

# Santa Clara Police Department



## COVID-19 OPERATIONAL GUIDE

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## PURPOSE OF THE OPERATIONAL GUIDE

This guide is intended to provide you with relevant and accessible information about COVID-19 related operations, procedures and best practices. As we work through this pandemic, things will continue to change rapidly. This guide will be updated continuously to ensure effective communication of pertinent information.

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### Chief's Message

by **Pat Nikolai, Chief of Police**

Hello everyone,

Thank you all for your continued dedicated service to our community during these trying times. The entire nation recognizes the sacrifices made by law enforcement as we continue to fight this global pandemic. The Command Staff continues to look at best practices in the industry to ensure that we are doing everything we can to protect your safety.

Thank you for all that you are doing to keep our community safe.

Pat

*Pat Nikolai*

Chief of Police

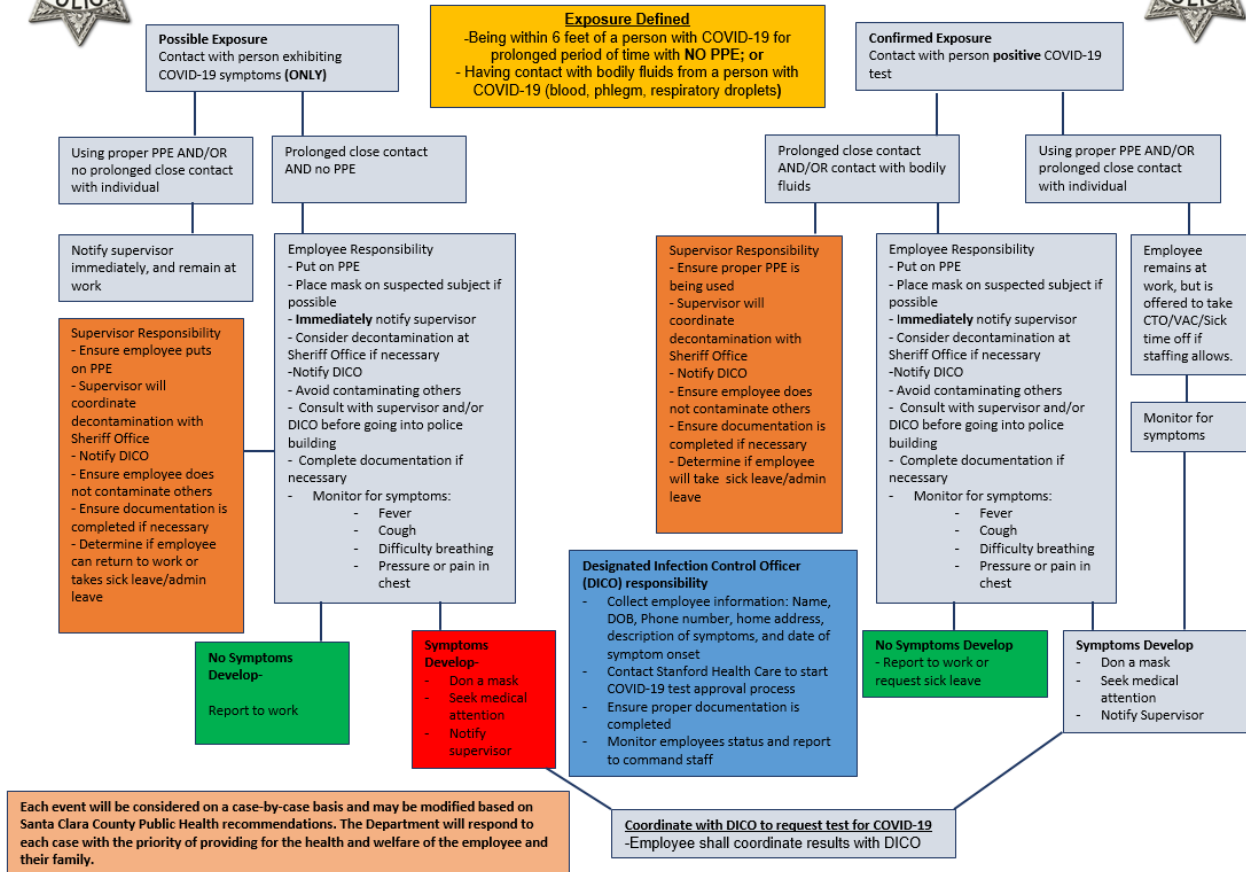




# SANTA CLARA POLICE DEPARTMENT



## Santa Clara Police Department COVID-19





## Santa Clara Police Department COVID-19 Contacts

### COVID-19 INCIDENT COMMAND SYSTEM

- Incident Commander - Captain Todd Cummins [REDACTED]
  - Command Staff
    - Public Information Officer
      - Lieutenant Saskia Lagergren [REDACTED]
  - City Manager's Office
  - City of Santa Clara - Emergency Operations Center
- Operations - Sergeant Frank Hagg [REDACTED]
- Planning - Sergeant John Terry [REDACTED]
- Logistics - Sergeant Kyle Cardin [REDACTED]
- Admin/Finance - Lieutenant Cuong Phan - [REDACTED]

### DESIGNATED INFECTION CONTROL OFFICERs (DICOs)

- Sergeant John Terry
- Lieutenant Cuong Phan

## County of Santa Clara Shelter in Place Order:

[Effective May 4, 2020](#)

## High Risk Areas in Santa Clara

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



## Mandatory Self-Health Screening

The following directive is to inform [all personnel](#) that we will be starting self-health screenings prior to starting your shift. The purpose of this new procedure is to protect the health of all of us.

All personnel on site must sanitize hands and surfaces, sneeze/cough into your elbow or arm, maintain six-foot social distancing as much as possible, avoid using the other workers' tools or equipment as much as possible, and wear face covering when around other people, as tolerated. Employ the [Personal Protective Equipment](#) (PPE) recommendations provided by your department.

### **Health Screening Procedure for Reporting for Duty**

Please ask yourself the following questions prior to entering the workplace:

1. Are you feeling sick today?
2. Have you experienced any of the following symptoms in the past [14 days](#)?
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
3. Have you tested positive for COVID-19 (with or [without](#) symptoms?)
4. Has a member of your household tested positive for COVID-19 (with or without symptoms)?

If you have answered 'yes' to any of the above questions, please avoid contact with others, do not enter any buildings, put on a mask if available, and immediately notify your supervisor or the Watch Commander via telephone.

All personnel shall screen themselves for COVID-19 signs and symptoms **PRIOR** to entering the station at the beginning of their shift.





# SANTA CLARA POLICE DEPARTMENT

- On-coming employees **MUST** report to the back-employee entrance door at the beginning of their shift. (We will look to add additional entrances as more thermometers become available)
- Inside the back door near the patrol equipment room will be a touchless thermometer.
  - The touchless thermometer should be cleaned periodically to avoid cross-contamination
  - Place the device near your forehead and push and hold the button.
  - Take three different temperature checks with the device for accuracy.
- Employees **MUST** take a temperature check using the provide touchless thermometer.
- If you have a temperature above **100.4 degrees Fahrenheit**, you are **not** to enter the station. You should notify your supervisor immediately and contact your doctor.
- If you have any COVID-19 symptoms, you shall not enter the building and notify your supervisor immediately;
- If you have any symptoms, but you do not test positive for Covid-19, you will be asked to remain off sick until you are symptom free for 24 hours prior to returning to work.



## EQUIPMENT & PPE

### How do I protect myself, coworkers, and the community?

For the most up to date PPE and Protective Measures from the CDC, please click [HERE](#):

#### **BACKGROUND:**

- Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure to the virus that causes COVID-19.
- Symptoms can include fever, cough, difficulty breathing, and shortness of breath.
- The virus causing COVID-19 is called SARS-CoV-2. It is thought to spread mainly from person-to-person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby.

#### **PROTECT YOURSELF:**

- If possible, maintain a distance of at least 6 feet.
- Practice proper hand hygiene. Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available use an alcohol-based hand sanitizer with at least 60% alcohol.
- Do not touch your face with unwashed hands.
- Have a trained Emergency Medical Service/Emergency Medical Technician (EMS/EMT) assess and transport anyone you think might have COVID-19 to a healthcare facility.
- Ensure only trained personnel wearing appropriate personal protective equipment (PPE) have contact with individuals who have or may have COVID-19.
- Learn your employer's plan for exposure control and participate in in-service training on the use of PPE for respiratory protection, if available.





## RECOMMENDED PPE:

Law enforcement who must make contact with individuals confirmed or suspected to have COVID-19 should follow CDC's Interim Guidance for EMS - [CLICK HERE](#).

Different styles of PPE may be necessary to perform operational duties. These alternative styles (i.e., coveralls) must provide protection that is at least as great as that provided by the minimum amount of PPE recommended.

- The minimum PPE recommended is:
- A single pair of disposable examination gloves,
- Disposable isolation gown or single- use/ disposable coveralls\*,
- Any NIOSH-approved **particulate respirator** (i.e., N-95 or higher- level respirator); face masks are an acceptable alternative until the supply chain is restored, and
- **Eye protection** (i.e., goggles/safety glasses or disposable face shield that fully covers the front and sides of the face).

<p><b>SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)</b></p> <p>The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.</p> <p><b>1. GOWN</b></p> <ul style="list-style-type: none"> <li>• Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back</li> <li>• Fasten in back of neck and waist</li> </ul>  <p><b>2. MASK OR RESPIRATOR</b></p> <ul style="list-style-type: none"> <li>• Secure ties or elastic bands at middle of head and neck</li> <li>• Fit flexible band to nose bridge</li> <li>• Fit snug to face and below chin</li> <li>• Fit-check respirator</li> </ul>  <p><b>3. GOGGLES OR FACE SHIELD</b></p> <ul style="list-style-type: none"> <li>• Place over face and eyes and adjust to fit</li> </ul>  <p><b>4. GLOVES</b></p> <ul style="list-style-type: none"> <li>• Extend to cover wrist of isolation gown</li> </ul>  <p><b>USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION</b></p> <ul style="list-style-type: none"> <li>• Keep hands away from face</li> <li>• Limit surfaces touched</li> <li>• Change gloves when torn or heavily contaminated</li> <li>• Perform hand hygiene</li> </ul> 	<p><b>HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1</b></p> <p>There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. <b>Remove all PPE before exiting the patient room</b> except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:</p> <p><b>1. GLOVES</b></p> <ul style="list-style-type: none"> <li>• Outside of gloves are contaminated!</li> <li>• If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer</li> <li>• Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove</li> <li>• Hold removed glove in gloved hand</li> <li>• Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove</li> <li>• Discard gloves in a waste container</li> </ul>  <p><b>2. GOGGLES OR FACE SHIELD</b></p> <ul style="list-style-type: none"> <li>• Outside of goggles or face shield are contaminated!</li> <li>• If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer</li> <li>• Remove goggles or face shield from the back by lifting head band or ear pieces</li> <li>• If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container</li> </ul>  <p><b>3. GOWN</b></p> <ul style="list-style-type: none"> <li>• Gown front and sleeves are contaminated!</li> <li>• If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer</li> <li>• Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties</li> <li>• Pull gown away from neck and shoulders, touching inside of gown only</li> <li>• Turn gown inside out</li> <li>• Fold or roll into a bundle and discard in a waste container</li> </ul>  <p><b>4. MASK OR RESPIRATOR</b></p> <ul style="list-style-type: none"> <li>• Front of mask/respirator is contaminated — DO NOT TOUCH!</li> <li>• If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer</li> <li>• Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties</li> <li>• Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front</li> <li>• Discard in a waste container</li> </ul>  <p><b>5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE</b></p>  <p><b>PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE</b></p> 
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[CLICK HERE](#) to see the CDC sequence procedure.

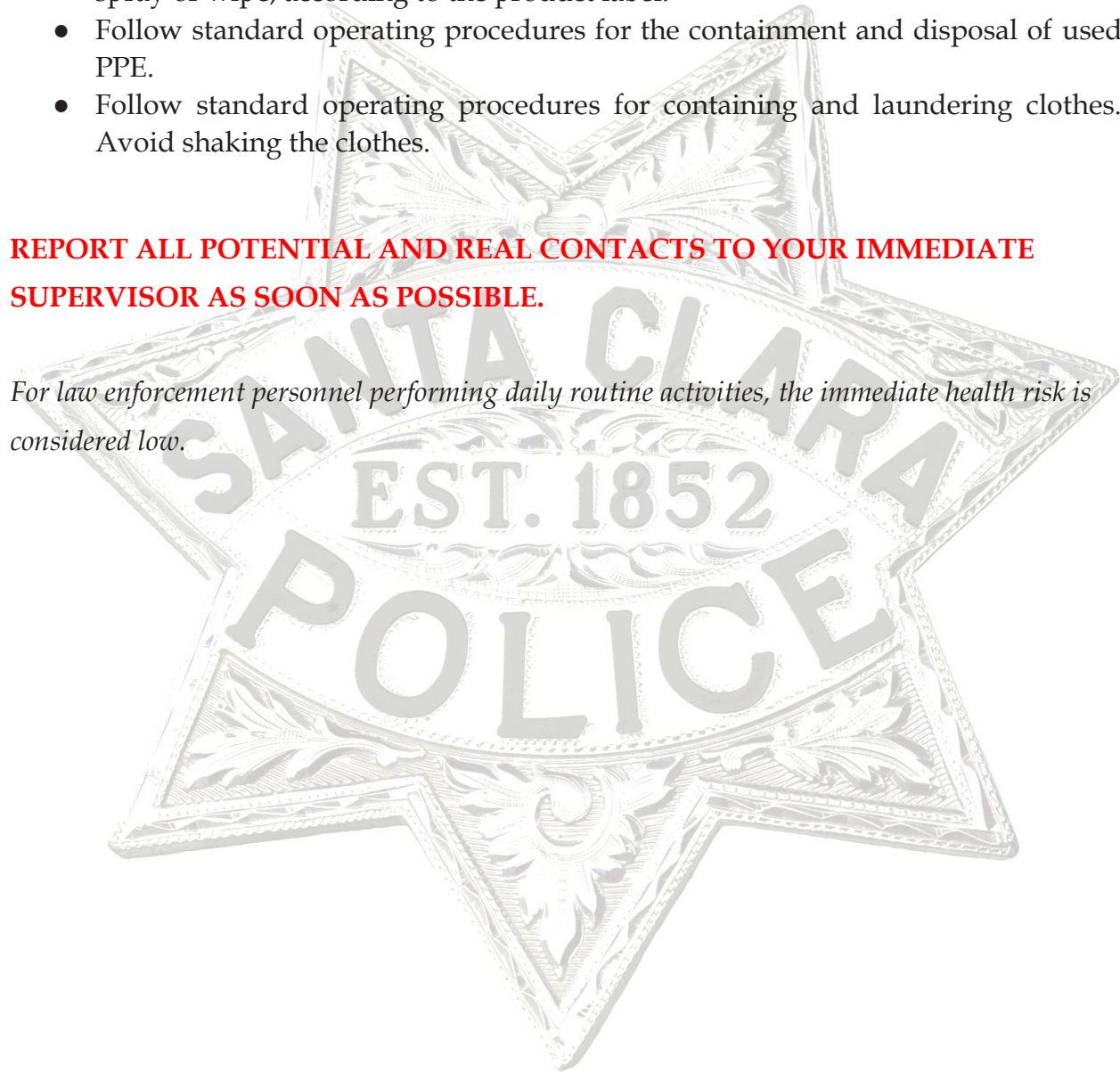


**CONTACT DURING AN APPREHENSION:**

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE.
- Follow standard operating procedures for containing and laundering clothes. Avoid shaking the clothes.

**REPORT ALL POTENTIAL AND REAL CONTACTS TO YOUR IMMEDIATE SUPERVISOR AS SOON AS POSSIBLE.**

*For law enforcement personnel performing daily routine activities, the immediate health risk is considered low.*





## EXPOSURE PROTOCOLS

I think I may have been exposed, what do I do?

**REPORT ALL POTENTIAL AND REAL CONTACTS TO YOUR IMMEDIATE SUPERVISOR AS SOON AS POSSIBLE (via phone).**

The Santa Clara County Sheriff's Office has implemented a Virus Response Team (VRT) for their agency. The VRT has developed a decontamination facility for their deputies and their vehicles using a variety of resources.

On April 6, 2020, the Santa Clara County Sheriff's Office (SO) has made their virus decontamination facility available to outside agencies. **Please review the Santa Clara County Sheriff's Office Decontamination Policy to be familiar with their process and their expectations of us while using their service.**

In preparation for an exposure, please have the following items in a Decon Bag (preferably in sealed Ziplock style bags to limit exposure) and stored in the trunk of your vehicle:

1. One clean t-shirt
2. Shorts or pants
3. Undergarments
4. Sandals that can get wet
5. Towel
6. Shampoo and soap

In the event a member of our department does have an exposure, please adhere to the following:

1. Try to minimize the source of the exposure. Examples to include but not limited to; donning Personal Protective Equipment (PPE) prior to contact, limiting the amount of personnel needed at the incident, putting PPE (mask) on a party suspected of having a virus, etc.
2. Immediately notify your supervisor AND limit your contact with other personnel
  - a. Supervisors will notify DICOs (Lt. Cuong Phan and/or Sgt. John Terry) via email or phone. DICOs will assist in coordinating additional



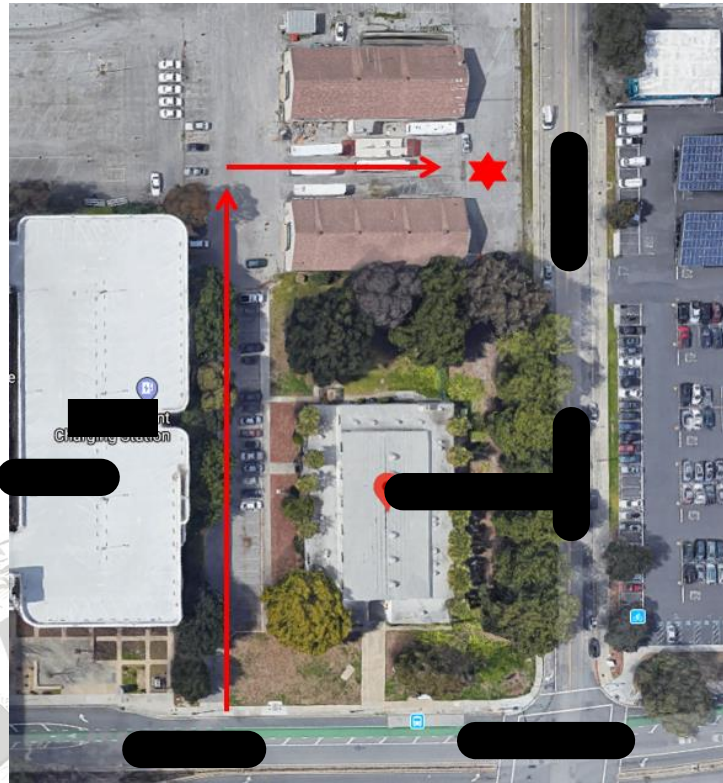


# SANTA CLARA POLICE DEPARTMENT

- treatment, testing, or if other resources are needed. DICOs are tracking each exposure.
3. Contact County Communications at [REDACTED]
    - a. Provide name
    - b. Call back phone number
  4. A member of the SO VRT will contact the party requesting decontamination. The VRT member will request a brief summary of the incident and need of decontamination. The SO VRT will most likely err on the side of caution, but they can decline our request. If a request is declined, please contact your supervisor. Supervisors will contact the agencies DICOs for further direction.
  5. Unless arrangements are made with the Sheriff's Office, our agency is responsible for decontamination of our vehicle.
    - a. With prior approval, our vehicles can be left at the Sheriff's Office parking lot. [REDACTED]
      - b. Make sure to secure all firearms (shotguns, rifles, less lethal) and any other items that should not be left in a vehicle (NFD, etc.).
      - c. Please notify Community Service Officer (CSO) Alexis Morales if the vehicle needs to be schedule for decontamination or if arrangements have been made with the SO VRT for decontamination. CSO Morales can be contacted via email [REDACTED] or City cell phone [REDACTED]. Please provide the following information to CSO Morales for tracking purposes:
        - i. Case number
        - ii. Name of officer(s) who were using the vehicle at time of exposure
        - iii. Call back number for any questions
        - iv. Vehicle number
        - v. Current location of vehicle
  6. A SCPD vehicle stored at the SO decontamination facility may be available. If vehicle is not available due to our current inventory, please coordinate with your supervisor for transportation after decontamination. If there is a need to be in close proximity to another person during transportation, please wear the appropriate PPE.
  7. Once back at SCPD, coordinate with supervisor to ensure proper documentation of exposure is completed. Coordinate with your supervisor if you require further medical testing, if you will be returning to duty, or if you will be sent home for quarantine.



# SANTA CLARA POLICE DEPARTMENT



Please refer to the Santa Clara County Sheriff's Office Decontamination Policy for further details.

In the event the Santa Clara County Sheriff's Office is unavailable or declines a decontamination, our team has established a back-up decontamination facility at the North Side Substation. Supervisors will coordinate this process with the DICOs if necessary. A team is on-call to ensure our back-up decontamination process is available.





## FIRST RESPONDER VEHICLE STERILIZER

The Santa Clara Police Department purchased the FirstResponder Sterilizer. Click the following [link](#) for more information. We are also using this device to decontaminate load bearing vests, boots and belts when applicable. This device is **NOT** authorized to be used in any buildings for decontamination.

If interested in other research regarding ozone technology, click the following links:

- Ozone effects on [body armor](#)
- Ozone [compatible](#) materials

### Introducing the FirstResponder® Sterilizer

The FirstResponder® Sterilizer from Genlantis is a patented\*, simple, effective, portable sterilization device that completely removes infectious organisms from both surfaces and air.

- Destroys over 650 Pathogens including MRSA, C. Difficile, Norovirus, TB, Flu, etc...
- Eliminates disgusting vomit and bacterial odors.
- Keeps our First Responders and their families safe from potentially deadly infections.
- Dramatically reduces sick time benefits and saves money in Police, Fire and EMS budgets.
- The FirstResponder® Sterilizer generates ozone gas/silver ions which eliminates both harmful contaminants and unpleasant odors from the following sources post routine cleanup:
  - Vomit
  - Blood
  - Faces
  - Urine
  - Saliva
  - Semen
  - Skin cells
  - Hair
  - Sneezing
  - Coughing
  - Parasites

- Award Winning Technology

- Giving our First Responders the best tools for safety

\*Patent # US 9,623,140 B2 • EPA Registered 919-CA-001 • CE Certified

The COVID-19 Team, CSOs, JSOs and a few officers are trained to use the sterilizer. Please contact any of the above personnel to coordinate a sterilization of your vehicle. A-Side Patrol (day and mid-day shifts) – Please contact CSO Alexis Morales to schedule a vehicle sterilization.





Each event will be considered on a case-by-case basis and may be modified based on Santa Clara County Public Health recommendations. The Department will respond to each case with the priority of providing for the health and welfare of the employee and their family.



These procedures are coordinated by Lt. Cuong Phan [REDACTED] and Sgt. John Terry [REDACTED] the Designated Infection Control Officers (DICOs).



## **DETERMINE THE LEVEL OF RISK OF EXPOSURE:**

[Click here](#) to review the Centers for Disease Control and Prevention definitions and definition of an exposure.

While body fluids other than respiratory secretions have not been clearly implicated in transmission of COVID-19, unprotected contact with other body fluids, including blood, stool, vomit, and urine, might put health care providers at risk of COVID-19.

### **1. High Risk**

- a. First responder NOT wearing face mask or respirator who have had Prolonged Period of Time close contact with an EMS Screened Positive person NOT wearing a face mask; or
- b. First responder NOT wearing face mask, respirator, and eye protection who is present in a room when an EMS Screened Positive person is receiving continuous positive airway pressure (CPAP), CPR, or aerosols.

### **2. Medium Risk**

- a. First Responder NOT wearing face mask or respirator who had Prolonged Period of Time close contact with an EMS Screened Positive person who was wearing a facemask;
- b. First Responder NOT wearing eye protection who had prolonged close contact with EMS Screened Positive person NOT wearing a facemask; or
- c. First Responder wearing face mask or respirator without gown and/or gloves who is present in a room when an EMS Screened Positive person is receiving CPAP, CPR, or aerosols.

### **3. Low Risk**

- a. First Responder with brief interactions with an EMS Screened Positive person; or
- b. First Responder was wearing a face mask or respirator and the EMS Screened Positive person was wearing a facemask.



## MONITORING BASED ON EXPOSURE RISK:

1. **High and Medium Risk:** A First Responder without symptoms is not restricted from work. A First Responder in the high- or medium-risk category shall undergo Active Monitoring AND Self-Monitoring with Delegated Supervision. Requirements shall include:
  - a. Temperature screenings before and after every shift. If the shift lasts longer than 16 hours, a temperature screening as close to halfway through the shift as possible shall occur.
  - b. If the First Responder develops a fever measured at > 100.4F or experiences chills OR respiratory symptoms (e.g., cough, shortness of breath, sore throat), they shall immediately self-isolate by separating from others and notify their supervisor to arrange consultation and referral to an occupational medicine provider for further evaluation. The medical professional shall be the entity that authorizes a return to work for a symptomatic First Responder.
2. **Low Risk:** A First Responder without symptoms is not restricted from work. A First Responder in the low-risk category shall perform Self-Monitoring with Delegated Supervision until 14 days after the last potential exposure. Requirements shall include:
  - a. Temperature screening twice daily and remain alert for respiratory symptoms (e.g., cough, shortness of breath, sore throat). They should ensure they are free of symptoms before leaving home to report for work.
  - b. If the First Responder develops a fever measured at > 100.3°F or experiences chills OR respiratory symptoms (e.g., cough, shortness of breath, sore throat), they shall immediately self-isolate by separating from others and notify their supervisor to arrange consultation and referral to an occupational medicine provider for further evaluation. The occupational medicine provider shall be the entity that authorizes a return to work for a symptomatic First Responder.
3. **No Identifiable Risk:** A First Responder without symptoms is not restricted from work. A First Responder who falls into this category shall perform **Self-Monitoring daily**.







## If I am directed to stay home, what do I do?

If you are directed to stay home, the DICO will direct you to take your temperature and self-evaluate for cough and shortness of breath (SOB) daily. The DICO will provide you with a phone number for reporting. Should you develop a fever, cough or develop SOB, contact the DICO to receive more specific instructions.

**NOTE: Should you desire lodging outside of your home to protect your family from possible exposure, the City has alternative housing options to accommodate these needs.**

The current standard is to monitor and report for fourteen days after a suspected exposure. If you are directed to stay home:

- Minimize contact with family members and wear a surgical mask (NOT an N95) if you are coughing or sneezing while near others in the household.
- Wash your hands with soap and water very frequently, and as much as possible avoid touching your face.
- You should sleep in a separate room from other family members and use a separate bathroom if possible.
- Clean surfaces you touch such as doorknobs and tabletops/countertops frequently with disinfecting cleaners.



For more data [CLICK HERE](#)

The Centers for Disease Control and Prevention (CDC) provides an excellent source of information on the [website](#).



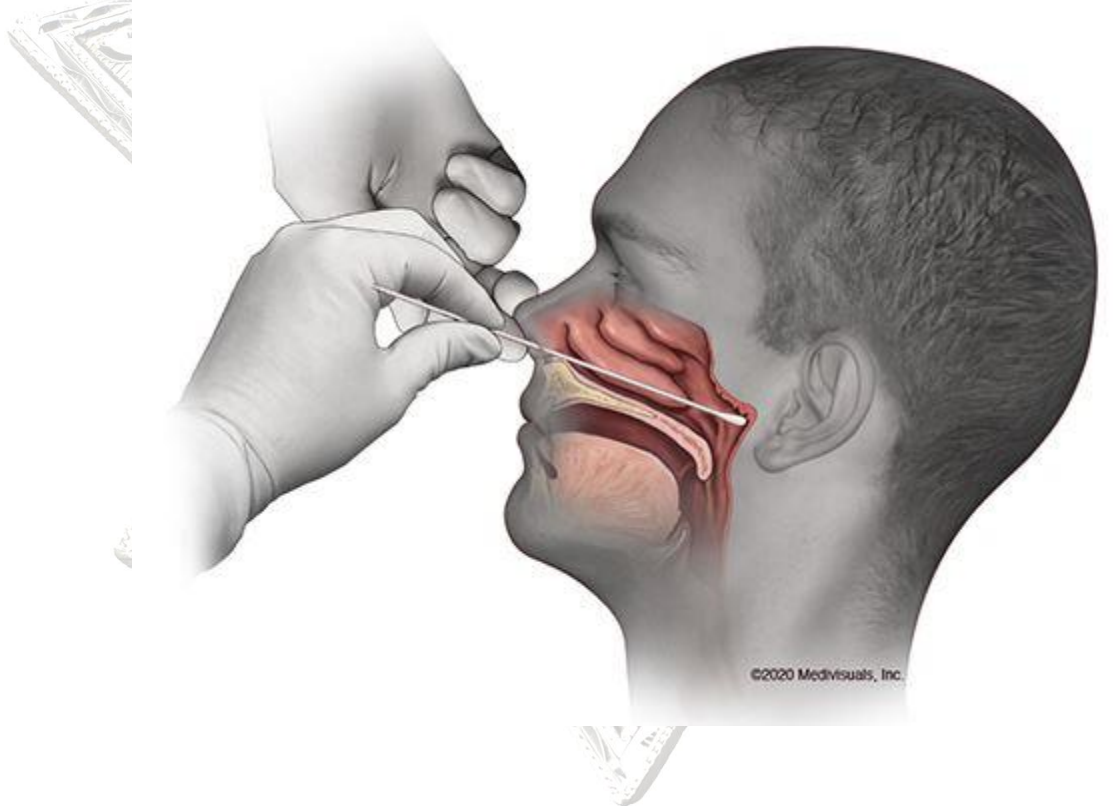
## TESTING

### Can I be tested? How does that work?

Yes. Priority testing, when testing conditions are met, is available from [REDACTED]



THIS GUIDANCE IS INTENDED FOR FIRE, EMS, AND LAW ENFORCEMENT



If interested in additional testing sites in Santa Clara County, click the following [link](#).



## MODIFIED OPERATIONS

### What is my function now?

Our objectives and priorities moving forward will be:

- Maintain public order and safety
- Provide for the health and well-being of our department personnel
- Plan and prepare for police services at hospitals, testing locations, stores and other essential or critical service locations
- Reevaluate our practices and procedures to mitigate our personnel's exposure to COVID-19

The following changes in our procedural philosophy are effective immediately and will enable us to continue our commitment to public safety by limiting undue exposure to the public, with an essential response plan:

- Officers and CSOs are strongly encouraged to **limit proactive enforcement** and public contact and should balance the potential dangers of public contact with the public safety benefit of the enforcement activity
- Communications will **encourage the use of online reporting**
- Cold calls for service **should be handled over the phone** as much as possible
- All Officers may wear BDUs to facilitate more frequent uniform cleaning
- Officers and CSO's are expected to handle phone calls from the field and should avoid the station whenever practical
- Officers are expected to conduct the vast majority of their report writing in their vehicles and not in the station
- Field personnel are expected to sanitize their vehicles at the beginning and end of every shift (additional cleaning supplies are on order). In addition, the department used grant money to purchase an \$8,000 vehicle sterilizing machine. This machine will completely sterilize a vehicle in 30-45 minutes. [CLICK HERE](#) to see a short YouTube demonstration of the machine.





## ENFORCEMENT

The most current Public Health Order can be found at [website](#). Your focus should be on gaining compliance and education; enforcement action should be a last resort.

Remember, if safe and possible, speak with your supervisor prior to taking enforcement action.

For either violation use section [120295 of the Health and Safety Code](#).

There are two main violations of this order you will commonly encounter:

groups of people gathering non-essential businesses staying open.





## What about warrants and arrests?

In order to maximize compliance with public health and safety directives related to the current COVID-19 pandemic, the Court authorizes local law enforcement to issue citations in the field or after booking, or to issue written promises to appear for individuals under the following circumstances:

- Individuals arrested upon warrants for failing to appear in court for **pending misdemeanor offenses, excluding domestic violence related offenses** as defined in Penal Code section 136.2, Penal Code section 13700, and Family Code section 6211;
- Individuals arrested upon warrants for failing to appear in court for diversion-related matters, deferred entry of judgement, or post-conviction matters, excluding post-conviction matters for offenses listed in Penal Code section 1270.1;
- **Individuals arrested for felony offenses with an aggregate scheduled bail amount of \$25,000 or less, excluding offenses listed in Penal Code section 1270.1 or Vehicle Code section 23153 (driving under the influence causing injury).**



***Such individuals may be cited and given a court date eight weeks from the arrest date upon execution of a written promise to appear. Individuals on formal probation shall also be ordered to contact their probation officer by telephone within two business days of the arrest date.***

The full order can be found here: :

[http://www.sccourt.org/general\\_info/news\\_media/newspdfs/PR%20Court%20Authorizes%20Cite%20and%20Release%20for%20Certain%20Individuals%20Due%20to%20COVID.pdf](http://www.sccourt.org/general_info/news_media/newspdfs/PR%20Court%20Authorizes%20Cite%20and%20Release%20for%20Certain%20Individuals%20Due%20to%20COVID.pdf)





California Courts: New & Amended Rules: [link](#)

Per Bureau Captain(A) Greg Hill (effective 04/06/20):

The state released a list of crimes where a "\$0 bail" amount will be set upon arrest and booking at jail:

Under the statewide Emergency Bail Schedule, bail for all misdemeanor and felony 31 offenses must be set at \$0, with the exception of only the offenses listed below:

- A serious felony, as defined in Penal Code section 1192.7(c), or a violent 34 felony, as defined in Penal Code section 667.5(c);
- A felony violation of Penal Code section 69;
- A violation of Penal Code section 166(c)(1);
- A violation of Penal Code section 136.1 when punishment is imposed under 41 section 136.1(c);
- A violation of Penal Code section 262;
- A violation of Penal Code sections 243(e)(1) or 273.5;
- A violation of Penal Code section 273.6 if the detained person made threats to kill or harm, has engaged in violence against, or has gone to the residence or workplace of, the protected party;
- A violation of Penal Code section 422 where the offense is punished as a felony;
- A violation of Penal Code section 646.9;
- A violation of an offense listed in Penal Code section 290(c);
- A violation of Vehicle Code sections 23152 or 23153;
- A felony violation of Penal Code section 463; and
- A violation of Penal Code section 29800. 20

In the event Patrol arrests a suspect for a "\$0 bail crime," and they want the suspect actual held (e.g. violent nature of criminal, fear the suspect will flee, etc.), the officer will contact the on-call detective for assistance. The following will be the break down in responsibilities:

**Patrol:** Well written report and felony affidavit detailing the danger to the public/fear of flight/etc. this subject represents and why they need to be kept in jail on some sort of bail.





# SANTA CLARA POLICE DEPARTMENT

**Bureau:** Contact on-call DA (night) or one of the primary DA's (day) to run the investigation by them. Find out what needs to be done to justify the need for bail and help patrol make this happen. If at night, follow up during the day with one of the primary DA's for further guidance.





## EMPLOYEE WELLNESS

### I need some help. Who can I talk to?

The SCPD Peer Support Team is available for contact at any time.



#### WHAT IS PEER SUPPORT?

Peer Support is a proven program developed and implemented by employees to help other employees. Peer Support is about people helping people in a healthy way. We all experience difficult situations in our lives such as conflicts at home and unusual stress at work. Unhealthy reactions to stress can be costly to health and well-being.

Peer Support is designed to help you through stressful times both at work and at home. Some examples include but are not limited to conflicts with spouses/significant others, parenting challenges, dealing with our aging parents, conflicts with supervisors and co-workers, grievances issues, promotions, retirement, disabilities and on-the-job injuries. Peer Support members have been trained to listen and support someone through the process of dealing with some of life's problems.

#### YOU CAN TALK TO SOMEONE:

##### ON A PERSONAL LEVEL...

- You are "stressed out"
- You are facing major financial problems
- You or a loved one has a problem with alcohol or drugs.
- You are dealing with an aging parent or troubled teenager.
- You don't know what to say when a friend or co-worker is diagnosed with cancer or has lost a loved one.

##### ON A PROFESSIONAL LEVEL...

- You're involved in a critical incident.
- You're having difficulties at work.
- You're having problems with your boss.
- You're angry and about to "blow up" at work.
- You're not getting along with a co-worker.
- Any other personal or professional issue you have in which you would like someone to listen.

#### WHAT MAKES THIS PROGRAM SUCCESSFUL?

##### 1. IT'S PEER DRIVEN

To instill a sense of trust, the group is made up of representatives from all ranks of Public Safety. This allows you to talk with a person(s) whom you feel most comfortable.

##### 2. PARTICIPATION IS VOLUNTARY

All employees participating in this program are doing so on a voluntary basis. Employees cannot be forced to see a Peer Support member, nor can a referral by a supervisor be mandatory or be made part of any disciplinary recommendation.

##### 3. DETAILS ARE KEPT PRIVATE

The only exception is when disclosure is required by law or department policy (GO 22.7.4). This provides you with a safe outlet to discuss and resolve serious issues.

##### 4. REMINDS US THAT WE ARE IMPORTANT TO THE PUBLIC SAFETY ORGANIZATION

Everyone faces difficulties at one time or another. The Peer Support Program acknowledges that at various times employees can be challenged by serious personal and professional issues, and encourages employees to seek positive solutions.

##### 5. IT'S NOT A SUBSTITUTE FOR PROFESSIONAL HELP

Peer Supports are not licensed counselors or therapists, and this program is not designated to take the place of professional treatment. Peer Supporters will listen, support, defuse, or assist in finding the appropriate resource to help co-workers through difficult times.

##### 6. PEER SUPPORTS WILL NOT TAKE THE PLACE OF YOUR SUPERVISOR

Peer Support is not intended to interfere with or take the place of your supervisor. Peer Support members are not empowered with the authority to authorize time off or anything that may interfere with the operation of the department.

##### 7. PEER SUPPORT MEMBERS WILL NOT BREACH THE CONFIDENTIALITY OF WHAT IS DISCUSSED

Peer Support members should not be asked for details of the support sessions, no should they divulge such information with a signed release by you, except when required by law. The Program is not an administrative tool to gain information to be used against an employee. It is important to know that privacy will be respected. Peer Support members hold all ranks in the Public Safety Department and it is important that you feel comfortable with the Peer Support member with whom you meet.

#### WHO ARE PEER SUPPORTERS?

The Peer Support members listed on the back of this brochure are Public Safety employees who have expressed an interest in helping other employees, and who have received a minimum of 24 hours (3 days) of training.

#### HOW CAN THE PROGRAM HELP?

The Peer Support Program provides Public Safety members the opportunity to talk to other Public Safety employees who have been trained to listen and support a fellow employee through a difficult situation. Peer Support members may:

- Refer an employee to an appropriate professional
- Provide feedback or a different perspective
- Just be a good listener

#### CRITICAL INCIDENT STRESS DEFUSINGS

Another aspect of this program is a specific use of the Critical Incident Stress Management (CISM) Team. Peers trained in this intervention are utilized in the defusing process and are available for follow-up contacts. If you are involved in a critical incident a member of the CISM Team may contact you to offer support or provide assistance in seeking a referral for you.

#### NOW WHAT?

Getting started is as simple as a phone call or a "hello" in the hallway. Contact any of the Santa Clara PD Peer Support members listed on the back page.

#### ARE THERE OTHER OPTIONS?

If you feel more comfortable talking to someone outside of Santa Clara PD, there are additional resources available to you.

[Redacted] resource for first responders and their spouses affected by critical incidents. You can call anytime 24/7 to speak with someone. Website: <http://www.frsn.org/>

[Redacted] a 24/7 phone service that can help you find appropriate resources, therapists & financial aid. <https://www.safecallnow.org/>

This program provides a confidential 24/7 hotline manned by retired law enforcement who understand our job stressors and are trained in active listening. <https://www.coline.org>

[Redacted] a clinical psychologist, has assisted our personnel affected by Officer Involved Shootings. Officer [Redacted] is available at [Redacted]

\* Peer Support Team Member



# SANTA CLARA POLICE DEPARTMENT

## RECOMMENDED HEALTH PROFESSIONALS

### MENTAL HEALTH NETWORK [MHN]

MHN 24 hour-a-day services are made available through the City of Santa Clara PD's Employee Assistance Program [EAP]. This NO COST benefit to the employee is confidential. Employees and their families receive up to *three (3) free counseling sessions* with a mental health professional, i.e., clinical psychologist, marriage and family therapist, etc., *per incident*. More information about this program can be found online at: [members.mhn.com](http://members.mhn.com) and register with the company code: [REDACTED]

### YOUR OWN HEALTH PLAN:

Some employees may prefer to use their individual health plan (Blue Shield, Kaiser or Aetna) to secure mental health/ counseling services.

**IMPORTANT:** *The Public Safety Peer Support Program **DOES NOT** replace the use of professional services.*

## PEER SUPPORT TEAM

- ❖ [REDACTED]  
(Team Coordinator)
- ❖ [REDACTED]
- ❖ [REDACTED]
- ❖ [REDACTED]
- ❖ [REDACTED]
- ❖ [REDACTED]
- ❖ [REDACTED]
- ❖ [REDACTED]
- ❖ [REDACTED]
- ❖ [REDACTED]
- ❖ [REDACTED]
- ❖ [REDACTED]



## PEER SUPPORT PROGRAM

Santa Clara Police Department  
Pat Nikolai, Chief of Police  
601 El Camino Real  
Santa Clara, CA 95050  
[www.santaclaraca.gov](http://www.santaclaraca.gov)





# SANTA CLARA POLICE DEPARTMENT

## SANTA CLARA POLICE DEPARTMENT POLICE CHAPLAIN ROSTER "Serving those who serve"



Please notify dispatch if a chaplain is called out for an incident

CHAPLAIN:

ADDRESS:

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Board Members:

Other Important numbers

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Counseling:

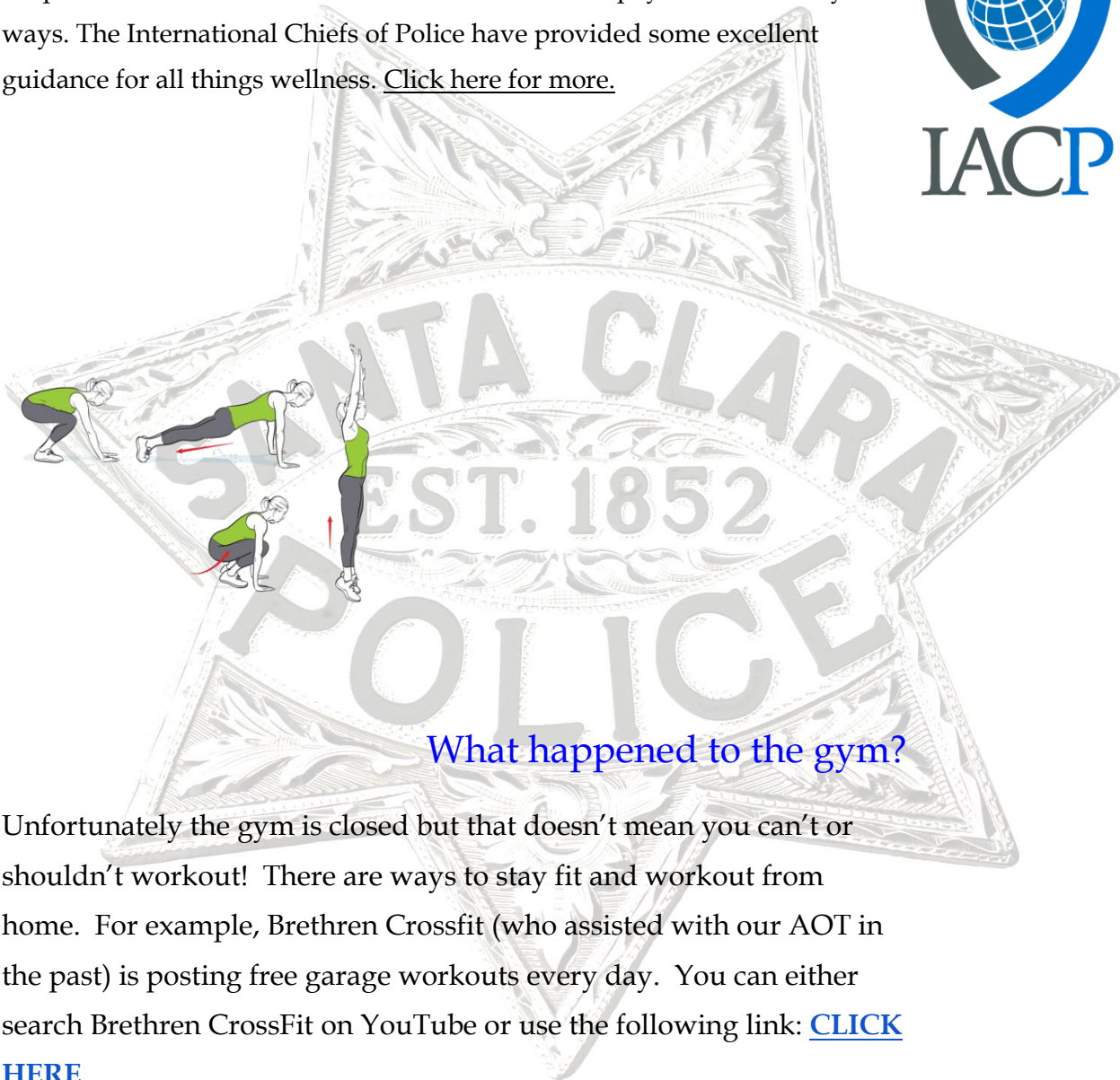
[REDACTED]	[REDACTED]	[REDACTED]
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Updated: 10/10/2019



## Health and Nutrition

It is incredibly important now, more than ever, to maintain balance. Proper self-care, nutrition, mindfulness and exercise pays off in so many ways. The International Chiefs of Police have provided some excellent guidance for all things wellness. [Click here for more.](#)



### What happened to the gym?

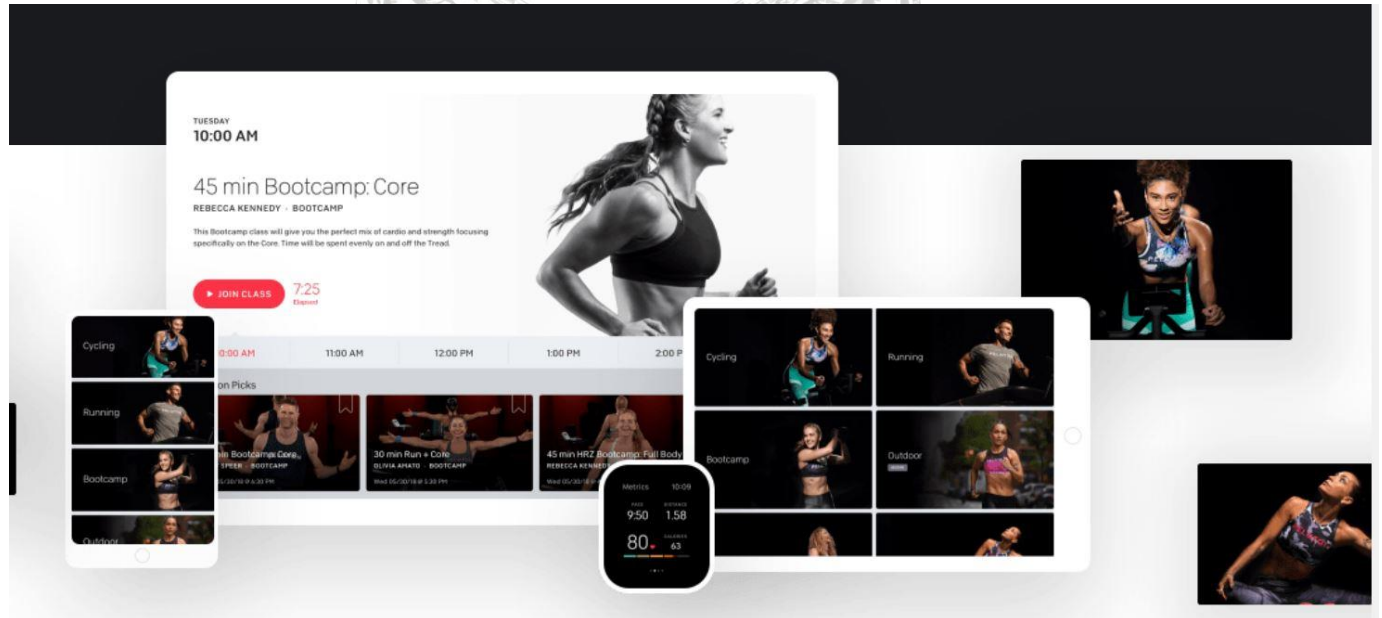
Unfortunately the gym is closed but that doesn't mean you can't or shouldn't workout! There are ways to stay fit and workout from home. For example, Brethren Crossfit (who assisted with our AOT in the past) is posting free garage workouts every day. You can either search Brethren CrossFit on YouTube or use the following link: [CLICK HERE](#)



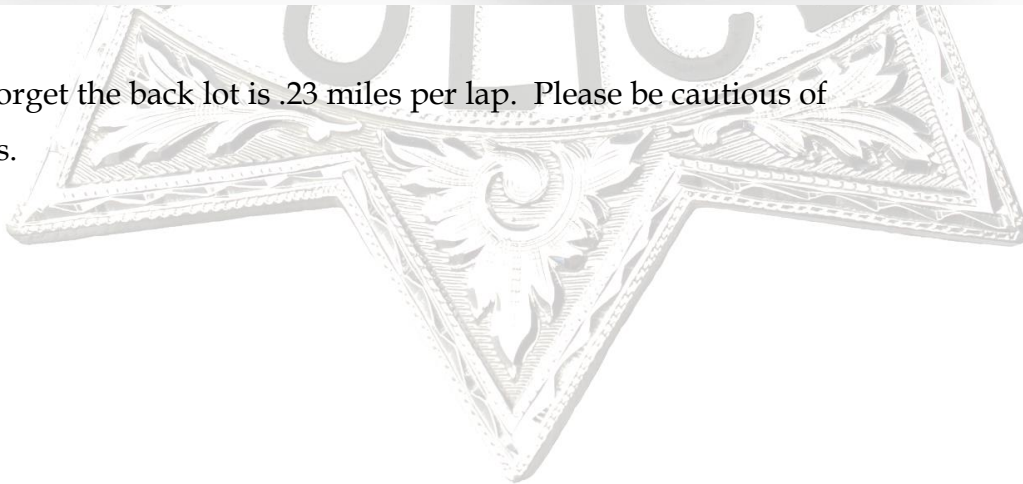
# SANTA CLARA POLICE DEPARTMENT

You may also use the free Peloton app for on-demand classes.

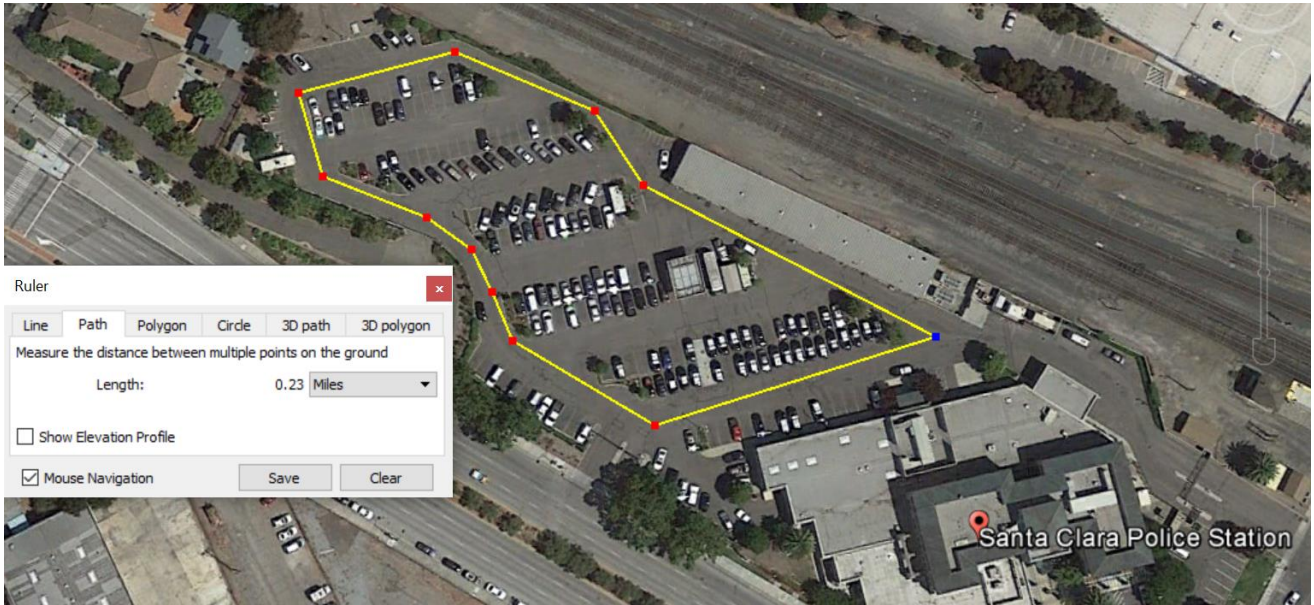
1. Download the Peloton App
2. Sign up for a free 90 day – digital account
3. [REDACTED]



Don't forget the back lot is .23 miles per lap. Please be cautious of vehicles.







## Educational/Learning Resources for Kids

List of educational resources [CLICK HERE](#)

Audible now offering free audiobooks for kids [CLICK HERE](#)

Live from Orchestra Hall, watch symphonies for free [CLICK HERE](#)

Over 30 virtual field trips! [CLICK HERE](#)

Several free courses in multiple subjects some with certifications available [CLICK HERE](#)

Classroom Magazines [CLICK HERE](#)

Teaching Tools [CLICK HERE](#)

Coursera [CLICK HERE](#)



## CITY CHANGES

How has the City changed their services and how is the City communicating?

The City is maintaining an up-to-date website ([available here](#)) for all things COVID-19. The site lists current City services, public information and even a section about rumors and myths. Please review this regularly to stay current and feel free to direct the community here as well.



**CORONAVIRUS (COVID-19)**





## COMMUNICATIONS

Have Communications operations changed? What do I need to know?

**ACCESS TO DISPATCH IS RESTRICTED TO COMMUNICATIONS PERSONNEL ONLY. OFFICIAL BUSINESS MAY ENTER.**

- Communications personnel will enter through their back-patio door or the community center door. They will still conduct the mandatory health screening prior to shift utilizing a thermometer in Communications
- All documents needed from Communications can be e-mailed or sent to a printer in patrol.
- Communication staff has adjusted to 12-hour shifts. The shifts run 0600-1800 and 1800-0600 to reduce contamination. Each employee is cleaning their workstations.
- Supervisors are wiping down commonly used areas between shifts.







## RECORDS

Have the Records operations changed? What do I need to know?

**ACCESS TO RECORDS IS RESTRICTED TO RECORDS PERSONNEL ONLY.**



- Records personnel will enter through their rear door and conduct a mandatory health screen prior to shift utilizing a thermometer in Records.
- A table will be set-up near the Records service window for supervisors to pick-up/drop-off paperwork
- All forms needed by Patrol Officers (e.g. DL printouts, criminal histories, etc.) will be sent to the Patrol printer (near Christine's desk) to be picked up;
- The women's bathroom, in the hallway outside of Records, will be reserved for use by only Records personnel.

## BAIL LIMIT CHANGES



The new bail limit for citing misdemeanor warrants is **\$24,999** instead of \$14,999 and court dates have been pushed 120 days out. All cites shall be reviewed by your respective Supervisor.



## Temporary Holding Facility (THF)

As part of our COVID-19 Response, we have implemented two new processes for the THF to limit employee exposure.

1. We are not housing anybody at the THF. Special circumstances may dictate modifying this guideline (i.e. Arrest of a homicide suspect, complex child molestation case, etc.). Contact your supervisor if you have a special circumstance requiring the modification of this guideline.
2. Arrestees will not enter the THF for pre-booking processing. Officers will use the "drive through" sally port for pre-booking processing. JSO's will be present to assist the arresting officers with their paperwork.
3. Officers will conduct blood draws in the sally port.
4. PAS devices to be used at the Officers discretion. If used, Officers will wear proper PPE (i.e. Gloves, eye protection, nose & mouth protection, etc.)
5. THF Draeger machine will not be used until further notice. Blood samples will be taken in lieu of breath.



## Sex Registration (Megan's Law)

We have an updated procedure for front-desk 290 PC registration as part of our COVID 19 response.

1. We are temporarily closing the front desk for standard 290PC registration. We are implementing a modified version for 290 PC registration.
2. Arriving 290's will use the exterior phone line to call into the front desk.
3. A Desk CSO will take a verbal report over the phone, documenting the subject coming in to register.
4. The 290 will be told that their registration will be documented in a report, however due to our COVID-19 response, they will be required to complete the registration process (Fingerprints, REGISTRATION CARD, and photograph) at another time. The Desk CSO will advise the 290 that they will be contacted by the bureau for a follow-up appointment.
  - a. Transient 290 registrations will be told to come back in one month for another report to document their registration or to be registered (if the crisis resolves).
5. The Desk CSO's will maintain a list of 290 cases that are being handled in this manner. The list will be sent to Detective Sergeant Torke to arrange a follow-up appointment for each 290 to complete the registration process.

For more information regarding Megan's Law, refer to the City [website](#).



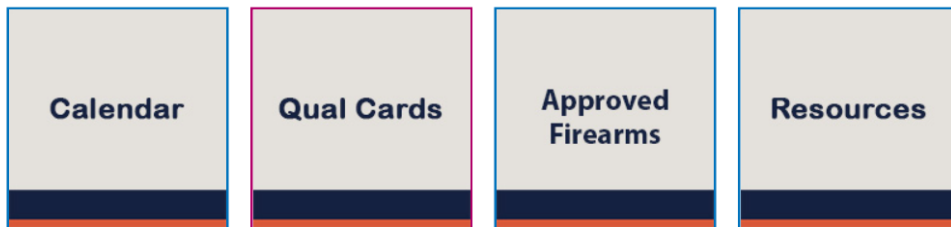


## SCPD Range

To increase the safety of our Range Master, and the probability of our Range to continue to be operational, SCPD has suspended outside agency use and implemented the following restrictions:

- Use the city [intranet](#) to schedule a time to meet with a Range Master
- Occupancy of the range should be limited to one Range Master and one shooter at a time. Social distancing (6 feet apart) should be exercised when possible.
- PPE has been set up at the entrance to the range. Sanitize hands, put on gloves and a face cover. Wait for a range master to assist you.
- Personnel in the range should wear a mask unless specifically told to doff by Range Master
- Personnel should bring their own eye protection to reduce cross-contamination.
- Personnel is strongly encouraged to bring their own ear protection.
- Ammo cans have been removed to reduce cross-contamination. Please use unopened box of ammunition provided by a Range Master.
- Limit the amount of areas you touch in the range. Notify the range master if you think an area needs to be decontaminated.
- Use a face cover and gloves at firearm cleaning station. Wipe down area before and after use.
- Remember to fill out your range qualification card via the [intranet](#).

### Range



### POST-CERTIFIED FIREARMS INSTRUCTORS:

- |                |                  |                            |
|----------------|------------------|----------------------------|
| Barry, Mitch   | Gutierrez, Rob** | Pianto, AJ                 |
| Bell, DJ       | Karl, Ed         | Sandoval, Dom              |
| Cardin, Kyle   | Liu, Tom         | Sitler, James              |
| Crescini, Mike | Mead, Kevin      | VanDiemen, Randy           |
| Diller, Cody   | Mead, Scott      | Wright, James              |
| Gilmer, Chris  | Miranda, Ron     | <b>**LEAD RANGE MASTER</b> |



## USEFUL WEBSITES

### Local Resources:

[City of Santa Clara Public Information](#)

[City of Santa Clara COVID Specific](#)

[Santa Clara County Public Health](#)

### Dashboards:

[COVID-19 Cases DASHBOARD](#)

[HOSPITAL DASHBOARD](#)

[LABORATORY DASHBOARD](#)

### State Resources:

[California Department of Public Health](#)

### Federal Resources:

[Occupational Safety and Health Act \(OSHA\)](#) Guidance on Preparing Workplace for COVID-19

[Center for Disease Control](#)

- How to protect yourself
- How to care for someone that is sick
- What to do if you are sick

[World Health Organization](#)

[Federal Bureau of Investigations](#)

- CYBER ACTORS TAKE ADVANTAGE OF COVID-19 PANDEMIC TO EXPLOIT [INCREASED](#) USE OF VIRTUAL ENVIRONMENTS
- <https://twitter.com/fbisacramento>

### Additional Information:

How long does COVID-19 live on surfaces? [CLICK HERE](#)



## FAQ's

The Community has been asking questions about this pandemic and the City has responded with a robust website to help guide them and clear up any rumors. That page can be found [here](#).



If you have any questions you'd like to be posted here, please email Sgt. John Terry at [REDACTED] and we will have them answered in this document.