



Office of the **CHIEF OF POLICE**

Memo

TO | **ALL PD PERSONNEL**

FROM | CHIEF OF POLICE Michael Ishii

DATE | March 18, 2020

RE | Emergency General Order – 20-01.1

This is in addition to the first General Order 20-01.

Supervisors will report to Captains twice a day, once at the beginning and once at the end of their shift to notify if any employees are sick or went home sick. Captains will keep track of all employees and consult with our Medical Director on an ongoing case by case basis.

High traffic areas in the station is constantly being cleaned and disinfected by Janitor Enrique during the day and our KP crew at night. Miscellaneous items left out will be discarded in order to limit possible contamination.

Police vehicles will be cleaned and disinfected by our vendor that currently washes the cars. He will be in on a daily basis for the next two weeks to constantly clean all of our PD vehicles. Officers are still expected to keep each workspace and the assigned vehicles clean.

Sergeant Murray is in charge of getting kits (masks, gloves, etc.) to all of our officers and supervisors. Currently we only have one per person. As supplies come in, he will distribute.

Lieutenant Port and Darnell Wallace will be in charge of keeping supplies (including food/water) for the station.