



# CHIEF'S DIRECTIVE

**Directive #: 20-001**

**Effective: April 4, 2020**

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I appreciate everyone's active involvement and flexibility as we continue to navigate this COVID-19 pandemic. This communication serves as a guiding document based on what we know and our intent to plan for the near-term future. Protocols from CGPD and other Federal, State, County and local agencies were reviewed and used as a guide in preparing this directive.

Directives outlined in this document are temporary and will remain in effect until clearly suspended by the Chief of Police or designee at the end of the critical stages of this pandemic.

**SITUATION:**

As COVID-19 continues to spread, it is likely that Casa Grande employees and/or their families will contract the illness. If this occurs, it will generate an increased use of sick time and PTO time. Depending on the extent to which our personnel and families are affected, we could experience a significant reduction in operational personnel, which could be anywhere from 10% to 30%. This would negatively impact CGPD's ability to deliver police services.

**MISSION:**

The Casa Grande Police Department has and will continue to appropriately balance the level of response during this crisis and place priority on protecting the health of the employees and public. In collaboration with the City of Casa Grande, the Casa Grande Police Department will follow the City's Emergency Operations Plan for intra-departmental coordination.

Emphasis has been placed on staffing uniformed Field Operations and equipping them with masks, gloves, sanitizer and PPEs.

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## **Enforcement of State, County and Local declarations:**

If officers see a violation and choose to engage or are assigned to a call for service, they will handle these issues in the following manner:

1. **FIRST COMPLAINT:** Officers will identify the responsible party, educate them regarding the Executive Order, and document the interaction in their narrative disposition. If this contact involves a liquor or restaurant violation advise the responsible party, it will be reported to the Pinal County Health Department or the Arizona Department of Liquor. On these cases, notify Deputy Chief Leos via email and include the pertinent call information.
2. **SECOND COMPLAINT:** Officers will warn the responsible party that, per ARS 26-317, continued violations of the Executive Order will result in a Class 1 Misdemeanor and document the interaction in their narrative disposition. Notify Deputy Chief Leos, if the interaction involves a liquor or restaurant violation.
3. **THIRD COMPLAINT:** Officers will contact their immediate supervisor for assistance and proceed with criminal charges, if appropriate. On-duty or On-Call Command Staff Officer will be notified.

**\*\*NOTE:** Egregious and/or extreme cases maybe subject to immediate enforcement without warning. If a situation warrants this action, contact a member of Command Staff.

All calls to dispatch will be routed to the on-duty supervisor first, who will then determine (based on call history) whether to contact the establishment via phone or to respond in person. The supervisor will also follow the above protocol.

The Casa Grande Police Department urges officers to weigh the need for citizen engagement against public health and their own well-being. Use protective gear, common sense and discretion.

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## **EXECUTION:**

In the event this pandemic generates or threatens to generate significant negative impact, the following Activity Tiers (3) can be implemented by the Chief of Police or designee. Each tier will have progressive disruption in normal activities, schedules and procedures based upon the emergency needs of the City.

Tier 1 Considerations	Declaration consideration by elected officials; pandemic is present and is likely to spread to our community; monitoring how pandemic will affect CGPD personnel; community quarantine may be considered by elected officials.
Tier 2 Considerations	Declaration given by elected officials; pandemic is present and is likely to spread to our community; monitoring how pandemic will affect CGPD personnel; community quarantine likely or in place.
Tier 3 Considerations	Declaration given by elected officials; pandemic is present and has spread to our community; pandemic is impacting CGPD personnel in a critical way, affecting 10% to 30% of available uniformed responders (5 to 15 vacant patrol positions due to illness); community quarantine likely or in place.

**Effective upon the issue of this Chief's Directive, we are at a Tier 2 Deployment. All components are in effect until further notice.**

## **ADMINISTRATION & LOGISTICS:**

The directives listed are in effect until a suspending order is issued. All logistics are handled per the current reliable channels and authorities as outlined in governing documents from the City EOC.

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## **COMMAND & COMMUNICATIONS:**

Within this tiered framework, continuity of command will remain healthy, strong and flexible – working a 5/8 schedule and adjusting as needed. Call response and proactive activity adjustments are enacted to ensure service delivery obligations are met, while enhancing personnel safety, availability to answer emergency calls, and the appropriate levels of on-duty sworn personnel to enforce proclamations enacted for public order and safety. The expanded tiered responses are listed at the end of this directive.

Regular communications will continue with the relied upon means such as email, social media and in-person. Periodic communications from the City Manager and Chief of Police will continue as needed.

To address specific areas and directives, please see the numbered list below.

### **1. Change to Shifts:**

We may move personnel during this emergency. Our authority to alter shifts in an emergency is in effect, but we will give as much notice as possible, given the tiered response outlined in Tiers 1, 2 and 3, we may implement the 12-hour/4 squad schedule in Addendum A, which may also require the use of specialty units to fill gaps.

Your chain of command will notify you of any changes to hours and days that you will report for duty.

### **2. What is happening related to State, County and Local proclamations?**

A couple of weeks ago, Mayor and Council approved a Proclamation of Emergency in Casa Grande. This means that the Mayor can take steps for several things without convening a meeting of the City Council. The Mayor made no orders, only recommendations. On March 11, 2020, Governor Ducey declared a State of Emergency. He issued several Executive Orders with more expected. Executive Order 2020-18 limits activities outside of the house. Executive Order 2020-09 prohibits onsite dining at restaurants and closes bars, movie theaters, and indoor gyms. Given the room left for interpretation in Order 2020-18, our potential enforcement actions will most likely be related to Order 2020-09.

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### 3. Legal Considerations:

Per City Attorney, Brett Wallace, state statute allows for law enforcement officials to enforce special laws and regulations imposed by the Mayor, Governor and Executive Branch of government.

- Pursuant to **ARS 26-316**, “The law enforcing authorities of the state and political subdivisions shall enforce orders, rules and regulations issued pursuant to this chapter.” Under **ARS 26-317**, “Any person who violates any provision of this chapter or who knowingly fails or refuses to obey any lawful order or regulation issued as provided in this chapter shall be guilty of a class 1 misdemeanor. This provision does not apply to the refusal of any private organization or member thereof to participate in a local emergency or state of emergency as defined by this chapter.” For instance, those businesses not in compliance with the Governor’s orders or those of the Mayor can be cited under **26-317**.
- **ARS 36-631** creates a class 2 misdemeanor for a person who “knowingly exposes himself or another afflicted with a contagious or infectious disease in a public place or thoroughfare, except in the necessary removal of such person in a manner least dangerous to the public health...” Keep in mind, “knowingly” may be difficult to establish while testing availability is limited. It is recommended that in aggravated circumstances officers write a report and submit a long form unless other enforcement action is approved by the chain of command.

### 4. Summary of Communications/Dispatch plans:

Dispatch created a new call disposition code (C19) for any call related to COVID-19 or a violation of a state, county or local proclamations. Dispatch will route all calls through the on-duty supervisor; however, officers may encounter reports by citizens in the field and should gauge whether to run it by a supervisor.

### 5. Directive for on-view work is as follows:

To reduce our exposure to hazardous situations and environments, Field Operations Personnel have been directed to manage and prioritize their activities with calls for service being their priority. We have restricted proactive activity – to include traffic stops and self-initiated contacts to those necessary to protect life and property. Officers

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have also been given authorization to handle many calls for service via cell phone when possible.

Additionally, Traffic Units will discontinue selective enforcement and minor traffic violations enforcement and focus on traffic accidents, extreme traffic violations and assisting Patrol with calls for service. K-9 Officers will focus on supporting Patrol Officers and handling calls for service.

All uniformed services are asked to stay in high visibility locations and in neighborhoods to provide a consistent presence in the city.

## **6. Some things you should know:**

Leave has not been suspended; however, this could change. All leave requests will be submitted via email to the employee's direct supervisor and the next highest authority in the employee's chain of command. The supervisor will "reply all" to acknowledge or approve leave as appropriate.

All full duty sworn personnel shall be Field/Patrol ready. This means having your Patrol uniform and gear readily available and in working condition if you are sworn and full duty.

Command staff has moved to Monday – Friday, 8-hour shifts. Their schedules are fluid and can change as needed or directed by the Chief of Police. Command has been participating in regular conference calls with State, County and City Officials on a regular basis. Pertinent information is shared with the department as soon as possible.

Your dedication and commitment to this community, your families and each other is appreciated and respected. Thank you for your continued efforts. Use common sense and take care of each other in the field – use your masks, gloves, sanitizer and social distancing.

Please go to the Pinal County Novel Coronavirus (COVID-19) page via the link below for COVID-19 information.

<https://www.pinalcountyz.gov/publichealth/Pages/NovelCoronavirus.aspx>

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## Tier 1

Source of Activation	At order of the Chief of Police or designee
Information Sources	Daily information updates via designated personnel and/or chain of command
EOC Activation	No
Declaration of Emergency	Declaration considered by elected officials; pandemic is present and is likely to spread to our community; monitoring how pandemic will affect CGPD personnel; community quarantine may be considered by elected officials
ICS Implementation	In preparation, as situation is being monitored
Station Access to Public	Limited access on an as needed basis, determined by Deputy Chief, A. Leos and Records Supervisor. Cancellation of all ride-alongs
Unique Daily Expectations of All	Decontamination of vehicles, workstations, uniforms/gear and preventative self-care. Increased mask, sanitizer and PPE availability
Vacations/Leave	No change, but monitoring through October
Reporting in Sick	No change, but monitoring for activity spikes
Special Events	Consideration of special event cancellations
Work-related Training/Travel	Cancelled, unless approval of Division Deputy Chief
Work Meetings	Groups of 10 or less, 6' rule observed, conference calling recommended
Private Off-Duty Work	Consideration of cancellations, by detail
Payroll	Handled as normal with use of new pay-code
Proactive Enforcement	Directive by Field Operations Command, with consideration to balancing availability for CFS. <b>Default for most misdemeanor arrests will be long form unless crime of violence or DV. Will not arrest on Misdemeanor warrants unless necessary. Highlighted area suspended as of 5/11/20.</b>
Staffing/Schedules	Normal, being monitored and evaluated daily
Supplementing Field Operations	Being monitored and supplemented through normal Patrol channels at this time
Call Response/Priority	Evaluated daily
Unique Response to Locations	Few, if any, locations identified; directed by Patrol Supervisors
Prisoner/Detention Facility	Operating as normal
Non-Essential Employees	Operating as normal
Potentially Exposed Employees	Consult Supervisor; supervisor consult Fire and notify Lieutenant
Employee Return to Work	Normal; return to work as directed by doctor or as symptoms dissolve
Decontamination Needs	Try to stock up on paper and sanitizing goods, acquire protective gear

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	for front line employees, order thermometers, seek state, county and federal assistance
Equipment Re-supply	Daily reporting of protective gear usage to Patrol Admin or designee
Employee Wellness	Enhanced monitoring of wellness needs
Projected Duration	Until further notice
Evaluation of Tier Activation	Daily, by Chief of Police and Command Staff
Cancellation of Tier Activation	At order of Chief of Police or Designee

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## Tier 2 (Currently Active)

Source of Activation	At order of the Chief of Police or designee
Information Sources	Daily information updates via designated personnel and/or chain of command
EOC Activation	No
Declaration of Emergency	Declaration given by elected officials; pandemic is present and is likely to spread to our community; monitoring how pandemic will affect CGPD personnel; community quarantine may be considered by elected officials – Governor has asked people to stay home other than for certain exceptions
ICS Implementation	In preparation, as situation is being monitored
Station Access to Public	Lobby open, but all other areas closed if not for investigative reasons; cancellation of all ride-alongs; GYM access likely limited
Unique Daily Expectations of All	Decontamination of vehicles, workstations, uniforms/gear and preventative self-care. Increased mask, sanitizer and PPE availability.
Vacations/Leave	Not accepting any new leave requests. Evaluation over the next 15 days
Reporting in Sick	Through on-duty supervisor who will email Lt. Palmer with details for tracking purposes
Special Events	Cancel all special events
Work-related Training/Travel	Cancelled, unless approval of Division Deputy Chief
Work Meetings	Briefings cancelled; Groups of 10 or less, 6' rule observed, conference calling recommended
Private Off-Duty Work	Not allowed unless you are not working around crowds; Jobs subject to recall or cancellation without notice. See <b>Email from Chief McCrory dated March 23, 2020</b>
Payroll	Handled as normal with use of new pay-code
Proactive Enforcement	Very limited OV activity. Focus on high visibility. Cite and release or long-form most misdemeanor violations except for violent crimes and DV. Will not arrest on Misdemeanor warrants unless necessary.
Staffing/Schedules	Normal, being monitored and evaluated daily. Present 12-hour/4 squad schedule to Patrol for bids in the event we must use in Tier 3.

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	May implement this schedule in Tier 2, if needed prior to moving into Tier 3.
Supplementing Field Operations	Being monitored and supplemented through normal Patrol channels at this time.
Call Response/Priority	Hospitals, Urgent Care Centers, Adult Care Facilities and Group Homes will require increased PPE – use masks, gloves and eye protection if available. Consideration of potential need for security at future COVID-19 testing sites.
Unique Response to Locations	Few, if any, locations identified; directed by Patrol Supervisors
Prisoner/Detention Facility	Operating as normal – avoid bringing prisoners into facility if possible
Non-Essential Employees	Operating as normal
Potentially Exposed Employees	Consult Supervisor; supervisor consult Fire and notify Lieutenant
Employee Return to Work	Normal; return to work as directed by doctor or as symptoms dissolve
Decontamination Needs	Try to stock up on paper and sanitizing goods, acquire protective gear for front line employees, order thermometers, seek state, county and federal assistance
Equipment Re-supply	Daily reporting of protective gear usage to Patrol Admin or designee
Employee Wellness	Enhanced monitoring of wellness needs
Projected Duration	15 Days
Evaluation of Tier Activation	Daily, by Chief of Police and Command Staff
Cancellation of Tier Activation	At order of Chief of Police or Designee

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## Tier 3

Source of Activation	At order of the Chief of Police or designee
Information Sources	Daily information updates via designated personnel and/or chain of command
EOC Activation	Onsite EOC may or may not be activated
Declaration of Emergency	Declaration given by elected officials; pandemic is present and has spread to our community; pandemic is impacting CGPD personnel in a critical way, affecting roughly <b>10% to 30%</b> of available uniformed responders ( <b>5 to 15 vacant patrol positions due to illness</b> ); community quarantine likely considered by elected officials, if not already in place.
ICS Implementation	ICS likely implemented by Chief of Police or Designee
Station Access to Public	Station closed to public – GYM closed
Unique Daily Expectations of All	Decontamination of vehicles, workstations, uniforms/gear and preventative self-care. Increased mask, sanitizer and PPE availability.
Vacations/Leave	All leave cancelled. Not accepting any new leave requests. Evaluation over the next 15 days
Reporting in Sick	Through on-duty supervisor who will email Lt. Palmer with details for tracking purposes
Special Events	Cancel all special events
Work-related Training/Travel	Cancelled
Work Meetings	Briefings cancelled; Groups of 10 or less, 6' rule observed, conference calling recommended
Private Off-Duty Work	Not allowed
Payroll	Handled as normal with use of new pay-code
Proactive Enforcement	OV activity suspended except in extreme circumstances. Focus on high visibility. Arrests need to be approved by Sergeant. Cite and release or long-form most misdemeanor violations except for violent crimes and DV. Will not arrest on Misdemeanor warrants.
Staffing/Schedules	12-hour/4 squad schedule likely implemented, see addendum A. Specialty assignments pulled as necessary in the following order: CRT, Traffic, K9, Narcs, CID.

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Supplementing Field Operations	All available sworn units working Field Operations in uniformed capacity
Call Response/Priority	Evaluated constantly by command and on-duty supervisor to determine response. Hospitals, Urgent Care Centers, Adult Care Facilities and Group Homes will require increased PPE – use masks, gloves and eye protection if available. Use masks and gloves with all citizen contacts. Consideration of potential need for security at future COVID-19 testing sites.
Unique Response to Locations	Directed by Patrol Supervisors – dependent on knowledge of specific hot-spots
Prisoner/Detention Facility	Prisoners taken directly to jail – not brought into CGPD facility. evaluation
Non-Essential Employees	Likely, all non-essential employees at home, must remain available as needed during scheduled hours
Potentially Exposed Employees	If potentially exposed, will not re-enter any PD facility. Will mark car for decontamination and leave at direction of a supervisor – command immediately notified.
Employee Return to Work	As directed by latest guidelines and chain of command approval return to work as directed by doctor or as symptoms dissolve
Decontamination Needs	Enhanced PPE equipment available; plans to address contaminated vehicles/work areas; restocked by admin and police aides
Equipment Re-supply	Daily reporting of protective gear usage to Patrol Admin or designee
Employee Wellness	Considerable monitoring of wellness needs
Projected Duration	15 Days
Evaluation of Tier Activation	Daily, by Chief of Police and Command Staff
Cancellation of Tier Activation	At order of Chief of Police or Designee

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