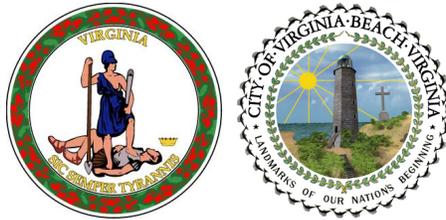


OFFICE OF THE SHERIFF



CITY OF VIRGINIA BEACH

MEMORANDUM

TO: Sheriff K. Stolle

FROM: Lieutenant M. Keogh 01-023

DATE: March 14, 2020

SUBJECT: New Admit procedure

Following our meeting on Friday, March 6, 2020; Courts and Intake adopted new procedures for new admits coming into our custody from courts or off the streets. There have been some adjustments over the last week as we've received more information. The procedures are as follows:

1. Arrestees:
 - a. All arrestees are being asked the following questions by intake medical personnel while they are still in the sallyport:
 - i. Have you traveled within the last fourteen (14) days? If so, where?
 - ii. Have you come in close contact with someone under investigation for having COVID-19? Have you been under investigation for having COVID-19?
 - iii. Do you have a fever?
 - iv. Do you have cough or respiratory symptoms?
 - b. If the arrestee has traveled and has one or more of the other symptoms, they will be required to wear a mask.
 - c. If they answered yes to the second question, they are automatically required to wear a mask.

- d. If the arrestee is not required to wear a mask, the officer can take that individual through the normal intake process.
- e. If the arrestee is required to wear a mask, the intake medical personnel will complete the assessment to include vitals.
- f. If medical deems the arrestee to be “at risk” for have COVID-19, the lobby deputy will notify the magistrate that there is a priority “at risk” hearing and the hearing will be completed immediately.
 - i. Whether the arrestee is given a personal recognizance, unsecured, secured or no bond, he/she will be patted down and taken to a cell in the back of intake identified for isolation.
 - ii. Isolated inmates will be top priority for processing.
 - 1. Processed and released or processed and taken to their housing unit.
- g. After medical completes their full assessment with individuals that were asked to wear a mask and it’s determined they are not “at risk,” the officer can take the individual through the normal intake process.

2. Court admits:

- a. All new admits are being asked the following questions by the deputy assigned to the lock up they are taken into custody in:
 - i. Have you traveled within the last fourteen (14) days? If so, where?
 - ii. Have you come in close contact with someone under investigation for having COVID-19? Have you been under investigation for having COVID-19?
 - iii. Do you have a fever?
 - iv. Do you have cough or respiratory symptoms?
- b. If the new admit has traveled and has one of the other symptoms, they will be required to wear a mask.
- c. If they answered yes to the second question, they are automatically required to wear a mask.
- d. If the new admit is not required to wear a mask, the deputy can utilize the normal process for new admits.

- e. If the new admit was asked to wear a mask, the court deputy will immediately notify intake that they are bringing over a new admit that has been asked to wear a mask and transport the admit directly to intake.
 - f. Intake will notify medical of the new admit's arrival and meet the court deputy at door C089 and isolate the new admit upon his/her arrival.
 - g. Medical will complete their assessment to include vitals.
 - i. If medical deems the new admit to be "at risk" for having COVID-19, he/she will remain isolated and become priority for processing.
 - ii. If medical deems the new admit not to be "at risk," he/she will be processed as usual.
3. All new admits (court admits or arrestees) deemed to be not "at risk" will be processed as usual and remain in intake until to 0300 on night shift and 1500 on day shift, then taken to their classification housing unit where they will remain for fourteen (14) days.