

COLERAIN POLICE DEPARTMENT
SPECIAL ORDER
03-20

TO: All Personnel

FROM: Mark C. Denney, Chief of Police

DATE: March 12, 2020

SUBJECT: Response Modification for COVID-19 Virus

Effective immediately, the following order will take effect and remain in effect until further notice.

- Colerain Police Officers will not respond for report calls. These are reports for property damage, prior thefts and other “not in progress” calls. Officers will take the report over the phone or, if the complainant has the ability, advise the complainant to file the report online. Please take time to explain why this is how you are handling the call, focusing on the hope that we don’t expose others to the virus. Alex Meloy is on light duty and can assist.
- Colerain Police Officers will only respond to homes for **in progress, violent crimes or other emergencies**. We will respond to domestics, trouble calls, unknown trouble and any uncertain call. **Any call that an officer deems “not in progress” or “not an emergency” will require prior approval in order to not respond from the on-duty supervisor as a safeguard.** If unsure, it is best to respond and ensure people are safe. In a “non-response” case, the complainant should be notified by the officer via public service.
- We will notify our retail loss prevention staffs that we will not respond to process shoplifters unless they are uncooperative or the store cannot positively identify them. We will not be transporting shoplifters to CJC. The stores will email a written affidavit, copy of ID and a current photo taken at the scene, to Policereports@colerain.org. The shoplifter will be told to respond to the PD and receive a cite to court. Process as an arrest as always. We are notifying the stores of this change tomorrow morning.

If the Courthouse closes (which seems likely), the officer will prepare the 527, complaint and affidavit and create a folder. That folder will be labeled with the Pamet # and copies of all the emailed documents and arrest paperwork. Turn that folder in to the clerks. Those files will be placed in a drawer for follow-up once things return to normal.

- Limit traffic stops to necessary stops only (DUI, reckless, BOLO for a crime).
- In all circumstances, try to maintain a 6ft distance with people you encounter. Obviously this is not always possible, but this offers you the best protection. Wash your hands after all contacts and do not share a pen with anyone.

- Limit who gets into your cruiser. Run license plates at crashes and avoid handling documents handed to you by drivers.
- Officer discretion is absolutely encouraged in arrest situations (where permitted and possible). Obviously, domestics and violent felonies leave no choice, but realize the jail will likely turn people away.