDIATE SUPERVISOR AS SOON AS POSSIBLE AND THE MMG (via phone).

- Exposure counts as violating social distancing standards and/or NO PPE with affected person. (PPE includes cloth mask per CDC recommendations)
- Maintaining protocols of distancing and/or contact with PPE should not count as an exposure. However, should symptoms display later notify your Supervisor and call the MMG.

All employees who are sick must notify their supervisor immediately (whether on duty or off) and describe their symptoms. Symptoms must then be reported to the newly-created Medical Monitoring Group (MMG). Employees should then contact their primary healthcare provider to determine the proper course of treatment and testing.

Specific symptoms to watch for are:

- Fever (at or above 100.4°)
- Coughing (non-situational or tied to other health condition like allergies, asthma, etc.)
- Shortness of breath (non-situational or tied to other health conditions)

Further details for possible exposures and symptoms may be obtained by calling the Oklahoma State Department of Health (OSDH) at 1-877-215-8336 24-hours a day. You may also call the Tulsa Health Department (THD) during normal business hours at 918-582-WELL (9355).

Medical Monitoring Group (MMG)/Reporting Procedures

The unprecedented nature of the COVID-19 Response has resulted in multiple procedural changes, with additional revisions likely to occur in the future. The volume of calls City Medical was fielding each day created the need for an alternate reporting structure. The IMT created a Medical Monitoring Group for all City of Tulsa employees, which went live on March 26, 2020. Phone lines for the MMG have been installed and staffed. The phone number for City of Tulsa Employees to contact the MMG and report illness/potential exposures is **918-596-1207**.

Upon feeling ill, employees should call this number and report their symptoms. The MMG will screen the employee based on questions provided to them by City Medical. The MMG has been given authority to place any City of Tulsa employee on restrictions based on the phone consultation. Based on the employee's response to the screening, the MMG will direct the employee on how to proceed. These directives may include (but are not limited to) self-quarantining at home, quarantining at a specific location, or contacting City Medical for further directives. Quarantines can be for 7- or 14-day timeframes based on levels of exposure or symptoms. Following the phone consultation, TPD employees will be responsible for contacting their Supervisor for proper documentation of the exposures and/or symptoms (see below).

If you call after hours and are directed to call City Medical due to symptoms for an on-duty exposure during your current shift, you have the option to be put at a temporary holding facility until evaluated by City Medical. If you choose to quarantine at your house, you will call City Medical when it opens. City medical is open from 0700 - 1600 Monday thru Friday (918-596-7075). If you are directed by City Medical to quarantine and have a high-risk resident at your home, we will set you up at an appropriate facility or hotel to be quarantined.

It is the responsibility of any quarantined employee to contact City Medical on their quarantine end date to be properly screened to return to work.

For symptomatic employees on quarantine, they will be instructed to monitor their own temperature twice daily. The MMG will monitor the employee's temperature checks and track employee's work status and report them daily to Human Resources to ensure all COVID-19 related leave is properly documented.

The Medical Monitoring Group is for all City Employees and is for Exposure Reporting ONLY.

Supervisors

New leave slips have been e-mailed which contain “Hazard Leave”. This can also be written in to any existing leave forms. If employees are suspected or confirmed to have been exposed to COVID-19, on- or off-duty, their leave accruals will not be affected. Supervisors will:

- Ensure the employee has notified the MMG and is follow their directives
- If the exposure was on-duty, ensure the completion of a TRACIS Report “Possible Exposure to Communicable Disease” regarding the circumstance of the exposure. The report should be routed to the IMT.
- Complete a leave slip on behalf of employee
 - Use Hazard Leave
- Ensure safety of employee’s family. If employee cannot safely home-quarantine, contact the IMT CP at 918-695-4954 for arrangements to be made to quarantine elsewhere
- On-duty exposure resulting in medical attention will be recorded as Injury Leave

It is the responsibility a quarantined officer’s supervisor to ensure that the appropriate documentation (TRACIS and injury report, if needed, and leave slip) is completed by the end of the shift. The supervisor must ensure that the officer is listed in the leave book to reflect the appropriate type of leave.

Please remember to respect the privacy of involved employees and only make the necessary notifications required by these guidelines and Policy.

Personal Protective Equipment (PPE)

PPE for use against COVID-19 is in extremely short supply worldwide. We are closely monitoring our supplies of protective equipment so that everyone has what they need to respond to calls-for-service. Many items are currently on back-order and will be distributed as they arrive. As supplies are received, they will be issued out based on priorities for field personnel first, followed by assignments with a higher likelihood of regular contact with the public.

Any PPE distributed directly to the Divisional Administrative Lieutenant or Equipment Specialist. This PPE will be distributed directly to specific personnel and not simply placed out for officers to freely take. Any PPE received should be kept on your person for immediate use as needed.

It has been determined that N95 masks are viable for multiple uses (by the same wearer) as long as the mask does not get wet. The mask should be donned and doffed while wearing nitrile gloves. Between shifts, the N95 masks should be kept in a paper bag to allow them to “breathe.”

While goggles are also recommended for COVID protection, they are also in very short supply. In the absence of full eye protection provided by a goggle, employees should wear any eye protection they have available (shooting glasses, eye glasses, sunglasses, etc.).

Nitrile gloves should also be worn for any contact with other persons or touching items that are commonly touched by others (doorknobs, countertops, etc.). Refrain from touching these objects and then touching your face.

Once received, Tyvek suits will be distributed as well. Officers should wear them when they have a high likelihood of needing to contact another person that is symptomatic. However, be cognizant that wearing this suit will restrict immediate access to all of your equipment (gun, radio, keys, pen, etc.).

The CDC guidelines for cloth face masks:

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public and respond to calls, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a face mask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

For these reasons, it's strongly advised you either purchase a face mask or make one. Making one can be very simple, just make sure you wash your cloth mask after each use/shift.

None of the PPE options are substitutes for continued hand washing and good hygiene procedures.

Extended Use and Limited Reuse of N95 Respirators

The following are Respirator Extended Use Recommendations from the CDC. The Department is aware of the shortage of masks and other PPE in the field. Rest assured, additional items have been ordered from various outlets, but we are competing with the entire nation over the same supplies. Our goal is to provide you with information that can extend the life of the supplies available to us while ensuring you're kept as safe as possible.

Definitions:

- **Extended use** refers to the practice of wearing the same N95 respirator for repeated close contact encounters with several patients, without removing the respirator between patient encounters.
- **Reuse** refers to the practice of using the same N95 respirator for multiple encounters with patients but removing it ('doffing') after each encounter. The respirator is stored in between encounters to be put on again ('donned') prior to the next encounter with a patient.

Extended Use Recommendations:

Extended use is favored over reuse because it is expected to involve less touching of the respirator and therefore less risk of contact transmission. Please see the section on Risks of Extended Use and Reuse of Respirators for more information about contact transmission and other risks involved in these practices.

A key consideration for safe extended use is that the respirator must maintain its fit and function. Workers in other industries routinely use N95 respirators for several hours uninterrupted. Experience in these settings indicates that respirators can function within their design specifications for 8 hours of continuous or intermittent use. Thus, the maximum length of continuous use in non-dusty healthcare workplaces is typically dictated by hygienic concerns (e.g., the respirator was discarded because it became contaminated) or practical considerations (e.g., need to use the restroom, meal breaks, etc.), rather than a pre-determined number of hours.

Reuse Recommendations:

There is no way of determining the maximum possible number of safe reuses for an N95 respirator as a generic number to be applied in all cases. Safe N95 reuse is affected by a number of variables that impact respirator function and contamination over time. However, manufacturers of N95 respirators may have specific guidance regarding reuse of their product. The recommendations below are designed to provide practical advice so that N95 respirators are discarded before they become a significant risk for contact transmission or their functionality is reduced.

- Discard N95 respirators contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.
- Discard N95 respirators following close contact with any patient co-infected with an infectious disease requiring contact precautions.
- Clean hands with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the respirator (if necessary for comfort or to maintain fit).
- Avoid touching the inside of the respirator. If inadvertent contact is made with the inside of the respirator, discard the respirator and perform hand hygiene as described above.
- Use a pair of clean (non-sterile) gloves when donning a used N95 respirator and performing a user seal check. Discard gloves after the N95 respirator is donned and any adjustments are made to ensure the respirator is sitting comfortably on your face with a good seal.

Below is a link to the CDC guidance if you wish to read further details about the masks:

<https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html>

Disinfection of N95 Masks

Each patrol division has been provided a UV light box for the purpose of disinfecting N95 masks. To disinfect a mask, open the box and hang the mask (one mask at a time) from the hooks. Plug in the machine and wait 10 minutes. After 10 minutes have passed, unplug the machine and retrieve your mask.

Boxes must remain closed while in use. Do not look at the light. The light causes eye damage.

The boxes are located at each division as follows:

- MVD: in the main squad room near the body cam docks
- GID: at the main front desk
- RID: in the main conference room
- Detective Division will be receiving its own box in the near future

Personal Leave Time

At this time, any leave already scheduled will be honored.

Until further notice, unless otherwise permitted by chain of command, any vacation time leave affecting minimum staffing is not allowed if it puts the shift below minimum staffing.

Compensatory time off that puts the shift below minimum staffing requires 14 days' notice. Sick leave will follow the regular protocols. This section does not preclude the chain of command from using discretion in the best interests of their employees and divisions.

Families First Coronavirus Relief Act (FFCRA)

The Families First Coronavirus Relief Act (FFCRA) became effective April 1, 2020. The FFCRA provides Emergency Paid Sick leave and Expanded FMLA. Refer to your e-mail received from The Chief's Office on April 2, 2020 for details.

Under the FFCRA, an employee qualifies for up to 80 hours of Emergency Paid Sick leave if the employee is unable to work (or unable to telework) due to a need for leave because of one of the six (6) reasons explained below. Emergency Paid Sick Leave will not count toward an employee's FMLA balance. Beginning April 1, 2020, Emergency Paid Sick Leave will be used prior to Hazardous Conditions Leave for qualifying absences.

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition

Sick Leave provided by the FFCRA to care for a qualifying individual under quarantine or for child care reasons as listed above (4-5) shall be at 2/3 of the employee's regular rate. The employee may supplement the leave with Hazardous Conditions Leave if approved to do so by City Medical or the HR Director. There are limits to the amount an employee can be paid which are applicable to a limited number of highly compensated employees. Refer to the e-mail received from The Chief's Office on April 2, 2020 for further details and related forms.

Dispatch Procedures

PSC has enacted screening procedures to limit assignment of following calls for service (unless there is a suspect present or nearby, or there is evidence to collect):

- Non-injury accidents (10-76)
- Intrusion or audible alarms (still responding to Hold-up alarms)
- Burglary from Vehicle
- Larceny
- Fraud
- Vandalism

PSC will dispatch for the following:

- Person requesting an Emergency Protective Order
- Clear or obvious violations of the latest Mayoral Executive Order (EO) 2020-04
- Unclear violations of EO 2020-04, referral to TRO or the State hotline.

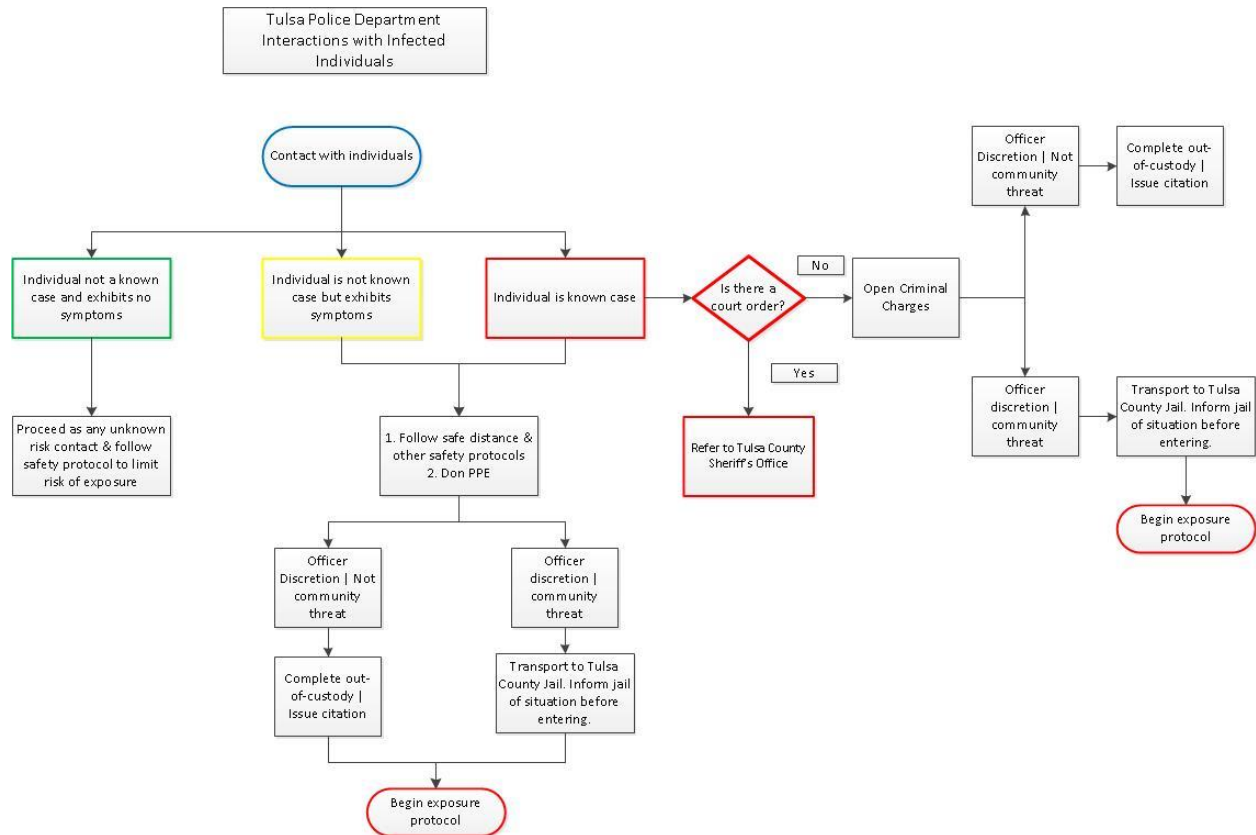
For EMSA and/or TFD medical assistance calls, PSC is asking screening questions for any potential COVID symptoms. Should TPD also be dispatched on these calls, the screening information will be listed on the screen for responding officers to review. Be sure to scroll down your screen on all EMSA or TFD assist calls.

There are also certain locations throughout the City that are a high potential for possible exposure based on various details (i.e. nursing homes, home-bound patients, etc.). These locations have been flagged with a Caution Indicator of “Use of Universal Precaution upon Arrival”. Be sure to monitor your call screen for any Caution Indicators. Any such Caution Indicators of sites or individuals encountered is to be considered confidential, per Policy 31-302D *Possible Exposure to Communicable Disease*.

Interacting with Others and Incident Response

Considering the above listed screening of calls by PSC, desk personnel at the uniform divisions should regularly monitor the CADS screen to triage assigned calls for service in which suspects are no longer at the scene and where evidence does not need to be collected. Desk personnel will attempt to contact the complainant and handle the call by phone, taking a TRACIS report when needed, mirroring the current TRO procedures. Division Commanders will determine the need to assign desk personnel for this task during all shifts. When there are not desk personnel to handle such calls, field supervisors have the discretion to handle these same calls by phone or other means.

When interacting with individuals, officers should maintain social distancing (minimum of 6 foot) and manage as an unknown risk contact. If employees must violate the 6 ft rule, they should don their PPE prior to doing so, if time allows. Below is a decision chart for determining potential levels of risk as a course of action.



Walk-in Reports

Uniform divisions will remain open to walk-in reports. All employees should exercise caution, such as remaining behind the protective glass barriers, to reduce risk of exposure when taking walk-in reports.

Traffic Stops

Officers should exercise discretion in conducting traffic stops, only stopping violators for dangerous moving violations that pose an immediate risk. If officers decide to stop traffic violators, use the following precautions:

- Maintain a distance of at least 6 feet from vehicle occupants
- Do not handle the driver’s license or other documents
- Decontaminate any items violators touch, such as e-citation devices or pens.

Enforcement of Expired Items

The Oklahoma Department of Public Safety is extending the expiration date of all Class D driver’s licenses, commercial driver’s licenses, Oklahoma identification cards, and handicapped parking permits that expired thirty (30) days prior to Governor Stitt’s Executive Order 2020-07, declaring a state of emergency (effective March 15, 2020). This extension will be in effect until

further notice from DPS. This extension does not apply to Oklahoma driver with invalid licenses due to suspension, revocation, or denial.

This exception applies to the following offenses

- Driver's licenses that expired on or after February 15, 2020.
- Handicapped parking permits expired on or after February 15, 2020
- Vehicle registrations that expired February 29, 2020 or after.

Emergency Proclamation Restrictions

Beginning March 16, 2020 Mayor G.T. Bynum issued a series of Executive Orders (2020-01 through 2020-04), with the final one issued on March 28, 2020. The cumulative effect of the four orders is as follows:

1. All special event permits, issued under the authority of Title 37 TRO Sections 1400 through 1415, are hereby revoked, and no special events may be held in the City of Tulsa until at least April 16, 2020, when the pandemic emergency conditions will be reassessed.
2. The closing of certain business and commercial establishments either in-full, or with special conditions for limited operation, and other public accommodations shall remain in full force and effect.

Restaurants, food courts, cafes, coffeehouses, and other places of public accommodation offering food and beverage are closed for dine-in customers and guests and for on-premises consumption, are restricted and limited to curbside, drive-thru, takeout and delivery services, excluding institutional or in-house food cafeterias that serve residents, employees, and clients of businesses, child care facilities, hospitals, and long-term care facilities.

The following commercial establishments and places of public accommodation shall be and are hereby closed to ingress, egress, use, and occupancy by members of the public:

- Bars, taverns, brew pubs, breweries, microbreweries, distilleries, wineries, tasting rooms, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption.
- [Hookah](#) bars, cigar bars, and vaping lounges offering their products for on premises consumption.
- Theaters, cinemas, indoor and outdoor performance venues, and museums.
- Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and spas.
- Amusement parks, arcades, bingo halls, bowling alleys, indoor climbing facilities, skating rinks, trampoline parks, and other similar recreational or entertainment facilities

3. All citizens living in or visiting the City of Tulsa are ordered to shelter at their place of residence (single-family home, apartment, condominium, dormitory, hotel/motel room, shared rental, and similar facilities or accommodations). Persons may leave their residences for Essential Activities, as listed:
 - a. For purposes of this Order, individuals may leave their residence only to perform any of the following “Essential Activities”:
 - i. To engage in activities, perform tasks, or obtain supplies essential to their health and safety, or to the health and safety of their family, those living in their residence, or pets (for example, obtaining necessary medical supplies, medication, food and beverage, or other products necessary to maintain safety, sanitation, and essential operation of the residence, visiting a health care professional, obtaining supplies needed to work from home, or performing property maintenance).
 - ii. To engage in outdoor activity, provided that individuals, except those from the same residence, must comply with physical distancing requirements of six feet (for example, walking, biking, hiking, or running).
 - iii. To perform work at an Essential Business.
 - iv. To care for or transport a family member or pet in another residence.
 - v. To move to another residence either in or outside the City of Tulsa.
 - b. “Essential Businesses” shall mean those businesses identified by the Governor of the State of Oklahoma, or his designee, as critical infrastructure sectors, including critical government workers as defined by the government employer; and
 - c. For purposes of this order, non-residents of the City of Tulsa may be outside of a residence within the City limits only to engage in those activities for which a Tulsa resident may leave their homes as stated in this Order
4. All businesses operating within the City of Tulsa, except Essential Businesses, are required to cease all activities at facilities located within the City:
 - a. Provided that any business may continue to perform essential functions with employees or contractors as necessary to maintain the value of the business’ inventory, preserve the condition of the business’ physical plant and equipment, ensure security, process payroll and employee benefits and related functions.
 - b. For clarity, non-essential businesses may continue operations consisting exclusively of employees or contractors performing activities remotely (i.e. working from home).
5. To the greatest extent feasible, all businesses shall comply with physical distancing requirements, including but not limited to maintaining six feet physical distancing for both employees and the general public, off-setting shift hours and/or days, and requiring employees to conduct work remotely where feasible; and
6. All City-owned sport courts, golf courses, sports fields and dog parks are hereby closed, and use thereof and use of any fitness equipment, playground equipment, or shelters within City Parks is prohibited even if not locked, gated, or fenced; and

7. All public or private events or social gatherings, defined as more than one person outside of a single residence, in the City of Tulsa are hereby prohibited, provided that nothing in this Order prohibits the social gathering of members of a residence; and
8. When engaging in activity outside the residence (for example, walking, biking, hiking, or running), individuals must comply with physical distancing requirements of six feet; and
9. If someone in a residence has tested positive for coronavirus, all members of the household should quarantine at home in a separate area from the isolated person. Members of the residence should not go to work, school, or any other community function, except for workers included in essential healthcare operations who may continue to work in accordance with CDC guidance; and
10. All special event permits, issued under the authority of Title 37 TRO Sections 1400 through 1415, are hereby revoked, and as of this date, no further such special event permits shall be issued and no such special events may be held in the City of Tulsa until at least April 16, 2020, when the pandemic emergency conditions will be reassessed; and
11. Any person violating this Executive Order 2020-04, or violating or causing a business, commercial establishment, or other place of public accommodation subject to Executive Order 2020-02 to violate such executive order, shall be subject to the penalties set forth in Title 8, Tulsa Revised Ordinances, Chapter 3, Section 300, which states, in full, as follows:

Any person violating the provisions of this title or of an Executive Order issued pursuant to it shall be guilty of an offense, and upon conviction thereof, shall be punished by imprisonment in the City jail for a period not to exceed ninety (90) days and/or by a fine of not more than One Hundred Dollars (\$100.00), excluding costs.

This Executive Order shall take effect as of 11:59 p.m., Saturday, March 28, 2020, and continue until 11:59 p.m., Thursday, April 16, 2020, provided that this Order may be rescinded or extended prior to said date and time if assessment of the pandemic so warrants.

On April 1, 2020, Mayor Bynum issued EO 2020-05 which extended previous Executive Orders until at least April 30, 2020.

Enforcement of Emergency Restrictions

Tulsa Police officers are authorized to take enforcement action on violations of the Mayor's Executive Action (*see instructions below*). Any citizen actions outside of the parameters of the cumulative EOs listed above will fall under the Governor's State Executive Orders and should be referred to the OSBI or OHP. Actions to be taken by TPD:

- Violation of the Executive Order is not a valid reason for a traffic stop or individual ped check.
- Officers that observe congregation of groups of individuals may contact them to investigate a possible violation of the Executive Order.
- PSC will dispatch calls for service for suspected violations of the Mayor's EO.
- Officers will investigate by contacting (using appropriate social distancing and PPE).
- If a violation has occurred, officer will use their discretion and may issue a citation, as follows:
 - Crime citation – Title 8, Section 202, Paragraph G “Exceeding Shelter in Place in Violation of Executive Order”
 - \$100 fine (NOT “Book to Court”)
 - Place facts on the face of the ticket or in the arrest PC Affidavit showing HOW these persons are violating the Mayor's Order, e.g., “gathering in public while not on essential business”, etc.
 - Any citation must be accompanied by a TRACIS report, listing the following elements of the crime:
 - Person(s) involved
 - Location
 - “That an Exec Order (2020-01 through 2020-04) exists after a proclamation of an emergency has been declared”
 - That the emergency order prohibits a designated behavior (describe – leaving a home for reasons other than allowed)
 - That knowing such behavior has been barred by Exec Order (officers should initially advise the citizen of the Executive Order's shelter-in-place requirement, and ask the person to voluntarily comply in case the person is unaware of the Mayor's Order)
 - That the person refused to comply with the executive order (e.g., even after being made aware by the officer, the person would not leave the store).

Please document any contacts with businesses or individuals pertaining to this order in an e-mail to TPDIMT@cityoftulsa.org. Explain in the e-mail whether a warning was given, citation issued, or arrest made, and provide citation/arrest numbers if applicable. **Provide the TRACIS number if a report was completed.** The purpose of this documentation is to track offenders so that Working in Neighborhoods (WIN) can take enforcement action on locations refusing to comply with the Mayor's orders.

Arrest Procedures

The Tulsa Municipal Jail and David L. Moss asked that officers not arrest individuals for warrants without open charges that involved a “threat to the community”.

Officers entering David L. Moss locations other than the booking area will have their temperature checked at the door. All prisoners will also have their temperatures checked. All prisoners will automatically be placed into 14-day quarantine to protect the overall jail population.

Osage County Jail has restricted their acceptance of prisoners to arrests related to “sex offenses, domestic violence, homicide and other violent crimes listed in Title 57 Section 571”. Arrestees with warrants other than Fail to Pay and Fail to Appear are also accepted.

When a PTV (Prisoner Transport Vehicle) is available, officers should utilize the divisional PTV (or other vehicle designated by the Division) for prisoner transport. Following prisoner transport, the transport vehicle is to be decontaminated using the divisional decontamination unit.

Court

City of Tulsa Municipal Courts have been closed through at least April 30, 2020. Court dates will be adjusted 60 days beyond the regularly-scheduled court date.

Tulsa County Juvenile Division dockets have been closed through May 15, 2020, with some exceptions. The District Court of Tulsa County closed all judicial courts and offices through May 15, 2020. Additional measures were put in place addressing Preliminary Hearings for in-custody felony defendants through May 15, 2020. All jury trials have been postponed until May 18, 2020 at the earliest.

Emergency Temporary Protective Order

COVID-19 measures resulted in the closure of the Family Safety Center to the public, leaving victims unable to access the office. This causes a temporary change in the way officers will handle EPO's in the field. All EPO's will be approved by phone 24/7 until further notice.

During the hours of 0800-2000 officers will call Judge B. Hiddle at 918-596-4547. Anytime outside those hours the officer will call the on-call Judge through Dispatch-Service Side.

Judge Hiddle or the on-call judge will provide the officer with a court date 30 days out from the date of occurrence. Officers must mark through the verbiage “next business day” on the EPO and write in the 30-day court date that the Judge provides.

If a victim has questions, he/she may call the Family Safety Center at 918-742-7480 as they will be staffed however not open to the public.

Overtime Related to COVID-19

Overtime slips related to COVID-19 Operations need to be marked as “COVID-19” and sent to your Divisional Timekeeper as well as the TPDIMT@cityoftulsa.org e-mail address so the OT can be properly tracked.

Overtime related to COVID-19 response must be taken as Pay and not Comp Time.

Ride-alongs

All ride-alongs are cancelled until further notice.

Gyms

All Divisional Gyms are closed until further notice.

Visiting City Facilities

Employees should avoid visiting city facilities at this time unless necessary. If business can be handled by phone or e-mail, employees should utilize those methods of communication.

The 911 Public Safety Center is not allowing any visitors. Personnel should enter the Center only for essential business until further notice.

ISD Records closed on Saturday, 28 March 2020, until further notice. Civilian employees will work from home remotely to limit exposure. We will continue our services to the Officers via radio communication (12K). Officers are Court Clerks and will sign the Municipal Criminal Information for each other in the jail booking area as usual. Officers reporting auto thefts, auto theft recovery, missing persons, domestic violence, stolen trailers, and stolen guns, etc. will notify ISD Records via the Radio and the Clerk will direct them to a phone number to call and provide the required information. Officers making Will-file arrest are reminded that 3rd party will-file witnesses aren't allowed in the jail. Officers will have to have the witnesses sign outside of the jail environment.

Tulsa Sobering Center

The Tulsa Sobering Center re-opened on Thursday 4/16 at 0800.

COVID-19 procedures for the Center:

- Officers/dispatch should call 918-664-4742 prior to arrival. Upon arrival the citizen's temperature will be taken outside the entry door. If it is above 100.4 they will not be accepted.
- The citizen will be given the breathalyzer outside the entry door.
- Officer should search the citizen and remove all loose items, contraband, belt and shoes outside the entry door.
- If the officer has to go inside the TSC they will be required to have their temperature taken by the TSC staff.

Please utilize the TSC according to policy.

Training

Mandatory In-Service Training (MIST) has been postponed until the week of May 4, 2020. Administrative Lieutenants will work with the Training Division to reschedule those affected. Continue to monitor per your email as well updates from the Academy.

All Specialty team training has been cancelled until further notice. Team Commanders will pass along information regarding future training as needed.

Police Academy

Class 117 Graduated April 9th, 2020. The class's graduation ceremony will be scheduled at a later date. OIT Training is ongoing.

Class 118 continues their Academy training.

Class 119 start is delayed until Sept 2020.

Recruiting for future classes has been affected, with career fairs and recruiting events across the country being cancelled. Multiple written test dates have been missed due to COVID-19 protocols, and recent SOA's have been conducted via video conference.

Reassignment of Personnel

Mayor Bynum's Emergency Proclamation has resulted in the need for the temporary assignment of some sworn personnel in order to fulfill the mission of the Tulsa Police Department. IMT members have been activated and many are assigned to work within the EOC and the Command Post, with some working remotely. Additional resources across the Department are being reallocated to address the evolving challenges brought on by this incident.

Any reassignment or special assignment needs to be evaluated for the possibility of being conducted remotely.

Effective March 31, 2020, Chief Franklin has authorized the use of all on-duty officers in the patrol divisions to provide coverage for minimum manning levels. This will mean that if one side of town drops below minimum manning, that side of town is authorized to contact the other patrol divisions to have an officer re-deployed to the side/shift that is below.

Do not hire back officers unless there are no available bodies to cover minimum manning citywide. This will allow for Operations to continue to provide quality service to its citizens.

The need for additional reassignment is being constantly evaluated. Reassigned personnel are intended to be returned to their regular assignment upon conclusion of the event.

Travel Guidelines

Under THD guidance, Tulsa County residents traveling domestically or internationally should monitor their health and practice social distancing for 14 days after returning from travel. Travelers who are sick with fever, cough or have trouble breathing should stay home and call ahead before seeking medical care. Employees are to call City Medical at 918-596-7075 prior to returning to work post-travel if any of the below situations apply:

- If your travel took you out of the country or if you took a cruise
- If you traveled domestically through an international airport hub
- If you traveled by car and visited an area with community spread of COVID-19
- If you did not travel, but a member of your household traveled and they have a fever or are showing respiratory illness symptoms

Mayor Bynum has issued an order freezing all work-related travel for employees.

Promotions

Promotions will take place utilizing active lists until they expire. The Lieutenant's list expired on April 1st, 2020, and the Lieutenant's promotional exam process has been placed on hold. The written exam has been tentatively rescheduled for July 15, 2020 if the situation allows. Promotions to other ranks will continue based on existing lists.

Employee Wellness and Support

The Department recognizes the heavy stress and burdens being placed on its officers in these trying times and invites employees (and family members where applicable) to reach out to one of our available support services. Members of the Tulsa Police Peer 2 Peer Support Team are available to assist with their resources, or to provide an outlet for those seeking someone to talk to. Contact Peer 2 Peer Coordinator Lori Visser at lvisser@cityoftulsa.org or any Peer 2 Peer member for assistance. The Peer 2 Peer Roster can be located on the TPD iNet under TPD Resources.

First Responder Support Services (FRSS), led by Dana Mugavero, continues to offer support to officers and their families throughout these times via Telehealth video conference. Contact FRSS at 918-749-0034 to schedule an appointment.

Telemedicine

CareATC has changed their telemedicine provider to WellVia. WellVia offers video teleconferencing directly with physicians 24/7 with no co-pay required. This is an alternative to visiting a doctor's office for in-person consultations in this time of social distancing. To see if your selected insurance plan offers this benefit check the Benefitcloud smartphone app or contact Rooney Insurance at 918-878-3373.

You must register before using this service. To register, go to the telemedicine link on the CareATC app or call 1-877-230-9404. It is best to pre-register before you or someone in your family becomes ill so that when you need the service it's already available.

CareATC

CareATC has provided guidelines regarding appointments and patient care during the COVID-19 pandemic. Walk-in appointments have been temporarily suspended until further notice. If you're wishing to be seen at a CareATC clinic you must call 1-800-993-8244 to schedule a virtual appointment.

Emergency Order of Detentions (EOD's)

No changes to the EOD procedure have been made to date. Out-of-town transports for TCBH and Crisis Care Center are continuing at this time. Destination facilities may require a temperature check of officers/patients prior to entering the building. Future changes to our EOD procedure will be documented here.

COPES can now triage people on the phone and determine if they need telehealth. This is a good option for people who do not clearly meet EOD criteria. COPES will not provide a mobile response but is still available.

TPD Range

The range is on limited access until further notice. A range officer will be at the range or on-call for emergency repairs of needed equipment, Taser issues, retirement check out, etc.

If a range service is needed, call first (918-591-4540; if no answer, call Lt. Hoehner at 918-230-6172). The range will not be open for shooting monthly ammunition. Contact Lt. Hoehner or any of the range staff if you have any questions.

COVID-19 SANE Exam Protocol

DVIS will call the nurse on call and provide the officer's contact number to the nurse. The nurse will immediately call the officer to arrange the details of arrival. The typical time for a nurse to arrive is 15-30 minutes depending on the time of day and where the nurse lives.

- The nurse will let the officer know she is at the lower level main entrance of the Women's Health Center.
- The officer will escort the victim to the front door entrance where the victim will be screened by the nurse and placed in a mask. *If the victim is a prisoner then the officer will have to enter the Women's Health Center and escort them to the SANE room.
- Once the victim is screened and in a mask the nurse will escort the victim to the exam area and perform the exam.
- After the exam the nurse will contact the officer to meet her at the lower entrance to transport the victim home and collect evidence.

Main Garage/Body Shop/Radio Shop Restrictions

EMD and Radio Shop management has set up barricades or safety chains blocking access to their shop work areas as a safety precaution to prevent contamination or exposure to the COVID-19 Virus. EMD and the Radio Shop are fully committed to continued support of TPD during this national crisis, however, they do not have replacement personnel to fill-in should any of the tech's, mechanics, or service writers become ill because of this virus. For this reason, they ask that: **TPD Personnel refrain from entering their work areas without authorization.**

This is for our safety as well as theirs. Several of their personnel have become ill and are symptomatic (but not confirmed) for the COVID-19 Virus. The barricades have been strategically placed allowing TPD Officers to pick up and drop off TPD Vehicles via the service writer's windows. Please do not walk past their barricades without invitation from shop personnel.

Attended/Unattended Death Response

DOA's will be call-coordinated on-scene with TPD and TFD. If there is no reason to believe there is foul-play involved, TFD will send one EMT/Paramedic wearing full PPE into the residence to pronounce the victim. If an officer is needed to enter the residence, they are to don a Tyvek suit (as available), mask, gloves, and eye protection prior to entering any residence or enclosed space with the victim. When the investigation concludes, officers are to dispose of their PPE and decontaminate as needed.

Officers can obtain required PPE from their respective divisions or from TFD as available

If an officer must don full PPE and enter the residence, be sure this is documented in the narrative of the TRACIS report for the incident. Calling the MMG or completing a Possible Exposure to Communicable Disease report is not necessary unless other factors exist, such as failure of PPE or a possible accidental exposure during the decontamination process.

Police Legal Advisor Access and Furloughs

Due to the non-sworn furlough days that are starting May 3rd, which includes Becky Johnson, Police Legal has issued some guidelines to be followed for all TPD Sworn until the furlough period ends.

1. Patrol officers and sergeants who have legal questions need to send the questions through their chain of command rather than directly to Legal during the furlough period. If the chain of command cannot answer the question and/or believes a legal opinion is necessary, a Captain or above can send the question to Legal to obtain a legal opinion.
 - This applies to ISD as well. ORA and subpoena questions and issues need to first go through the chain of command before the questions are sent to Legal.

- Subpoenas that need a motion to quash will need to be sent to legal in a timely fashion, preferably 48 hours before the records are due so that Legal will have time to draft a motion to quash; sometimes Legal receives them the day before the records are due, and may not be able to respond to the subpoena if they are on furlough hours.
2. For those who need legal review of a plan or any type of document (e.g., SRT operations plans etc.) where the review needs to be completed for a Friday, Saturday, or Sunday event or an early Monday morning event, the plan needs to be sent to Legal by Thursday at noon if at all possible so that it can reviewed before Legal hits the 36-hour mark. Sometimes these plans go to Legal on Friday afternoon which may result in them not being reviewed in time for the event if Legal is on furlough hours.
 3. Legal will no longer respond to officer-involved shooting scenes and should not be contacted by Dispatch at the time of the incident, nor be placed in the Everbridge call tree. Legal will review the initial report from IA and contact Homicide to follow up with any issues the next business day (or on Sunday when the new work week hours begin).

General Officer Awareness

- Saint Francis Hospital located at 6161 S. Yale Ave. has advised they are housing COVID-19 patients in the Pediatric portion of the main E.R. entrance (upon entering the main E.R. entrance, Pediatrics is to the right). Officers should avoid this area and speak with Security if attempting to locate a patient.

Additional Resources

City of Tulsa COVID-19 website: <https://www.cityoftulsa.org/vitalinfo>

Disaster Stress Relief Hotline: 1-800-985-5990

If you're performing functions related to the COVID-19 Response, please complete a daily Critical Incident Worksheet (available on the iNET and doc library) and forward the completed worksheet to TPDIMIT@cityoftulsa.org. Be sure to document your vehicle mileage and run (idle) time, any equipment or resources used and your time on the call (even if not OT) during these functions.

Questions or concerns not addressed in these protocols can be directed to TPDIMIT@cityoftulsa.org