

# Camden County Police Department

## COVID-19 - Continuity of Operations Plan

March 2020

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**BY ORDER OF:**

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**Chief J. Wysocki**

**March 17, 2020**



**A. Situation**

1. The Center for Disease Control (CDC) is responding to an outbreak of respiratory illness caused by a novel (new) coronavirus identified as COVID-19. The outbreak first started in Wuhan, China, but cases have been identified in a growing number of other locations internationally, including the United States. The disease impact has ranged from mild symptoms to severe illness, including death with symptoms including fever, cough and shortness of breath. The virus has shown sustained person-to-person spread in other places.
2. For the majority of people, the immediate risk of being exposed to the virus that causes COVID-19 is thought to be low. There is not widespread circulation in most communities in the United States at this time. People in places where ongoing community spread of the virus that causes COVID-19 has been reported are at an elevated risk of exposure with increase in risk dependent on the location, the age, and health of the individual.
3. Close contacts of persons with COVID-19 also are at elevated risk of exposure. Travelers returning from affected international locations where community spread is occurring also are at elevated risk of exposure, with increase in risk dependent on location.
4. As of March 17, 2020, in the United States there are over 4,600 persons diagnosed with Coronavirus and 85 deaths reported. In New Jersey, there are 178 cases reported with 2 death reported. The first known case in the US was Jan 21 in Washington State.
5. On March 9, 2020, the Governor of the State of New Jersey declared a State of Emergency through Executive Order 103 to assist in responding to and recovering from the spread of COVID-19. Executive Order 104 issued March 16, 2020 establishes that:
  - a. All gatherings shall be limited to 50 persons or fewer.
  - b. All public and private schools and institutions of higher learning are to be closed (with exception of meal services necessary to meet nutritional needs)
  - c. All casinos, concert venues, racetracks, gyms, fitness centers, movie theatres, and performing arts center shall be closed to the public.
  - d. All non-essential retail, recreational, and entertainment business must cease daily operations from 2000 until 0500 hours.
  - e. All restaurants, with or without liquor license, limited to delivery or take-out services.
6. On March 11, 2020, the COVID-19 health crisis was declared a pandemic.
7. On March 14, 2020, Camden County issued a Proclamation of Local Emergency which establishes:
  - a. Emergency measures for reduction in governmental operations from March 16-March 31<sup>st</sup>, 2020.
  - b. Non-essential employees directed to work remotely and be in on-call status.

- c. Public Health Officials have the authority to quarantine confirmed or presumed positive COVID-19 cases.

**B. Risk Assessment**

1. The impact of this public health crisis may have an impact on our communities, Camden County Police Dept. employees, and impact other public sectors and partner agencies.
2. There is potential for reductions of available employees as employees possibly become infected and cannot work; dependents of employees become infected and care must be provided by employees; or employees come into close contact with confirmed infected persons, leading to potential for quarantine measures.
3. Calls for service may increase as well as the likelihood of employees engaging or coming in contact with persons infected.
4. Vendors that provide material, supplies or services may become fully or partially impacted which may result in delays or disruptions to departmental support and supplies.

**C. Objectives and Priorities**

1. Reduce the number of crime victims and make people feel safe.
2. Prevent violent crime in the city of Camden and respond to emergencies that may result in death or serious bodily injury.
3. Maintain operation readiness to perform essential functions, enabling continuity of operations and vital support functions.
4. Monitor employee health and wellness, providing supplies, resources, guidance, and direction to maintain a safe work environment.
5. Ensure security of critical infrastructure facilities, including those critical to public health and sustenance, i.e.: grocery stores.
6. Minimize disruption upon commerce, public services, transit, and other lawful public activities.

**D. Primary Strategies and Tactics**

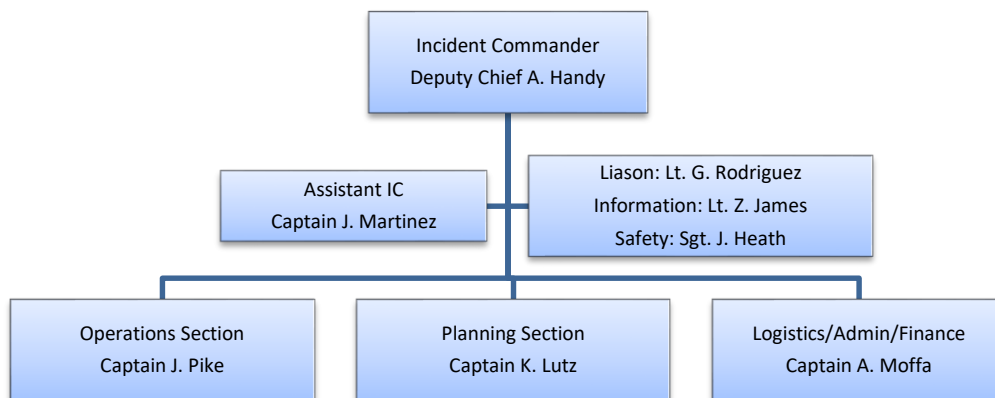
1. Develop a weekly crime plan accounting for priorities and deployment locations for assignment of personnel on all shifts.
2. Monitor the execution of the crime plan through real-time assessments and periodic reporting mechanisms.
3. Implement Incident Command System concepts for the planning and accomplishment of operation objectives and priorities, delegation of responsibility, and deployment of personnel.
4. Monitor public health status updates and employee availability status to maintain situational awareness of internal and external impacts from the spread of COVID-19. Provide guidance and direction to employees from health officials on prevention, care, and other useful information to aid in their health and wellness.
  - a. Protocols have been established for the mandatory reporting of any airline travel and any travel to a foreign country.
5. Coordinate with stakeholders, city, county and state government, and partner agencies for effective information sharing, and collaboration.
6. Maintain a Senior Management Team comprised of executive-level and senior command staff for close coordination, maintenance of a common operating picture, establishment of priorities, and alignment of resources.
7. Minimize unnecessary personal contact and adhere to social distancing guidelines.
  - a. Field interviews and engagements will be conducted utilizing 6 foot distancing recommendations when feasible.
  - b. Investigatory stops will continue as necessary for the prevention and investigation of criminal activity.
  - c. Meetings will be performed via teleconference or rescheduled.
8. Ensure a clean working environment through cleaning and sanitizing of work areas.
  - a. Vehicles and work areas will be cleaned and disinfected daily and additionally as needed.
9. Tactical plans and operational protocols will be distributed to operations staff.

**E. Concept of Operation**

1. As the impact of this public health crisis worsens, a growing impact upon our operations and workforce must be anticipated. Each departmental function has identified the mission essential functions that will need to be maintained continuously and those which are non-essential to perform during a period of crisis.
2. Lines of succession have been identified to account for the performance of each units essential functions as well as the minimum number of personnel required to perform the essential functions. Personnel will be reassigned and redeployed as needed to address personnel deficiencies impacting our priorities and objectives.
3. Functions that can be performed fully or partially from a remote location or alternate facility have been identified and training, equipment, and access logistics continue to be organized.
  - a. Non-essential employees will adhere to supervisor work reporting instructions relevant to the crisis.

**F. Command and Control**

1. Camden County Police Department policy: Organization and Administration (CCV2C1) outlines the organizational structure and orders of succession to command the police department and subordinate functions.
2. Changes to Command and supervisory assignments and responsibilities will be directed by the Chief of Police based on circumstances of this event.
3. An Incident Command Organizational Structure has been implemented specific to this crisis as outlined below. Subordinate members shall be delegated specific functional responsibilities. Command and supervisory personnel are responsible for the performance of subordinate personnel. Each employee will be accountable to one supervisor at any given time.
4. Organizational Chart



**G. Continuity Contingencies:**

**1. Operations**

- a. Refer to Division Continuity of Operations Plans
  - Neighborhood Response Teams
  - RTTOIC Commander
  - NRT Central
  - UCR

**2. Investigations**

- a. Refer to Unit Continuity of Operations Plans
  - Shooting Response Team/Homicide
  - Narcotics Gang Unit
  - Federal Task Forces
  - General Investigations
  - Special Victims Unit
  - Central Booking
  - Crime Scene Investigations Unit
  - Evidence Unit

**3. Strategic Deployment**

- a. Refer to Unit Continuity of Operations Plans
  - Training
  - Academy
  - Body-Worn Camera Unit
  - Strategic Deployment

**4. Support Services**

- a. Refer to Unit Continuity of Operations Plans
  - Records
  - Payroll
  - Budget/Procurement
  - Auto Unit
  - Fleet
  - Court Security
  - Human Resources
  - Information Technology
  - Megan's Law Unit

**5. Professional Standards**

- a. Refer to Professional Standards Continuity of Operation Plan

## **H. Facilities**

### **1. Command Post**

- a. The CCPD Real Time Tactical Operations and Information Center (RT-TOIC) will serve as the Command Post throughout this event. The RTTOIC is located at CCPD Metro Division Headquarters, 800 Federal Street, Camden.

### **2. Department Emergency Operations Center (EOC)**

- a. Upon decision to activate, the department EOC will be located in the TRAC room and will be utilized for coordination of command staff and specific functions as needed. The EOC is located at CCPD Headquarters, 800 Federal St., Camden, NJ.

### **3. Alternate Facilities**

- a. Alternate facilities for the specific functions are outlined within the Unit Continuity Plans. Operations Alternate Facilities include:
  - Northern Substation, 10<sup>th</sup> & Linden, Camden NJ
  - Southern Substation, 2881 Mt. Ephraim Ave., Camden NJ

### **4. Staging Area**

- a. In the event personnel reassignments are required, staging areas for available personnel to be redeployed/reassigned will be as follows:
  - Uniformed Operations Staging will be at the appropriate department substation.
  - Support personnel staging will be at the PAB Training Classroom.

## **I. Communications Plan**

1. All inquiries from media relevant to this incident shall be approved by the Incident Commander and directed to CCPD PIO Michael Daniels at michael.daniels@camdencountypd.org.
2. Media briefings, if required, shall be provided at the CCPD Metro Division Headquarters Training Classroom.
3. CCPD Radio Channels shall be as follows:
  - a. Main Channel: Channel 1
  - b. Alternate radio channels as needed

4. All officers have department issued cellular phones. All HR profiles are updated with contact numbers, email, and home address information.
5. The department dedicated conference call line will be utilized when necessary for remote conferences.
6. Sick Leave will be monitored and communicated real-time to command staff. A SITREP will be issued and distributed via email to command staff.
7. Human Resources will maintain staffing level status reports to command staff.
8. Daily briefings will occur each day at 0900 and 1700 hours.

**J. Reconstitution**

1. The initiation of continuity contingencies will be a fluid process based on event circumstances, and planning and adjustments will be coordinated by the Senior Management Team through real-time assessments and continuous coordination.
2. The reconstitution of normal operations at the conclusion of this public health situation will be coordinated by the Incident Commander with approval of the Chief of Police.