**INTERIM DIRECTIVE GUIDANCE**

Lexipol recognizes the tremendous strain placed on first responders due to COVID-19, and we want to help. We realize the current situation necessitates many operational changes. A change in operation should generally be addressed through a change in policy. The breadth of changes needed cannot be accomplished under the demands many agencies are currently facing. Many agencies have protocols in place that allow for temporary modifications to policies, which are often referred to as interim directives, temporary orders, or policy addendums.

To relieve some of the burden placed on first responders, we have reviewed our policies and identified areas that may require an interim directive to address operational changes you may have made or are considering. While this list is not exhaustive, we believe it will provide a starting point for your internal review and ultimately result in a more efficient use of your time.

You should review the following information carefully and adjust it to fit the needs of your agency. You do not need to be a Lexipol subscriber to benefit from this information. During this difficult time, Lexipol is making this information available to all first responders at no cost. Our content writers devoted hundreds of hours to this review. We must all pull together to protect first responders. In thatspirit, we hope you find the following information useful.

If you don’t have an interim directive format, we have provided a template and sample of an interim directive that you may adapt for your use.

Law Enforcement

COVID-19 Interim/Departmental Directive Framework

[Date]

To: [all members, police officers/deputies, 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 Department members

From: Chief 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, Chief of Police

Table of Contents

[LAW ENFORCEMENT ROLE AND AUTHORITY 8](#_Toc36654015)

[Law Enforcement Authority 8](#_Toc36654016)

[ORGANIZATION AND ADMINISTRATION 8](#_Toc36654017)

[Organizational Structure and Responsibility 8](#_Toc36654018)

[Emergency Management Plan 8](#_Toc36654019)

[Training 8](#_Toc36654020)

[License/Permit/Certificate to Carry a Firearm 8](#_Toc36654021)

[Retiree Concealed Weapons 8](#_Toc36654022)

[GENERAL OPERATIONS 9](#_Toc36654023)

[Use of Force Review Boards 9](#_Toc36654024)

[Handcuffing and Restraints 9](#_Toc36654025)

[Officer-Involved Shootings and Deaths 9](#_Toc36654026)

[Firearms 9](#_Toc36654027)

[Officer Response to Calls 9](#_Toc36654028)

[Canines 10](#_Toc36654029)

[Domestic Abuse 10](#_Toc36654030)

[Child Abuse 10](#_Toc36654031)

[Adult Abuse 10](#_Toc36654032)

[Missing Persons 10](#_Toc36654033)

[Victim and Witness Assistance 10](#_Toc36654034)

[Hate Crimes 10](#_Toc36654035)

[Information Technology Use 11](#_Toc36654036)

[Agency Use of Social Media 11](#_Toc36654037)

[Report Preparation 11](#_Toc36654038)

[Media Relations 11](#_Toc36654039)

[Part-Time Officers/Deputies 11](#_Toc36654040)

[Reserve Officer/Deputies 11](#_Toc36654041)

[Auxiliary Personnel/Members 11](#_Toc36654042)

[Registered Offender Information 12](#_Toc36654043)

[Major Incident Notification 12](#_Toc36654044)

[Death Investigation 12](#_Toc36654045)

[Limited English Proficiency Services 12](#_Toc36654046)

[Communications with Persons with Disabilities 12](#_Toc36654047)

[Biological Samples 12](#_Toc36654048)

[Chaplains 12](#_Toc36654049)

[Child and Dependent Adult Safety 12](#_Toc36654050)

[Volunteers 13](#_Toc36654051)

[Police/Sheriff’s Facility Security 13](#_Toc36654052)

[Community Relations 13](#_Toc36654053)

[PATROL OPERATIONS 13](#_Toc36654054)

[Patrol 13](#_Toc36654055)

[Roll Call/Briefing 13](#_Toc36654056)

[Crisis Response Unit 13](#_Toc36654057)

[Ride-Alongs 14](#_Toc36654058)

[Crisis Intervention Incidents 14](#_Toc36654059)

[Civil Commitments/Emergency Detentions/Involuntary Commitments 14](#_Toc36654060)

[Citation Releases 14](#_Toc36654061)

[Field Training 14](#_Toc36654062)

[Contacts and Temporary Detentions 14](#_Toc36654063)

[Squad Cameras/Mobile Audio Video Recorders 14](#_Toc36654064)

[Body Cameras/Portable Audio Video Recorders 14](#_Toc36654065)

[Mobile Digital Terminal/Mobile Data Computer 15](#_Toc36654066)

[Bicycle Patrol 15](#_Toc36654067)

[Homeless Persons 15](#_Toc36654068)

[Medical Aid and Response 15](#_Toc36654069)

[First Amendment Assemblies 15](#_Toc36654070)

[Civil Disputes 15](#_Toc36654071)

[TRAFFIC OPERATIONS 15](#_Toc36654072)

[Traffic 15](#_Toc36654073)

[Traffic Accidents/Crashes/Collisions 16](#_Toc36654074)

[Vehicle Towing 16](#_Toc36654075)

[Vehicle Towing Hearings 16](#_Toc36654076)

[Impaired Driving 16](#_Toc36654077)

[INVESTIGATION OPERATIONS 16](#_Toc36654078)

[Investigation and Prosecution 16](#_Toc36654079)

[Informants 16](#_Toc36654080)

[Eyewitness Identification 16](#_Toc36654081)

[Warrant Service 17](#_Toc36654082)

[Operations Planning and Deconfliction 17](#_Toc36654083)

[EQUIPMENT 17](#_Toc36654084)

[Agency-Owned and Personal Property 17](#_Toc36654085)

[Personal Communication Devices (PCDs) 17](#_Toc36654086)

[Vehicle Maintenance 17](#_Toc36654087)

[Cash Handling, Security, and Management 17](#_Toc36654088)

[Personal Protective Equipment 17](#_Toc36654089)

[SUPPORT SERVICES 18](#_Toc36654090)

[Communications Center/Dispatch 18](#_Toc36654091)

[Records Bureau 18](#_Toc36654092)

[Records Maintenance and Release 18](#_Toc36654093)

[Animal Control 18](#_Toc36654094)

[CUSTODY 18](#_Toc36654095)

[Temporary Custody of Adults 18](#_Toc36654096)

[Temporary Custody of Juveniles 18](#_Toc36654097)

[Custodial Searches 19](#_Toc36654098)

[Transporting Detainees 19](#_Toc36654099)

[PERSONNEL 19](#_Toc36654100)

[Recruitment and Selection 19](#_Toc36654101)

[Special Assignments and Promotions 19](#_Toc36654102)

[Drug- and Alcohol-Free Workplace 19](#_Toc36654103)

[Sick Leave 19](#_Toc36654104)

[Personnel Complaints 20](#_Toc36654105)

[Seat/Safety Belts 20](#_Toc36654106)

[Body Armor 20](#_Toc36654107)

[Commendations and Awards 20](#_Toc36654108)

[Meal Periods and Breaks 20](#_Toc36654109)

[Overtime Compensation 20](#_Toc36654110)

[Outside Employment and Outside Overtime 20](#_Toc36654111)

[Personal Appearance Standards 20](#_Toc36654112)

[Uniform Regulations 21](#_Toc36654113)

[Explorers 21](#_Toc36654114)

[Line-of-Duty Deaths 21](#_Toc36654115)

[Fitness and Wellness 21](#_Toc36654116)

[Leave Benefits 21](#_Toc36654117)

# LAW ENFORCEMENT ROLE AND AUTHORITY

## Law Enforcement Authority

You should keep abreast of any amendments to law enforcement authority granted by your state (e.g., executive order, legislative action). As the number of persons affected by COVID-19 expands, your authority could change.

# ORGANIZATION AND ADMINISTRATION

## Organizational Structure and Responsibility

You should be prepared for the number of absences to increase in your sworn members. Consider expanding your succession of command to account for increased absences, illnesses, or quarantines. Consider reviewing your unity of command to address reassignment to a task force or consolidation of protective services.

## Emergency Management Plan

This is a good time to review any previously written plans and consider digitally distributing your Emergency Operations Plan so that members have access to it remotely.

## Training

Due to absences and social distancing considerations, you should consider suspending nonessential training. Remote training options such as PoliceOne Academy are useful in that officers/deputies can maintain social distancing while fulfilling requirements individually. You may want to determine which PoliceOne Academy courses are accepted for credit by your state certifying body, and determine whether any training requirement exemptions will be granted.

## License/Permit/Certificate to Carry a Firearm

Agencies are experiencing an increased demand for licenses/permits/certificates to carry firearms due to the COVID-19 pandemic. If this is a discretionary service, you may consider suspending it as staffing allows.

## Retiree Concealed Weapons

You should consider suspending providing firearms qualifications until the COVID-19 pandemic is abated.

# GENERAL OPERATIONS

## Use of Force Review Boards

An incident may require you to convene a use of force review board during the COVID-19 pandemic. If so, you should make accommodations for social distancing for any hearings. The number of members typically participating in a review board would preclude in-person contact due to the potential for exposure to COVID-19, but hearings could be accomplished through the use of video conferencing or conference calling.

## Handcuffing and Restraints

Handcuffs and restraints are particularly susceptible to contamination. You should consider treating any reusable spit hood/mask as a biohazard until it can be sterilized. You should also consider instituting mandatory decontamination of any restraint (e.g., handcuffs, leg restraints) after use.

## Officer-Involved Shootings and Deaths

Think about how you can maintain social distancing while fulfilling your responsibility to investigate officer-involved shootings and deaths. You should consider making accommodations for social distancing during investigations by reminding your members to maintain separation from other members and witnesses at the scene. Telephone conversations are preferable to in-person contact when practicable, and conference calls and video conferencing are preferred where collaboration is required.

## Firearms

Firearms practice and qualification for sworn members should continue but with accommodations for social distancing to include use of an outdoor range and limiting the number of simultaneous training or qualification attendees. You should consider instituting mandatory decontamination of shared firearms (e.g., rifles, shotguns) after deployment.

## Officer Response to Calls

Officers/Deputies will continue to respond to emergency calls, but an effort should be made to determine the health of the caller prior to in-person contact. To that end, you should consider requiring dispatchers/telecommunicators to ask COVID-19-related screening questions for callers requesting officer/deputy in-person contact, when practicable. You may also consider limiting in-person officer/deputy response to incidents that require law enforcement intervention or the collection of evidence. Expanding your list of reports that may be submitted by the public via telephone or other electronic means will minimize in-person contact.

## Canines

Any unnecessary exposure to the public should be restricted until the COVID-19 threat has receded. You should consider suspending public canine presentations if this is a service you provide to your community. If a canine handler or a household member is suspected or confirmed to have COVID-19, refer to the CDC website for current guidelines as 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.

## Domestic Abuse

It is important to maintain awareness of changes in social services as a result of the COVID-19 pandemic. You should consider proactively contacting shelters and other temporary housing providers to determine availability, limitations, or screening requirements.

## Child Abuse

You should consider making investigative accommodations for social distancing (e.g., teleconferencing interviews), where practicable. Also, consider proactively contacting service providers (e.g., foster family coordinators) to determine availability, limitations, or screening requirements.

## Adult Abuse

You should consider making investigative accommodations for social distancing (e.g., teleconferencing interviews), particularly when interviewing victims, because elderly persons are in a high-risk category. Consider proactively contacting service providers (e.g., local department of aging) to determine availability, limitations, or screening requirements.

## Missing Persons

You should consider requiring dispatchers/telecommunicators to ask screening questions to determine if a missing persons report can be taken over the telephone. This may be used for repeated missing persons (e.g., frequent runaways) where there are no other aggravating circumstances (e.g., at-risk, endangered missing).

## Victim and Witness Assistance

Many victims and witnesses may not have a safe alternative if they are forced to leave their homes. You should proactively contact service providers (e.g., shelters) to determine availability, limitations, or screening requirements.

## Hate Crimes

If your agency participates in any community meetings to better foster relationships with citizens or community leaders, consider suspending those meetings until the COVID-19 threat has passed and social distancing guidelines have eased.

## Information Technology Use

Some agencies may utilize shared workstations (e.g., office phone, computer) for report writing purposes. You should consider instituting mandatory decontamination of shared workstations after use.

## Agency Use of Social Media

Social media may become your primary means of communication during the COVID-19 pandemic. It is important that you protect your agency’s ability to communicate through this medium. You should plan for continuity of communication by expanding your list of authorized social media users to promptly share critical information with your community in the event that your regular authorized users require quarantine.

## Report Preparation

If you have a policy that directs what reports are mandatory, you may want to consider expanding your list of reports that can be submitted by the public via telephone or other electronic means to minimize in-person contact. Property crimes, non-violent crimes, and other reports not resulting in injury to a person are good candidates for electronic submission.

## Media Relations

You should consider expanding your list of authorized members who may communicate with the media due to the possibility of increased absenteeism. You should also consider what information is appropriate to share with your community if one of your staff contracts COVID-19. Communication with media can be accomplished via video conferencing or telephone, in place of in-person interviews.

## Part-Time Officers/Deputies

You may need additional officers/deputies if you experience increased absenteeism within your agency. For that reason, you may want to consider expanding your recruitment of prospective part-time officers/deputies.

## Reserve Officer/Deputies

You should consider reviewing your roster of available reserve officers/deputies to ensure they are up-to-date with applicable training in the event they will be utilized in the near future.

## Auxiliary Personnel/Members

You should review your roster of available auxiliary personnel/members to ensure they are current with applicable training in the event they will be utilized in the near future.

## Registered Offender Information

Monitoring of offenders is an important function of law enforcement. Despite the change to many aspects of your operation, you should consider maintaining your normal practice of monitoring offenders and disseminating information to the public.

## Major Incident Notification

Many agencies have a list of certain incidents that require supervisor or command staff notification. You should have a plan for who should be notified in the event of employee exposure to COVID-19.

## Death Investigation

There should be no operational impact for death investigations. You should also consider maintaining your normal practice for next-of-kin notifications.

## Limited English Proficiency Services

If your agency has the availability, consider limiting in-person use of third-party interpreters by utilizing remote services. If you have never utilized remote services, you should research what services are available for your community. You should also consider translating additional forms or signage to further reduce in-person contact.

## Communications with Persons with Disabilities

When practicable, consider limiting in-person use of third-party interpreters by utilizing remote services. If you have never utilized remote services, you should research what services are available for your community. You should also consider additional auxiliary aids (e.g., texting, TDD).

## Biological Samples

If your agency has the responsibility of collecting biological samples from offenders, you should consider taking extra precautions during collection. Extra precautions may include the use of additional PPE or asking the person screening questions.

## Chaplains

You should consider whether the services of chaplains are a critical need during the COVID-19 pandemic. If not, you should limit chaplain services to reduce potential exposure to COVID-19. Suspending chaplain ride-alongs may be a reasonable first step to limit exposure.

## Child and Dependent Adult Safety

Many agencies who are commonly called upon for temporary placement of children and dependent adults may be affected by increased absenteeism or rules intended to reduce their exposure to COVID-19. You should proactively contact service providers to determine availability, limitations, or screening requirements.

## Volunteers

The use of volunteers during the COVID-19 pandemic should be restricted when practicable. You should consider suspending the nonessential use of volunteers.

## Police/Sheriff’s Facility Security

You should limit access to your facility to essential personnel. You should consider limiting or restricting access to public areas (e.g., lobby) by community members.

## Community Relations

Normal community relations activities may increase exposure of members to COVID-19. You should consider suspending in-person casual encounters with citizens or businesses, any non-essential community meetings, or any community or youth activities (e.g., citizens academy, youth sports league). You may want to coordinate crime prevention programs (e.g., block watch) remotely.

# PATROL OPERATIONS

## Patrol

You should consider restricting in-person response to only emergency calls or where the collection of evidence is necessary. You may also consider utilizing high-visibility deterrence over direct traffic enforcement. Consider shifting your focus to extra patrols of businesses and industrial areas that have been closed. You can reduce exposure by limiting nonessential police activities (e.g., consensual encounters, arrest warrant checks). If your organization has the flexibility in staffing, you may consider temporarily reallocating other resources (e.g., detectives, task force members) to your patrol division.

## Roll Call/Briefing

You should consider limiting in-person briefings to maintain social distancing. Conference calls or video conferencing are reasonable alternatives.

## Crisis Response Unit

If your agency has a full-time crisis response unit, consider reallocating personnel to supplement the patrol division.

## Ride-Alongs

Ride-alongs are a nonessential activity. You should consider suspending them.

## Crisis Intervention Incidents

Crisis intervention incidents involve assisting a member of your community who may be experiencing a mental health or emotional crisis, but the incident has not yet reached a threshold where a civil commitment/emergency detention/involuntary commitment is necessary. Health care providers, including mental health providers, are experiencing an increased load. You should proactively contact them to determine if availability, screening requirements, or services (e.g., voluntary commitments, outpatient services) are impacted.

## Civil Commitments/Emergency Detentions/Involuntary Commitments

Health care providers, including mental health providers, are experiencing an increased load. You should proactively contact them to determine if availability, screening requirements, or services (e.g., inpatient services) are impacted.

## Citation Releases

Unless an arrest is required by law, consider alternatives to custodial arrest, including an expansion of offenses for which an officer/deputy can issue a citation and release the offender.

## Field Training

If staffing allows, consider maintaining the same FTO/trainee pairing for as long as possible. Rotating trainees could expose others to greater risk of infection in the event that a member is asymptomatic but infected with COVID-19. However, you should not release a trainee from your field training program prematurely.

## Contacts and Temporary Detentions

Unnecessary interaction with the public may increase the risk of infection for members. You should consider limiting self-initiated consensual encounters and recommend appropriate social distancing for any contacts.

## Squad Cameras/Mobile Audio Video Recorders

You should consider instituting mandatory decontamination of shared equipment (e.g., audio recording equipment) after deployment.

## Body Cameras/Portable Audio Video Recorders

You should consider instituting mandatory decontamination of shared equipment (e.g., body camera, audio recording equipment) after deployment.

## Mobile Digital Terminal/Mobile Data Computer

You should consider instituting mandatory decontamination of shared equipment (e.g., laptop, tablet) after deployment.

## Bicycle Patrol

You should consider adding PPE equipment to all deployed bicycles. You should consider instituting mandatory decontamination of shared equipment (e.g., bicycles, radios) after deployment.

## Homeless Persons

Homeless persons are a high-risk demographic and additional considerations should be in place when interacting with them. You should consider training your members to use the appropriate level of PPE when contact with homeless persons is required.

## Medical Aid and Response

You should consider training and equipping your members to follow the law enforcement PPE protocols issued by the Centers for Disease Control and Prevention (CDC). These protocols may be frequently updated, so you should regularly check available resources.

## First Amendment Assemblies

Many agencies have a policy that address an agency’s response to large public gatherings (e.g., parades, protests, sit-ins). It is possible that restrictions on public assembly could be issued by your state government in an attempt to control the spread of COVID-19. If it becomes necessary, you should consult with your agency’s legal counsel and provide appropriate training to members prior to enforcing any public assembly restrictions issued by the state government.

## Civil Disputes

Officers/Deputies may be required to respond to civil disputes to keep the peace, but an effort should be made to determine the health of the caller prior to in-person contact. To that end, you should consider requiring dispatchers/telecommunicators to ask COVID-19-related screening questions for callers requesting in-person contact, when practicable. Officers/Deputies should attempt to maintain social distancing during any stand-by request.

# TRAFFIC OPERATIONS

## Traffic

Due to the potential risk of exposure to COVID-19 by interacting with the public, you should consider utilizing deterrence over direct traffic enforcement, unless an overt safety violation is observed. You should consider instituting mandatory decontamination of shared equipment (e.g., high-visibility vests) after deployment.

## Traffic Accidents/Crashes/Collisions

If statutorily available, consider accepting reports over the telephone or by other electronic means to minimize in-person contact.

## Vehicle Towing

To reduce exposure of officers/deputies to the public, you should consider limiting vehicle towing to vehicles that are hazardous or are evidence.

## Vehicle Towing Hearings

If you are required to conduct tow hearings, you should consider conducting them remotely, if statutorily available.

## Impaired Driving

You should consider instituting mandatory decontamination of testing equipment (e.g., presumptive breath test device) after use and consistent with manufacturer’s recommendations or training.

# INVESTIGATION OPERATIONS

## Investigation and Prosecution

In-person interviews and interrogations may increase the risk of exposure to COVID-19. You should consider utilizing technology to limit in-person interviews and/or interrogations, if reasonable. If practicable, limit the number of investigators directly interacting with suspects or conducting in-person interviews. You should consider instituting mandatory decontamination of interrogation rooms after use.

## Informants

You should consider limiting in-person interactions with informants during the COVID-19 pandemic as part of your overall efforts to reduce the exposure of officers/deputies to the public.

## Eyewitness Identification

In-person lineups should be avoided during this time if your agency uses this practice. You should consider placing an extra preference on photographic lineups.

## Warrant Service

Planned or self-initiated service of arrest and search warrants should be limited to only those that are currently essential to public safety.

## Operations Planning and Deconfliction

Planned service of arrest and search warrants should be limited to only those that are currently essential to public safety. If service is required, you should communicate illness-related information of any involved parties during the operations briefing if the information can be determined.

# EQUIPMENT

## Agency-Owned and Personal Property

You should consider instituting mandatory decontamination of shared equipment after use. You may want to restrict members from possessing or consuming food or drinks from reusable containers (e.g., coffee mugs, water bottles) in uncontrolled areas.

## Personal Communication Devices (PCDs)

Equipment such as cellular telephones and tablets are frequently touched and may be used close to the face. You should consider recommending regular decontamination of PCDs.

## Vehicle Maintenance

You should consider instituting mandatory decontamination of commonly touched surfaces. Also, consider instituting mandatory decontamination of the prisoner compartment after use. When PPE is available, you should consider requiring a minimum amount of PPE stored in each vehicle prior to deployment.

## Cash Handling, Security, and Management

Limiting cash exchange may reduce potential transmission of COVID-19. When collecting money for fines, bonds, and/or permits, consider requesting payment via credit/debit card instead of using paper currency.

## Personal Protective Equipment

The health of members may rely on properly fitted PPE. You should consider reviewing your respiratory protection plan and ensure that all applicable members are up-to-date with fit testing and training.

# SUPPORT SERVICES

## Communications Center/Dispatch

You should consider restricting access to your communications center to maintain social distancing. Also, consider instituting mandatory decontamination of shared equipment (e.g., workstations, headsets, telephones) after use. When practicable, consider implementing health screening questions to determine if any person present is ill for incidents that require an in-person officer/deputy response.

## Records Bureau

If available, consider providing records electronically to a requesting person to limit in-person contact.

## Records Maintenance and Release

If available, consider providing records electronically to a requesting person to limit in-person contact.

## Animal Control

Due to potentially reduced capacity, staffing, or services, you should proactively contact service providers (e.g., kennels, humane society, animal shelters) to determine availability, limitations, or screening requirements.

# CUSTODY

## Temporary Custody of Adults

You should avoid transporting prisoners who show symptoms of COVID-19 and consider alternative means of transportation (e.g., ambulance). You should consider implementing health screening questions to determine if any prisoner has been exposed or is showing symptoms of COVID-19. If you do transport prisoners, you should institute mandatory decontamination of any holding area after use.

## Temporary Custody of Juveniles

You should avoid transporting juvenile offenders who show symptoms of COVID-19 and consider alternative means of transportation (e.g., ambulance). You should consider implementing health screening questions to determine if any juvenile offender has been exposed or is showing symptoms of COVID-19. If you do transport juvenile offenders, you should consider instituting mandatory decontamination of any holding area after use.

## Custodial Searches

When taking a suspect into custody, you may be required to conduct one or more searches. If you are required to collect personal property during a custodial search, you may want to consider storing the property in a sealed container or bag. You should also consider instituting mandatory decontamination of any area used to store personal property.

## Transporting Detainees

You should avoid transporting detainees showing symptoms of COVID-19 and consider alternative means of transportation (e.g., ambulance). You should also consider instituting mandatory decontamination of the prisoner compartment after use.

# PERSONNEL

## Recruitment and Selection

You should consider maintaining current recruitment efforts but put an emphasis on social distancing or remote communication, when applicable. Telephone interviews and video conferencing may be used in place of in-person interviews.

## Special Assignments and Promotions

You should consider maintaining current special assignment and promotion efforts but put an emphasis on social distancing or remote communication, when applicable. Telephone interviews and video conferencing may be used in place of in-person interviews.

## Drug- and Alcohol-Free Workplace

You should consider proactively contacting employee assistance service providers to determine availability, limitations, or alternatives (e.g., telehealth, drug testing facility) and communicate any changes to members.

## Sick Leave

You should keep abreast of any changes to your benefits plan. You may want to consider consulting with your human resources department to ensure any absence due to COVID-19 is appropriately documented.

## Personnel Complaints

You will need to continue to accept personnel complaints, but you should consider changing the preferred manner in which your agency accepts complaints, to put an emphasis on remote or electronic communication. In-person personnel complaints should still be accepted, but social distancing should be maintained. Ongoing personnel complaint investigations may be difficult to complete in a timely fashion while maintaining social distancing or due to absences. You should consider reviewing all current personnel complaints and determine if an extension would be appropriate.

## Seat/Safety Belts

You should consider instituting mandatory decontamination of seat belts after use.

## Body Armor

You should consider requiring regular laundering of external vest carriers.

## Commendations and Awards

Commendation and award ceremonies would tend to violate social distancing recommendations. You should consider suspending or delaying any awards ceremonies.

## Meal Periods and Breaks

Social distancing requirements should prevent any large gathering of employees in one space. You should consider limiting the concurrent number of members who may use a lunch or break room.

## Overtime Compensation

You may experience increased absenteeism in your agency. For that reason, you should consider limiting or restricting discretionary time off (e.g., compensatory time off).

## Outside Employment and Outside Overtime

You may experience increased absenteeism in your agency. For that reason, you should consider suspending outside employment or outside overtime that subjects the member to an increased exposure to COVID-19.

## Personal Appearance Standards

You may need to modify your personal appearance standards during the COVID-19 pandemic. You should consider whether facial hair restrictions or reasonable accommodations are appropriate to ensure proper PPE fit. The CDC has resources available to better illustrate what is permissible (<https://www.cdc.gov/niosh/npptl/pdfs/FacialHairWmask11282017-508.pdf>).

## Uniform Regulations

Uniforms should be cleaned frequently to mitigate exposure risk. You should consider requiring regular laundering of officer/deputy uniforms.

## Explorers

If Explorers are nonessential to your operations, you should consider suspending the Explorer program to limit exposure of participants to COVID-19. If the program cannot be suspended completely, suspend any nonessential meeting or service requirements.

## Line-of-Duty Deaths

The typical line-of-duty death response may present potential COVID-19 exposure risks during the pandemic. You should consider negotiating the incident with available liaisons and coordinators to balance public health concerns with the family’s wishes.

## Fitness and Wellness

You should consider instituting mandatory decontamination of any workout equipment after use. You should consider limiting the concurrent number of members who may use a workout or fitness room.

## Leave Benefits

You should 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.