

**RIVERSIDE COUNTY SHERIFF'S DEPARTMENT  
CHAD BIANCO, SHERIFF**

**TO: All Personnel**

**DATE: March 18, 2020**

**FROM: Chad Bianco, Sheriff**

**Department Directive #20-037**

**RE: Lobby Restrictions due to Covid-19**

In order to contain and prevent the Covid-19 virus from spreading and to maintain the social distancing measures placed by the Department of Public Health and our County Health Officer, and to ensure essential services are being performed, effective immediately all Sheriff's station lobby doors will temporarily close.

Procedure:

Station lobby doors will be locked and closed to the general public with signs posted until further notice. These signs will instruct the general public on how to temporarily conduct business. Station Commanders will use their discretion to ensure proper procedures are in place and ensure internal phone numbers are given to the public so they may reach a live person during normal business hours. Sheriff's personnel are to assess the validity of the reason for lobby access prior to granting it. Staff may consider questioning the health condition of the person wishing to conduct business, such as, "Are you or have you recently been sick?" "Are you experiencing any flu like symptoms such as sneezing, runny nose, coughing, or fever?".

Criminal Justice Building (Sheriff's Administration Downtown Building):

The main lobby doors of the Criminal Justice Building (CJB) will remain open during normal business hours until further notice. All staff within CJB shall practice caution when addressing the general public and employees. Sheriff's personnel are to assess the validity of the reason for access beyond each floor's lobby area prior to granting it.

Our Department goal is to limit and control the amount of people who are allowed inside our lobbies during this critical time. For more information regarding the County's guidelines and other recommendations visit: [www.rivcoph.org/coronavirus](http://www.rivcoph.org/coronavirus).

CB:mt