Custody

COVID-19 Interim/Departmental Directive Framework

[Date]

To: [all members, correctional officers, telecommunicators]

From: [name of authorizing member]

[interim directive number]

Effective immediately, due to COVID-19-related operational changes, the [insert policy number and name] shall be modified as follows:

* [insert new policy language; or explain operational change by providing as much detail as needed if no policy currently exists]
* [list each change within the same policy by providing as much detail as needed]

This [interim directive] is in effect until further notice.

[Respectfully],

Agency Head

March 31, 2020

To: All Office members

From: Sheriff Smith

2020-01

Effective immediately, due to COVID-19-related operational changes, the [insert policy number and name] shall be modified as follows:

* [explain policy change by providing as much detail as needed]
* [explain policy change by providing as much detail as needed]

This interim directive is in effect until further notice.

Respectfully,

J. Smith, Sheriff

**IMPLEMENTATION GUIDANCE**

***The following information is provided to assist you as you create and implement interim directives using the framework provided and should be deleted before the interim directive is issued to agency personnel.***

ROLE AND AUTHORITY

There are several things to consider regarding your Role and Authority policies. Department administrators and labor representatives should review any employment agreements or contracts for sections related to Role and Authority. Consideration should be made to create a Memorandum of Understanding (MOU) or special directive that is specific to the current COVID-19 crisis. All parties may want to consider a sunset provision for the MOU or directive to coincide with a presidential declaration ending the national emergency.

**Organizational Structure and Responsibility**

Consider expanding your succession of command to account for unexpected absences, illnesses, or quarantines. Consider reviewing your unity of command to address reassignment to a task force or consolidation of protective services.

**Standards of Conduct**

Consider adding the use of agency position to access food, medical supplies, or household goods for personal non-work-related use related to COVID-19 supply shortages.

Consider adding failure to notify a supervisor of known exposure to COVID-19.

**Grievances**

Consider holding telephone interviews and either postponing hearings or holding them virtually. This is also a good time to review any employment agreements to ensure emergency recalls are handled appropriately.

**Personnel Complaints**

Consider changing the how personnel complaints are accepted, emphasizing the agency’s temporary preference for remote or electronic communication. Complaint forms may still be made available in the public area of the facility and accepted, but social distancing should be maintained.

**ORGANIZATION AND ADMINISTRATION**

The purpose of these interim directives is to provide guidance for the COVID-19 pandemic in accordance with actions deemed necessary to otherwise mitigate and prevent potential effects on agencies, including any necessary actions needed to obtain emergency response or aid through municipal, county, state, or federal agencies.

There are several things to consider regarding your Organization and Administration policies. Department administrators and labor representatives should review any employment agreements or contracts for sections related to Organization and Administration. Consideration should be made to create a Memorandum of Understanding (MOU) or special directive that is specific to the current COVID-19 crisis. All parties may want to consider a sunset provision for the MOU or directive to coincide with a presidential declaration ending the national emergency.

**Drug- and Alcohol-Free Workplace**

Consider proactively reaching out to service providers to determine availability, limitations, or alternatives (e.g., telehealth) and communicate any changes to members.

**Report Preparation**

Consider expanding the list of reports that may be submitted by the public via telephone or other electronic means to minimize in-person contact.

**Daily Activity Logs and Shift Reports**

Consider expanding the list of activities that must be logged to include the decontamination efforts that are being conducted throughout the shift.

**Key and Electronic Access Device Control**

Consider requiring sanitation of all keys exchanged to include proximity cards and fobs.

**News Media Relations**

Consider expanding the list of authorized members who may communicate with the media. Consider alternative means for in-person press conferences.

Consider what information will be shared with the community if one of your staff or an inmate contracts COVID-19 (personally identifying information about persons or employees who are ill or who may have been exposed to someone ill should not be released to the news media).

**Community Relations and Public Information**

Consider publishing information regarding the modified facility visitation plan and updating the information promptly when changes are made.

Consider suspending all tours of the facility.

**Vehicle Safety**

Consider instituting mandatory decontamination of commonly touched surfaces (e.g., steering wheel, computer keyboard). Consider instituting mandatory decontamination of prisoner compartment after use. When personal protective equipment (PPE) is available, consider requiring a minimum amount of PPE prior to deployment.

**Fitness for Duty**

Consider adding the requirement that members shall promptly report to a supervisor if they are experiencing symptoms, have a suspected exposure, or have tested positive for COVID-19 then immediately self-isolate.

Consider implementing voluntary temperature checks for fever using an infrared, no-touch thermometer to check all staff, including medical staff, before they report to duty.

**Staffing**

Consider the inclusion of a temporary emergency staffing deviation and/or inmate supervision if an inordinate number of staff becomes infected with COVID-19. Consider having a plan to resume normal staffing as soon as practicable.

Consider reviewing and implementing any recent legislation or executive order that may extend additional leave benefits to members who are unable to work due to COVID-19.

**Speech, Expression and Social Networking**

Consider expanding the list of authorized social media users to promptly share critical information with the community.

**Information Technology Use**

Consider instituting mandatory decontamination of shared workstations (e.g., office phone, computer keyboard, mouse) after each use.

**Communicable Diseases – Members**

Members should follow CDC guidelines including those for social distancing where practical, frequent handwashing, avoiding touching their face, and disinfecting work areas regularly.

Quarantine or isolation after exposure or infection as directed by health care professional.

Ensure all members receive training regarding COVID-19.

**Temporary Modified-Duty Assignments**

Consider giving pregnant employees the opportunity to move out of operations positions and assigned to light duty positions.

**Illness and Injury Prevention**

Consider creating a plan for critical incident stress management to address officer physical and emotional well-being.

Consider conducting additional cleaning of the intake air filters throughout the facility and additional cleaning of high-touch surfaces such as door and faucet handles.

**RECRUITMENT, SELECTION, AND TRAINING**

There are several things to consider regarding your Recruitment, Selection and Training policies. Department administrators and labor representatives should review any employment agreements or contracts for sections related to Recruitment, Selection and Training. Consideration should be made to create a Memorandum of Understanding (MOU) or special directive that is specific to the current COVID-19 crisis. All parties may want to consider a sunset provision for the MOU or directive to coincide with a presidential declaration ending the national emergency.

**Jail Training Officer**

Consider utilizing trainees in a capacity that would meet their current training phase or in areas that may need additional staffing if they are not able to continue with the training phase program.

**Recruitment and Selection**

Consider maintaining current recruitment efforts but put an emphasis on social distancing or remote communication, where applicable.

**Training**

Consider implementing training for COVID-19 response. Consider suspending non-essential training. Consider remote training options (e.g., CorrectionsOne Academy, video chat) for essential training. Consider any training requirement exemptions granted by your state certifying body.

**Firearms Training**

Consider the temporary closing of range.

**Volunteers**

Consider suspending all non-essential use of volunteers until further notice.

**Briefing Training**

Consider suspending all briefing to personnel in a group setting until further notice. To keep staff informed of officer safety against disease, briefings may be held electronically, telephonically, or on an individual basis.

**EMERGENCY PLANNING**

There are several things to consider regarding your Emergency Planning policies. The purpose of these interim directives is to provide guidance for the COVID-19 pandemic in accordance with actions deemed necessary to otherwise mitigate and prevent potential effects on agencies, including any necessary actions needed to obtain emergency response or aid through municipal, county, state, or federal agencies.

**Facility Emergencies**

Consider digitally distributing the Emergency Operations Plan so that members have access to it remotely.

Ensure that any mutual aid agreement is current for the emergency housing of inmates in case an evacuation is needed.

**Emergency Staffing**

Consider canceling scheduled and pre-approved vacations for all personnel for the duration of the emergency. All off duty members may be ordered to report for duty. Consider moving to an alternative shift rotation (e.g., eight-hour shift moving to a 12-hour shift.) Exceptions may be considered on a case-by-case basis.

**INMATE MANAGEMENT**

There are several things to consider regarding your Inmate Management policies. The purpose of these interim directives is to provide guidance for the COVID-19 pandemic in accordance with actions deemed necessary to otherwise mitigate and prevent potential effects on agencies, including any necessary actions needed to obtain emergency response or aid through municipal, county, state, or federal agencies.

**Population Management**

Consider adding to the list, at a minimum, the number of inmates who have been tested, who have tested positive, and who have been quarantined as a result of COVID-19.

**Inmate Reception**

Consider adding to the pre-booking screening protocol the scanning of all arrestees brought into the facility with an infrared, no-touch thermometer to check for fever. If the fever is in excess of 101 degrees and other symptoms of COVID-19 are present, staff shall take necessary PPE precautions and immediately notify medical staff to determine whether the arrestee should be admitted.

Consider recommendations from the Centers for Disease Control and Prevention (CDC) to not shake out clothing. If the property owner is suspected of having COVID-19, use PPE and biohazard bagging of property.

Consider implementing social distancing protocols in the booking area and an immediate 14-day quarantine of all new arrestees before transitioning into general population, if practicable.

**Inmate Handbook and Orientation**

Consider implementing social distancing protocols during orientation for inmates. In addition to the normal orientation provided to inmates, provide a basic information sheet about precautions that the facility is taking regarding COVID-19, including social distancing practices.

Consider translating additional forms and signage for those with limited English proficiency.

**Management of Weapons and Control Devices**

Consider instituting mandatory decontamination of shared devices (e.g., firearms, shotguns, impact weapons) after deployment and of electronic control devices before shift exchanges and reissues.

**Inmate Classification**

Consider having containment areas/housing units available for the initial classification of new arrestees for monitoring in a quarantine environment for at least 14 days.

Consider the possibility that a general population inmate may begin to show symptoms of COVID-19. After medical assessment, the inmate would need to be managed according to the communicable disease isolation procedures pending the outcome of medical testing. The inmates in that housing unit should be placed on quarantine and monitored pending the results of the test. If the test is positive for COVID-19, the inmates in that housing unit would remain on a mandatory 14-day quarantine and monitored appropriately.

Consider proactively separating elderly inmates and other inmates at high risk of severe illness from COVID-19 from the general population.

**Control of Inmate Movement**

Consider restricting unnecessary movement within or outside the facility.

**Use of Restraints**

Consider instituting mandatory decontamination of any restraint (e.g., handcuffs, leg restraints, restraint chair) after each use.

**Use of Electronic Restraints**

Consider instituting mandatory decontamination procedures after use.

**Searches**

Consider implementing PPE protocols for searches.

Consider recommendations from the Centers for Disease Control and Prevention (CDC) to not shake out clothing. If the property owner is suspected of having COVID-19, use PPE and biohazard bagging of property.

**Canines**

Consider suspending public canine presentations. If a canine handler or a household member is suspected of having or confirmed to have COVID-19, refer to the CDC website for current guidelines because this is an evolving topic (<https://www.cdc.gov/coronavirus/2019-ncov/prepare/animals.html>). Consider making accommodations for social distancing for training purposes to include use of an outdoor space and limiting the number of simultaneous training attendees.

**Staff and Inmate Contact**

Consider implementing member training for COVID-19, emphasizing social distancing and sanitation protocols.

**Transportation of Inmates Outside the Secure Facility**

Consider when transporting an inmate suspected of having COVID-19, members don PPE and outfit any inmate suspected of having COVID-19 with PPE prior to transport. Mandatory disinfection of vehicles after each transport should be implemented.

**Biological Samples**

Consider temporarily suspending the collection process, if legally authorized. Consider training and equipping all members who perform collections to follow CDC guidelines regarding PPE.

**End of Term Release**

Consider convening a group of criminal justice stakeholders to work in coordination with the chief judge of the county for the release of non-violent inmates (e.g., civil and pre-trial detainees, misdemeanants, those on work release or education release, and other non-violent offenders) and those with serious health conditions to mitigate the potential transmission of COVID-19.

**Reporting In-Custody Deaths**

Report any in-custody deaths related to COVID-19 in accordance with the CDC guidelines.

**INMATE DUE PROCESS**

There are several things to consider regarding your Inmate Due Process policies. The purpose of these interim directives is to provide guidance for the COVID-19 pandemic in accordance with actions deemed necessary to otherwise mitigate and prevent potential effects on agencies, including any necessary actions needed to obtain emergency response or aid through municipal, county, state, or federal agencies.

**Disciplinary Detention**

Consider reviewing all disciplinary detention cases and modifying housing assignments and/or sanctions if a need exists for isolation cells.

**Inmates with Disabilities**

Consider limiting in-person use of third-party interpreters by utilizing remote services. Consider providing additional auxiliary aids.

**Inmate Access to Courts and Counsel**

Consider making arrangements with the local Bar Association to limit attorney contact with inmates. Non-contact visits or video visitation (if available) should be encouraged. Video court appearances, if not already in place, should be implemented.

**Grooming**

Consider suspending grooming services that are not provided within the housing unit and instituting mandatory disinfection of all shared grooming supplies after use.

**MEDICAL/MENTAL HEALTH**

There are several things to consider regarding your Medical/Mental Health policies. Department administrators and labor representatives should review any employment agreements or contracts for sections related to Medical/Mental Health. Consideration should be made to create a Memorandum of Understanding (MOU) or special directive that is specific to the current COVID-19 crisis. All parties may want to consider a sunset provision for the MOU or directive to coincide with a presidential declaration ending the national emergency.

**Inmate Screening and Evaluations**

Consider establishing express guidelines regarding the extent of COVID-19 exposure and symptoms that amount to a disqualifying condition for admission to the facility.

Consider implementing a more detailed screening procedure to identify high risk, medium risk, low risk, and no identified risk of COVID-19 infection. The screening should include whether the inmate has tested positive for COVID-19, has a history of travel from an affected geographic area (including within the United States), has had contact with an individual who has tested positive for COVID-19 and the extent of the contact, and if the inmate is having an unexplained fever with lower respiratory symptoms. Consider adopting a procedure that calls for isolation of an inmate who refuses to complete an initial medical screening.

**Availability and Standards of Care**

Consider coordinating with the responsible physician to suspend any external or internal elective procedures until further notice.

Consider implementing medical and mental health visits within the housing area using privacy screens.

Consider when transporting an inmate suspected of having COVID-19, members don PPE and outfit any inmate suspected of having COVID-19 with PPE prior to transport. Mandatory disinfection of vehicles after each transport should be implemented. Consider notifying Emergency Medical Services and/or health care provider that the inmate may be suspected of having COVID-19.

**Release, Transfers and Continued Care**

Consider suspending non-urgent transfers of inmates to other facilities or organizations.

Consider implementing protocols regarding the release of an individual who is quarantined, to include a notification to the appropriate Department of Health and the provision of an information sheet of self-isolation procedures. The information sheet should include contact information for the municipal, county, and state health departments.

**Communicable Diseases – Inmates**

Consider adopting specific protocols established by the responsible physician related to isolating inmates who have tested positive for COVID-19. Consider quarantining inmates remaining in the unit; then coordinate with the responsible physician to monitor them for signs and symptoms of COVID-19 for 14 days.

**Informed Consent and Refusals**

Consider adopting a procedure that calls for isolation of an inmate who refuses to complete a medical screening.

**ENVIRONMENTAL HEALTH**

There are several things to consider regarding your Environmental Health policies. The purpose of these interim directives is to provide guidance for the COVID-19 pandemic in accordance with actions deemed necessary to otherwise mitigate and prevent potential effects on agencies, including any necessary actions needed to obtain emergency response or aid through municipal, county, state, or federal agencies.

**Hazardous Waste and Sewage Disposal**

Consider following CDC guidelines for the storage and removal of used PPE related to COVID-19.

**Housekeeping and Maintenance**

Consider adopting CDC recommendations related to the sanitation of facilities. Consider authorizing additional hand sanitizing stations and additional cleaning supplies inside the inmate housing units and member-occupied areas.

Consider adopting an enhanced plan for sanitation of the facility.

**Inmate Hygiene**

Consider increasing the laundry schedules with applicable precautions for suspected COVID-19 infected inmates.

Consider educating inmates about how COVID-19 is transmitted. Provide resources and education related to proper personal hygiene protocols.

Consider increasing availability of showers, especially for inmate workers assigned to sanitation duties.

**FOOD SERVICES**

There are several things to consider regarding your Food Services policies. The purpose of these interim directives is to provide guidance for the COVID-19 pandemic in accordance with actions deemed necessary to otherwise mitigate and prevent potential effects on agencies, including any necessary actions needed to obtain emergency response or aid through municipal, county, state, or federal agencies.

**Food Services**

Consider a modified meal service procedure that includes alternative or disposable meals.

Consider implementing social distancing protocols for meal service, which may include feeding inmates in their cells instead of in common areas or dining rooms.

Consider enhancing the food supply on hand from a seven-day supply to a 14-day supply.

**Food Services Workers’ Health, Safety, and Supervision**

Consider implementing enhanced COVID-19 medical screening for all food handlers and conducting a daily temperature check on all food services workers prior to entering the food services area.

**Food Preparation Area**

Consider the use of appropriate PPE and enhanced sanitation, cleaning, and disinfecting procedures for all food preparation areas.

**INMATE PROGRAMS**

There are several things to consider regarding your Inmate Programs policies. The purpose of these interim directives is to provide guidance for the COVID-19 pandemic in accordance with actions deemed necessary to otherwise mitigate and prevent potential effects on agencies, including any necessary actions needed to obtain emergency response or aid through municipal, county, state, or federal agencies.

**Inmate Programs and Services**

Consider conducting any programs with appropriate social distancing, hygiene, and sanitation protocols. Consider restricting programs to inmates who live within the same housing unit/area.

**Inmate Exercise and Recreation**

Consider temporarily limiting or restricting inmate exercise. Apply social distancing protocols and avoid co-mingling inmates who are housed in a different unit/area.

Consider temporarily limiting or restricting inmate recreational time. Apply social distancing protocols and avoid co-mingling inmates who are housed in a different unit/area.

**Inmate Commissary Services**

Consider alternative means of commissary delivery adhering to current CDC Guidelines.

**Inmate Telephone Access**

Consider enhancing inmate telephone access times and call durations to facilitate contact between inmates, family members, and loved ones if outside visiting is suspended.

**Inmate Visitation**

Consider suspending all forms of visitation and use options such as video visitation or virtual visitation.

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**Therapeutic Community Treatment**

Consider temporary suspension of therapy programs if the sessions involve outside therapists or other facilitators moving in and out of secure perimeters. Consider using video visitation or virtual sessions.

**Work Release Program**

Consider temporarily suspending the work release program until further notice.

**Inmate Work Program**

Consider suspending community service programs.

**Religious Services**

Consider suspending religious services that involve outside clergy and volunteers coming to the facility. Conduct any internal services with appropriate social distancing, hygiene, and sanitation protocols. Consider using video visitation or virtual visitation for religious services and counseling.

**FACILITY DESIGN**

There are several things to consider regarding your Facility Design policies. The purpose of these interim directives is to provide guidance for the COVID-19 pandemic in accordance with actions deemed necessary to otherwise mitigate and prevent potential effects on agencies, including any necessary actions needed to obtain emergency response or aid through municipal, county, state, or federal agencies.

**Space and Environmental Requirements**

Consider designating an area or housing unit to house individuals who meet the criteria designated in the Classification Policy for medium to low risk. This area should be available to house and monitor individuals for approximately 14 days. If the facility has negative-pressure cells, these should be used for high-risk inmates who are showing symptoms. If the facility does not have negative-pressure cells, there should be an area designated for individual isolation.

**Crowding**

Consider activating the crowding committee, if applicable, or other criminal justice stakeholders in coordination with the chief judge of the county for potential release of non-violent inmates and those with serious health conditions to mitigate the potential transmission of the virus (e.g., civil and pre-trial detainees, misdemeanants, those on work release or education release, and other non-violent offenders.)