



# Yuma County Sheriff's Office

June 7, 2021

Leon N. Wilmot  
Sheriff

MuckRock News  
DEPT MR 113589  
411A Highland Avenue  
Somerville, MA 02144-2516

Major Eben Bratcher  
Operations Chief

**RE: Arizona Public Records Law Request: COVID Booking Procedures (Yuma County Sheriff's Office)**

Captain Kelly Milner  
Commander  
Detention Bureau

To whom it may concern;

The Yuma County Sheriff's Office is in receipt of your Request for Public Records received via email on June 6, 2021.

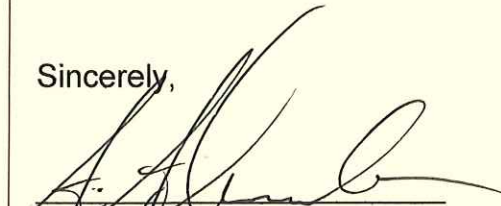
Captain Jason Amon  
Commander  
Patrol Bureau

In response to your inquiry regarding COVID Booking Procedures, enclosed are all available documents our office has compiled to fulfill your request.

Please be advised the Yuma County Detention Facility followed guidelines established by the Centers for Disease and Control Prevention (CDC) when processing new bookings as well as those indicated in the enclosed memo.

Do not hesitate to contact me at (928) 539-7820 or via email at [Adriana.Alvarado@ycso.yumacountyaz.gov](mailto:Adriana.Alvarado@ycso.yumacountyaz.gov) if you have any questions or concerns regarding the information provided to you today.

Sincerely,



Adriana Alvarado, Paralegal

141 S. Third Avenue  
Yuma, AZ  
85364-2255

Enclosures

Phone: (928) 783-4427  
Fax: (928) 539-7837

[www.yumacountysheriff.org](http://www.yumacountysheriff.org)

*"Dedicated to Service"*



## Yuma County Sheriff's Office

Leon N. Wilmot  
Sheriff of Yuma County

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Date: April 3, 2020	From: Sheriff Leon Wilmot
To: All YCSO Personnel	
Re: COVID-19 In-Office Guidelines	

To all YCSO Personnel,

To insure the safety and security of our agency and personnel I wanted to share the below guidelines and Measures that are in place.

To limit potential exposure to COVID-19 and to ensure the health and safety of staff, detainees and the public, we will be taking precautionary measures and implementing comprehensive guidelines for staff to follow.

COVID-19 is spread through respiratory droplets produced when an infected person coughs or sneezes.

Although some people may be asymptomatic after exposure, symptoms are believed to appear within two (2) to fourteen (14) days after exposure and may consist of flu-like symptoms such as fever, cough, runny nose, and difficulty breathing.

In all cases employees will need to be able to answer "No" to the below questions each day prior to reporting for duty:

- Do you have a cough?
- Do you have a fever?
- Are you having difficulty breathing?

### **DISINFECTION ACTIVITY**

All public access areas of the Yuma County Sheriff's Office, including the jail and sub-stations, are being cleaned and sanitized daily. This includes/should include frequent sanitizing of frequently-touched surfaces, work areas, and areas open to the public. Command Staff recommends all staff, inmates and the public wash their hands frequently with soap and water and use hand sanitizer while continuing to practice social distancing at all times.

All restrooms and work areas have been supplied and stocked with sanitation items such as hand sanitizer and surface disinfectant spray. Please ensure there is an adequate amount of supplies available and notify your supervisor if supplies are diminishing.

## **PATROL AND COMMUNICATIONS**

- Public access has been closed at the Foothills Sub-station.
- The civilian ride-along program has been suspended until further notice.
- Dispatch is asking questions of all reporting parties requesting deputy contact as to whether or not anyone at the location is experiencing potential symptoms of COVID-19 exposure
- Deputies are using PPE when dealing with anyone who exhibits signs of illness and maintaining a safe distance whenever possible during all public contact.
- Disinfection stations for patrol vehicles are in place at the Yuma County Sheriff's Office (YCSO) vehicle garage. Vehicles will be immediately sanitized at the agency wash rack after transporting any subjects to the jail for incarceration.
- Deputies will carry N95 masks for them as well as surgical masks for arrestees.
- Patrol Supervisors will check each patrol car to ensure all safety equipment is up to date and in vehicles to include, first-aid kits, hand sanitizer, gloves, and ancillary Personal Protective Equipment (PPE) equipment.

## **ADMINISTRATION**

### **Civil and Records**

The following services will still be available but will be handled through the counter glass window only:

- In-person sex offender registrations
- Impound hearings
- Deputy translations
- Records requests
  - Dropping off requests/picking up reports
  - Dropping off reports (applies to patrol)
- Requests for process service
- In-office serving of documents
- Civil deputies will prioritize the service of orders of protection.

**Human Resources**

- Hiring process for patrol and detention
  - Testing will continue
  - Applicants will be scheduled for written testing one at a time
  - Patrol and detention admin will administer the test while maintaining social distancing
  - Physical testing will be waived
  - Initial interviews will be conducted at the time of the test and successful applicants can be referred to the background process.
- Staff will cease fingerprinting for CCH's until further notice.
- Social media and polygraph testing will be conducted off-site at the Jail Annex Office.

**Detention**

- Only professional visits and mail services will be allowed in the facility.
- Volunteer and/or supplemental services will be suspended indefinitely.
- In-person visits are suspended unless approved by the Jail Commander and for exigent circumstances only.
- Mail and telephone options for indigent prisoners will continue to be provided.
- Cash money deposits for prisoner accounts and bonds will no longer be accepted in Visitation and will only be accepted at the gazebo located on First Street.
- All new inmates will be prescreened for signs and symptoms of COVID-19 exposure.
- Areas for quarantine will be established for anyone believed to be exposed to COVID-19.

Additionally, no non-county employees will be allowed in the office area. All employees will wear PPE when handling items such as money, ID Cards, debit cards, etc. Office staff will avoid direct contact with other staff members and gatherings in the immediate area of others (i.e. offices, break rooms, common areas).

We will continue to monitor the spread of COVID-19 and will adjust measures as necessary to protect staff, detainees and the public, and we will ensure the resumption of all activities as safely as possible.