

**MEMORANDUM**

FROM: Chief Ernie Roberts

DATE: March 18, 2020

RE: Covid-19, Update in Operations

City of Sandy, Department Personnel and city employees:

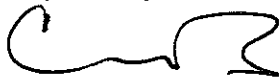
In response to this unprecedented outbreak, the City of Sandy Police Department will take all measures necessary to combat the spread of the Coronavirus. Citizens will see some temporary changes in police department operations. First, please let me assure you that we are committed to providing the same level of professional service to our citizens during this time of crisis. We are working with our state and local authorities to ensure we are continually getting accurate information regarding this pandemic and abiding by all orders set forth by the Governor.

The business office located at 39850 Pleasant Street, Sandy Oregon, will be closed to the public after 6:00pm this evening until March 31<sup>st</sup> of this year. On that date, we will re evaluate the current condition of our community and decide whether to extend that closure. This will not affect patrol services to our community. Further, all fingerprinting services provided to the public by this office will be suspended until at least March 31<sup>st</sup>. We will have essential staff answering incoming calls to the business office at 503-668-5566.

Non-emergency calls for service to our patrol officers will be handled via phone contact whenever possible. We understand that this will not be possible for all calls for service. Please be mindful of this if you are contacted by phone to handle your requests for reports. All 911 emergency calls will be handled as usual by our officers.

I am confident that we will get through this difficult time and your police department is committed to do our part to promote the safety and well being of our citizens. We ask that all of you adhere to the guidelines provided by our state health representatives regarding gathering in groups and social distancing.

Respectfully Submitted:



Chief Ernie Roberts

Sandy Police Department