



Alexandria Police Department
Directive 13.00A



PANDEMIC RESPONSE (COVID-19)

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13.00A.01 POLICY/PURPOSE

It is the policy of this Department to ensure crucial law enforcement services are not unreasonably disrupted and employees are provided with the means to prevent or mitigate the spread of infection.

The purpose of this Directive is to encapsulate departmental policies, procedures and practices identified for necessary modification during the coronavirus COVID-19 response.

13.00A.02 DEFINITIONS

Influenza – Referred to as the flu, an acute infectious viral disease marked by inflammation of the respiratory tract, fever, muscular pain, and bowel irritation. Isolation: Separation of infected persons from those who are not infected.

Pandemic Influenza – Occurs when a new influenza virus emerges for which there is little or no immunity among humans, begins to cause serious illness, and then spreads easily from person to person worldwide.

Coronavirus – any of various RNA-containing spherical viruses of the family Coronaviridae, including several that cause acute respiratory illnesses.

COVID-19 – a highly infectious respiratory disease caused by a new coronavirus. The disease was discovered in China in December 2019 and has since spread around the world.

Isolation – the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

Quarantine – Legally enforceable order that restricts movement into or out of the area of quarantine of one person, a large group of people, or community; designed to reduce the likelihood of transmission of contagious disease among persons in and to persons outside the affected area.

Police Department Operations Center – the base of Department operations during the coronavirus COVID-19 response. It may be located in the Department's established offices that are used during regular operations.

13.00A.03 RESPONSIBILITIES

The Police Department Operations Center (PDOC) was activated by the commander of the Emergency Readiness and Operations Planning Division at the direction of the Chief of Police. A purpose of the PDOC is to hold frequent command staff briefings that address:

- Weekly command staff availability
- Activity schedule (e.g., food distributions, other planned COVID-19 related issues)
- Intelligence
- Personnel needs
- Equipment needs and supplies
- Public affairs and external communication

- Other operational/planning issues
- Other related issues

The PDOC coordinator will ensure daily COVID-19 Situational Awareness Bulletins are distributed to Police Staff via email.

It is the responsibility of all employees to act in accordance with all policies and procedures addressed within these bulletins.

13.00A.04 PREVENTIVE HEALTH MEASURES

Employees should follow the preventive health measures recommended by The Center for Disease Control (CDC):

- Wash your hands often by rubbing them together with soap and water for at least 20 seconds
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol
- Avoid touching your eyes, nose and mouth with unwashed hands
- Maintain six feet of personal space whenever possible
- Stay home when you are sick. Avoid close contact with people who are sick.
- Cough and sneeze into your elbow, not your hand. Alternatively, cough or sneeze into a tissue, then throw the tissue in the trash and wash your hands.
- Clean and disinfect frequently touched objects and surfaces
- Employees have the option to wear a cloth face covering. This practice is approved by the Chief of Police and is encouraged for those who interact with the public. Face coverings should be made with solid color material (no prints/patterns, balaclavas or ski masks).

13.00A.05 PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) kits will be distributed to sworn personnel. Below is the policy guidance for the use and disposal of the PPE for all personnel.

This policy is based upon CDC guidelines for law enforcement officers in the field. This policy will allow us to protect those who may come into contact with COVID-19 and to maintain an adequate supply for future use.

- The following general protocols remain in place:
- If possible, maintain a distance of at least 6 feet. Consider moving interactions with the public to the outdoors or to larger spaces.
- Practice proper hand hygiene. Wash your hands with soap and water for at least 20 seconds. 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.
- Do not touch your face with unwashed hands.
- Have a trained Firefighter/EMT assess and transport anyone you think might have COVID-19 to healthcare facility.

Barring exigent circumstances, Personal Protective Equipment (PPE) should be worn when:

Information from DECC or otherwise obtained indicates a person the officer will likely have close contact with:

- 1) Has symptoms consistent with COVID-19 (fever, shortness of breath and/or cough), or
- 2) Has traveled in the last 14 days from an area where a COVID-19 widespread community outbreak has occurred, or
- 3) They have received a positive test result for COVID-19

Prior to donning PPE, officers should notify their Sergeant.

Upon notification, Sergeants will consider:

- 1) Whether officers need to be on scene to resolve the call for service and
- 2) Whether other steps will mitigate the risk eliminating the need for PPE

For purposes of this policy, PPE shall consist of goggle, N95 mask, disposable gloves and gown (when tactically sound).

N95 masks are reusable with no direct contact and should be returned to the PPE kit for reuse.

PPE deployed with close contact with a confirmed or suspected COVID-19 subject, should be disposed of as follows:

- Remove and place in the plastic bag found in the kit: mask, gloves, gown and booties(if used).
- Goggles can be cleaned with disinfecting wipe or spray and returned to service.
- Dispose of bag at Headquarters.

Duty items such as leather gear, boots, etc. can be cleaned with disinfectant and returned to service.

Officers should have a complete spare uniform available at Headquarters

13.00A.06 FLEET MAINTENANCE CONSIDERATIONS

If at any time a Police Department vehicle carries someone who is known or suspected of being COVID-19 exposed/ill, including APD employees who must self-isolate for a period of time, the vehicle involved must be taken out of service. The vehicle operator will:

- Obtain an "Out of Service" laminated sign from the flare cabinet located in the Fleet building.
- Place the sign underneath a wiper blade on the windshield and park the vehicle in front of the TCS/Fleet bays.
- Notify Fleet Management of the vehicle status and location.

Fleet Management will:

- Maintain a supply of "Out of Service" laminated signs in the flare cabinet in the Fleet building.
- Arrange for the vehicle to be thoroughly cleaned by the cleaning service vendor.
- Following cleaning, notify the affected commander(s) that the vehicle has been returned to service.

This protocol should only be applied when the transported person or assigned operator has been exposed, as measured by the COVID-19 questionnaire.

13.00A.07 EMPLOYEE TEMPERATURE SCREENING

As first responders, it is imperative that we monitor staff health to assure all

can remain on duty and in a healthy state. The screening process outlines a health screening method for our personnel and additional steps to take related to Covid-19 health screening and mitigation. As part of the Covid-19 response, **all personnel who currently work out of Headquarters or enter the building for any reason** will undergo a temperature screening at the beginning and end of each shift. The purpose of this screening is to monitor the health of our staff and to identify possible symptoms early.

Upon arrival at Police Headquarters and at the conclusion of their shift, every employee will report to the screening area in the Lower Level large conference room/roll call room, and meet with the designated screening officer(s). The screening officer(s), or designee, will obtain the employees' temperatures using a non-contact thermometer. The screening officer will take each employee's temperature by holding the thermometer towards the employee's forehead. The thermometer should be held no more than 2 inches from the forehead.

During high traffic timeframes (shift changes), supervisors for the various units may be required to assist with temperature screening. The PDOC or Watch Commander will coordinate. Two thermometers will be kept at PDOC for use by screening officer(s). When the PDOC is closed, the thermometers will be given to the Watch Commander to complete after hours screenings.

If any screening returns a temperature of **higher than 99.9 degrees Fahrenheit (37.72 degrees Celsius)**, a re-check of the temperature of the employee will be performed after two minutes, with a different thermometer. If the re-checked temperature is less than 99.9 degrees Fahrenheit, the employee will be released to return to work or, at the conclusion of their shift, released from duty.

If the employee's re-checked temperature remains higher than **99.9 degrees Fahrenheit (37.72 degrees Celsius)**, the employee *will not* be authorized to work their shift. The commander of the Emergency Readiness and Operational Planning Division (EROPD) and the Assistant Director of the Administrative Services Bureau will be notified. A determination when then be made as to whether the employee meets any criteria for COVID-19 testing. The commander of EROPD and/or the Assistant Director of the Administrative Services Bureau (or designee) will provide the employee with information on Covid-19 resources and how to quarantine or isolate at home. The Watch Commander will also be notified.

For the employee to return to work, they will need to be fever-free for a minimum of seventy-two (72) hours, without fever reducing medications.

13.00A.08 COVID-19 TESTING

In concert with the Virginia Department of Health and the Alexandria Health Department a process has been developed for first responders to be tested for COVID-19 if they

exhibit symptoms such as fever, cough, and difficulty breathing. Prior to testing, employees must obtain authorization from the commander of EROPD and/or the Assistant Director of the Administrative Services Bureau (or designee).

[REDACTED]

13.00A.09 ENFORCEMENT POSTURE AND POLICIES

The Alexandria Police Department is committed to continuing to provide services to the public during the COVID-19 pandemic. In order to limit unnecessary exposure of officers and the public to COVID-19, the Department has modified its response to certain lower priority calls for service. This direction, which provides a procedure for ensuring appropriate response to calls for service, shall remain in place until rescinded by the Chief of Police.

Due to the inherent risk factor of COVID-19 exposure when you are near others, officers should only be making an arrest when it is necessary for public safety or when mandated by State or Federal law. Officers should also practice limiting their exposure to others by conducting only those traffic stops at this time that seem necessary for public safety.

The Telephone Reporting Unit (TRU) will continue to handle the calls for service as outlined in Police Directive 10.14. When a call for service is received that does not meet TRU requirements it will be dispatched to an officer as normal. The officer will then contact the caller by phone and through the conversation determine if they need to physically meet with the caller for further investigation.

Examples are:

- Storage/shed burglaries where the suspect is either unknown or not on scene.
- Non-emergency larceny complaints where the suspect is either unknown or not on scene.

- Hit & Run (public or private property) where suspect/vehicle not on scene and no injuries.
- Burglary occurred earlier and a determination has been made that the suspect is no longer on scene.
- Identify theft or credit card frauds where the suspect is not on-scene.
- Found property complaints.
- Auto theft with no suspects.
- Destruction of property complaints where the suspect is either unknown or not on scene.

The list in this section is not, and should not be considered, an all-inclusive listing.

The following types of calls will be continued to be entered CAD but will not be dispatched by DECC. DECC will clear/cancel the call by adding Modified response due to COVID-19. This will allow both departments to track the type of calls and the amount of calls received but not dispatched.

- Private property crashes unless severe injuries.
- Noise complaints where the source is unknown and/or not creating a community-level issue.
- Abandoned autos.
- Parking complaints when PEOs are not working, except for blocked fire hydrants, driveways and handicapped.
- Wildlife sightings.
- Animal calls (barking dogs, running loose) without injuries when ACOs are not working.
- Civil disputes where violence is not indicated.
- Suspicious Persons/Cars that have left the scene and without clear criminal potential.
- Drug Complaints with unknown source and caller refused.

All COVID-19 related calls for service must be entered CAD to allow tracking. It will continue to be the Watch Commander or Patrol Sergeant's discretion on how to handle the call once it is entered.

Examples:

- People in a fenced City park.
- 10 or more people gathered.

Drunk in Public Diversion Program:

The DIP Diversion Program has been temporarily suspended. Police officers will continue using their discretion when resolving all DIP situations. Options include having the person transported home or to a safe location by cab, friend or family member; or transporting the person to the Adult Detention Center (ADC). When determined appropriate to transport the person to the ADC, officers do not need to stop at Detox to get a "denial slip."

Parking Restrictions/Operational Status of Parking Enforcement:

The following are a list of the suspended parking restrictions:

- Time restrictions in residential parking permit zones, whether a permit is present. (Signs in these zones include the language "residential permit exempt.")
- Weekend time restrictions and meter fees on blocks with pay stations. (Time restrictions and meter fees on blocks with pay stations will continue to be enforced on weekdays.) PEO's will continue this enforcement during the weekdays.
- Time restrictions for street sweeping. (Signs pertaining to these restrictions prohibit parking during a one-hour window on a particular day of the week.)
- The prohibition against parking on the street for more than 72 hours.

These restrictions will reduce the staffing need for Parking Enforcement Officers in the City. With this reduction and to limit the Parking Enforcement Officers exposure to COVID-19, we have reduced the staffing level of Parking Enforcement Officers to two officers per shift for daylights and two officers for evenings. There will be no midnight PEO coverage.

The Commander of the unit will have the Parking Enforcement Officers on a rotating schedule and teleworking when they are not working the streets.

13.00A.10 ENFORCEMENT OF EXECUTIVE ORDERS

Executive Order #53:

On March 23, 2020 Virginia Governor Ralph Northam issued Executive Order #53. It is effective through April 23, 2020 unless amended or rescinded. This order placed temporary restrictions on restaurants, recreational, entertainment, gatherings, non-essential retail businesses, and closure of K-12 schools due to the novel coronavirus (COVID-19). The Department's enforcement policy is as follows:

- A. Governor's Order – "10 person rule"
- B. The following is a Class 1 Misdemeanor:
 - I. Public or private in-person gatherings of 10 or more
 - a. Includes private homes
 - b. Employment settings are not "gatherings"
 - II. Failure to close dining/congregation areas in restaurants, food courts, breweries and farm markets
 - a. Delivery and take-out operations are permissible
 - III. Failure to close all recreational and entertainment businesses
 - IV. Failure to close non-essential retail businesses if they cannot adhere to 10 patron limit with proper social distancing (6 feet apart)
- C. Specifically excluded from 10 person and social distancing limits:
 - a. Grocery stores, pharmacies and stores that sell food and beverages
 - b. Medical, laboratory, and vision supply
 - c. Retailers that sell or service cell phones, computers, tablets or other communication technologies
 - d. Auto parts, tire retailers and auto repair facilities
 - e. Home improvement, hardware and building supply stores
 - f. Lawn and garden equipment retailers
 - g. Beer, wine and liquor stores
 - h. Retail functions of gas stations and convenience stores
 - i. Retail inside healthcare facilities
 - j. Banks
 - k. Banks
 - l. Pet stores
 - m. Printing and office supply stores
 - n. Laundromats and dry cleaners

- o. Businesses offering professional services – doctors, dentists, lawyers, engineers
- D. Charging violations
 - VUS Code: 44-146.17 (EO-53) – Class 1 Misdemeanor
 - Can charge patrons, operators, employees or the business itself (the Commonwealth’s Attorney opines that charging the business may be the best option).
 - 19.2-76 describes how to serve a business with summons
- E. Enforcement Posture
 - a. Recommendation: Avoid using criminal sanction except as last resort to gain compliance
 - b. Voluntary Compliance, if it can be achieved, will meet the goals of the Governor’s Order and have least strain on Department resources

Executive Order #55:

On March 30, 2020 Virginia Governor Ralph Northam issued Executive Order #55. It shall remain in full force and in effect until June 10, 2020 unless amended or rescinded. This order compelled individuals in Virginia to remain at their residence and may leave their residences only for certain purposes.

- A. Builds upon Executive Order #53
- B. “Stay at home” / travel restrictions
 - I. No criminal sanction
 - II. Cannot be used as a purpose for investigative detention or stop
- C. Reinforces the ban on public or private gatherings of more than 10 individuals
 - I. Exceptions
 - a. Businesses not required to close to the public under Executive Order #53
 - b. Gatherings of family members living in the same residence
- D. Charging violations
 - I. VUS Code: 44-146.17 (EO-55) – Class 1 Misdemeanor
- E. Enforcement Posture (same as Executive Order #53)
 - I. Recommendation: Avoid using criminal sanction except as a last resort to gain compliance,
 - II. Voluntary compliance, if it can be achieved, will meet the goals of the Governor’s Order and have the least strain on Department resources.

Public Park Closure:

- A. City Manager’s Order

B. Closings:

1. Recreation, nature and art centers
2. Playgrounds
3. Fenced fields
4. Fenced basketball and tennis courts
5. Fenced dog parks
6. Park amenities – restrooms and parking lots

C. Open: unfenced parks, trails and fields

D. Charging violations

1. City Code 6-1-1 (Class 4 Misdemeanor)
2. ***A sign at the park indicating closure is required for enforcement

E. Enforcement Posture

1. Recommendation: Avoid using criminal sanction except as a last resort to gain compliance
2. Voluntary compliance, if it can be achieved, will meet the goals of the City Manager's Order and have the least strain on Department resources.

Quarantine/Isolation Orders:

A. State Commissioner of Health issues the Order

1. Person refuses to voluntarily isolate or quarantine

B. Can be directed at an individual or an affected area

C. Must use "least restrictive environment that can provide any required health care"

D. Can order individuals to remain in residence, remain in another place or to report to a place designated by the commissioner

E. Delivery of Order

1. Health Department, Police Department or Sheriff's Department

F. Police can "arrest or detain" if

1. The individual is identified as in violation of the order or
2. Probable cause exists that may fail or refuse to comply with the order

G. Charging violations

1. 32.1-48.014(a) – Class 1 Misdemeanor

H. Enforcement Posture

1. Recommendation: use arrest (or threat of arrest) to gain compliance – these are individuals who would not voluntarily isolate/quarantine

2. Patrol to handle individuals (use issued PPE)
 3. Consider “arrest team” response in area quarantine scenario
 - a. CDU personnel have required equipment and training
 1. Additional PPE – Tyvek suits (in stock), Avon masks
- I. Detention
1. May have to detain for long periods outside jail setting
 2. May be tasked with set up of perimeters or checkpoints in area scenario

13.00A.11 OFF DUTY / EXTRA DUTY DETAILS

With the Governor's Order to stay at home and maintain social distancing, many of the Off/Extra Duty Details have been suspended by the businesses making the request. However, since some Off/Extra Duty Details are still in operation within the city, so it is imperative that we establish some guidelines to ensure we limit our exposure to the COVID-19 virus.

First, please ensure that the proper paperwork for the detail has been submitted and approved by the Chief of Police. When working an approved detail, you must log in on your MDB with the appropriate call sign.

All social distancing requirements must be maintained when working the detail. Stay at least 6 feet from others and stay out of crowded places. PPE gear should be used in the event you must encounter a person with possible COVID-19 exposure. If you need to use the PPE gear, please follow the guidelines that have been established.

If you are working a detail where the social distancing requirements cannot be maintained, you must notify the on-duty Watch Commander who will respond to the location to evaluate the situation. The Watch Commander will notify the Assistant Chief of the Field Operations Bureau of the circumstances involved with staffing the detail. A determination will be made whether to continue the detail with the appropriate procedures to limit exposure to COVID-19 or to suspend the detail until it can be staffed without the risk of exposure to the virus.

If you are a detail coordinator and have questions about these guidelines, please contact Assistant Chief Hayes directly. Our goal is to limit our exposure to COVID-19 and ensure that you are safe while carrying out your duties.

BY AUTHORITY OF:

Michael L. Brown

Chief of Police