



# CUMBERLAND COUNTY SHERIFF'S OFFICE

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**To:** Jim Gailey

**From:** Sheriff Kevin J. Joyce

**Date:** June 18, 2020

**Subject:** COVID-19 Changes to Operations at Cumberland County Sheriff's Office/Jail

What is working, changes that were made and what changes more than likely will remain changed.

### Support Services Division:

The Support Services Division continues to function, although differently, as a result of changes in the way we do business.

Community Relations- Nearly all Community Relations activities have been postponed, including Coffee with the Sheriff, the Community Policing Academy, the Annual Inspection, the Annual Awards Ceremony, and many/various community organization meetings that we participate in. The Community Relations Deputy has been kept busy locating/securing PPE and other like supplies. Additionally, the Community Relations Deputy has been assisting with the training function and is a member of the MCJA ALERT testing team. The Community Relations Deputy has been monitoring emails and other sources of information on the COVID-19 virus and preparing an executive summary for the Sheriff. He also developed and implemented a twice-weekly Drug-Take Back process to help Cumberland County Citizens safely dispose of their unneeded medications.

Community Outreach is more important now, than ever. We need to be out in the community with events like Coffee with a Cop, National Night Out and Community Police Academy (with COVID-19 protocols taken). Additionally, I believe the twice-weekly Drug-Take Back program provides a needed service until the communities reopen for already established processes for the Take-Back.

Civil Process- The Civil Deputies have continued to work through at a lower volume of papers to be served than before the Coronavirus lockdown. This has allowed the civil deputies to catch up completely on previously pending papers. Their time in the office has been reduced. We anticipate this department returning to normal once the courts reopen, and potentially a large increase in workload with the state of the economy.



Training- Training has greatly suffered during the Coronavirus work from home/social distancing/masking time period. The agency was able to host and present a Basic Corrections Academy (BCOR) class at CCJ while practicing social distancing. Nearly all other training has been canceled or postponed with the exception of the training provided through our PowerDMS system. The Staff Development Deputy has continued to transition records from our old site key to the CCJ site key in PowerDMS records management software, as well as providing instruction for approximately 90 percent of the BCOR class.

I would like to continue to provide the BCOR training in-house and continue to move the records from one site key to the other in PowerDMS.

Accreditation-The Accreditation Coordinator has worked from home during the crisis. This has worked though not optimally for the agency.

I would like to have the coordinator back at the office when clear.

Grants-These have proceeded without interruption.

VIPS-The VIPS program was suspended during the COVID-19 crisis. They are just starting to see what they can do with the restrictions that are in place. I would like to see the group get back to full function.

Explorers-The Explorers program was suspended during the COVID-19 crisis. They are still waiting for the situations with the schools reopening to be resolved so they can get back to the meeting and recruiting. I would like to see the group get back to full function. The civil unit deputies spending less time in the office and the weekly report.

Of the above changes - We would like to review the usage of the twice-weekly "Drug Take-Back." If it is still providing a needed service to our communities, then keep it. If not revert to the twice a year collection.

### **Patrol**

As far as Patrol is concerned, we have ramped back some of our "in-person" contacts. Some complaints are handled over the phone and we have encouraged more discretion with vehicle stops (defects, etc.)

The Patrol Deputies have issued more summonses vs arrest when appropriate during the COVID-19 outbreak. Transporting an arrestee would have potentially exposed the Deputy and possibly the Jail. This practice may continue in order to give some relief to the jail.

Waldo Ward has been working from home several days per week. This has proven marginally OK, however there are a lot of files/duties that he actually needs to be in the office. Things like processing Purchase Orders, Invoices, and managing equipment have had to be done only when he is in the office. I have given him several small projects that he can do remotely and he is able to access the schedule from home. However, things will move smoother once he is in the office 5 days a week.



The Patrol Lt's have tried to stagger when they are actually in the office. Although this makes sense for COVID, there are a lot of missed opportunities to meet with them as a group and have patrol related discussions.

The Patrol Division will eventually go to the pre-COVID-19 way of doing business except for more summonses vs arrest transported to the jail when appropriate.

### **Criminal Investigations Division**

The only noticeable change was that we encouraged Detectives to spend more time in the field and NOT in the office. We completed CID meetings via Google Meet instead of face to face, which we can continue to use in a pinch. Everyone enjoyed being forced to spend more time in the field, but the convenience of office space/furniture makes it more comfortable when typing investigative reports, etc.

Beyond that, nothing really changed for CID. We intend to encourage more time in the field, but with Headquarters in Portland, I'm sure Detectives will slide back into their old routine as time passes.

### **Jail**

The following operational and staff changes have occurred in light of the COVID-19 pandemic at the Jail. The amount of outside visitors and volunteers has been limited to non-contact or remote communication via phone and as a result, we have explored electronic tablets to provide education and email capabilities. These tablets will provide real time communication instead of the normal postal service venue. This system should be in place by the end of June and we will explore distant learning options for the future. In regards to inmate court appearances and transportation considerations, the video arrangements system in place should be explored as a permanent solution to save on resources.

The jail lobby is currently secured for ingress and egress movement and should remain in place for officer safety in the future, and was beneficial for a recent public demonstration event at the Jail.

The jail staff has been vigilant with the personal protection equipment safeguards and the upkeep of sanitation cleaning throughout the facility.

The use of virtual meetings should be the norm going forward in some cases to expand staff participation. The other services that have been suspended are fingerprinting, Drug Take-Back disposal in the jail, Alternative Sentencing Program, Community Works Program to include the maintaining of facility campus grounds, transportation extraditions, and the housing of offenders at the Community Corrections Center. I do not foresee any alternative operational changes with the future reopening except in phases.

The few items that more than likely will remain changed in the jail are:

- The use of electronic tablets by inmates
- Video visitations with attorneys
- Video court arraignments
- Access to the jail lobby will be under review for security and sanitation

