



P.O. Box 909 • 5842 Highway 41 • Ringgold, Georgia 30736 • Phone (706) 935-2424 • Fax (706) 965-9096

GENERAL ORDER
#GO-03182020

March 20, 2020

To: All Employees

From: Gary R. Sisk, Sheriff 

RE: **Response to Coronavirus Pandemic**

The Sheriff's Office has the policy to give us general guidance on how to respond to "Unusual Occurrences" and "Pandemics", but each event is unique and may require specific procedural changes to keep our workplace, employees, and families safe.

Rest assured that we have your safety and the safety of your families in mind when considering these changes. We are striving to keep everyone as safe as possible during this challenging time for our nation. I understand this pandemic has caused concern for you and your families, and I assure you I will do my best to keep you up to date on the latest information and precautions to take.

The Sheriff's Office does have ample supplies of Personal Protective Equipment for this first wave, and we have already made requests through the proper channels for additional supplies should this situation extend further.

Effective Monday, March 23, 2020, we will be making the attached procedural changes to limit the unnecessary contact with the public to minimize the potential for exposure and spread of COVID-19.



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Continued

Effective Monday, March 23, 2020 until May 01, 2020, the Sheriff's Office will implement some operational changes to limit unnecessary contact with the public, with the intent to minimize the potential for exposure and/or spread of COVID-19. This pandemic is an evolving situation that we will continue to evaluate, and make changes to extend or shorten these procedures as determined by the Sheriff.

All non-essential public services such as fingerprinting, criminal history requests, and other routine services handled at the office will be suspended. Some administrative staff may be allowed to work staggered shifts or from home as determined by the Sheriff to reduce daily close personal contact.

All entry into the Detention Facility is restricted and will require medical screening. Extracurricular programs offered within the jail are cancelled to limit contact within the facility.

We will coordinate with Catoosa 911 Communications to triage calls for service. Calls, where crimes occurred earlier and do not involve life safety, may be handled by an officer taking a report over the phone. The Sheriff's office will allocate staff from enforcement to speak with citizens over the phone and take reports as needed.

Some of the calls essential for an officer to respond are:

- Assaults
- Domestic violence
- Shoplifting with suspect on the scene
- Criminal Trespass with suspect on the scene
- Fraudulent Activity with the suspect on the scene
- Alarm calls
- All in progress calls
- Any calls that have evidence to identify a suspect
- Motor vehicle accidents

Some of the calls not essential for officers to physically respond in person are:

- Calls not in progress
- Thefts where there is no suspect or evidence
- Any call that can be handled over the phone

In cases where officers need to respond, the Catoosa 911 Communications Center will be asking medical screening questions to inform the responding units of possible issues involving Covid-19

on the scene. Officer's that respond to a call should minimize the number of officers that enter a residence or have contact with the public. Back-up officers not immediately needed should consider staging close by or on the street to minimize public contact.

Officer's responding to a call or following up on a call for further investigation should manage the scene as much as possible, i.e., request the complainant to step outside if possible or use social distancing/ 6-foot rule and stay back while speaking with them. Use PPE where it is warranted.

Large group meetings and in-person Rollcalls are suspended. Rollcalls should be handled on PowerDMS. All employees are required to check PowerDMS at the beginning of their shift assignment.

All public meetings and events requesting or involving the Sheriff's Office personnel will be cancelled.

All vehicles should be fueled at the end of each shift to ensure an adequate fuel supply is maintained, in the event of a shortage or disruption in service.

Personnel is strongly encouraged to practice good hygiene by washing hands frequently, for at least 20 seconds, and to reduce direct contact with facial areas.

Bleach/water solutions have been placed in spray bottles all around the facility and employees are encouraged to disinfect your work area multiple times throughout your tour of duty. This is especially important if you rotate work areas with other employees. Deputies should also disinfect their vehicles before and after every use, shift, and transport.

As long as the courthouse remains open, all public that enters will be asked screening questions to determine possible Covid-19 concerns, and any positive responses will warrant a request to leave or wear a medical mask while they are conducting business within the building.