The Chief of Police, Assistant Chiefs or their designees are authorized to issue special orders for specific circumstances or events which are self-canceling due to an included expiration date.

Special orders may also be issued to introduce time sensitive new policies or procedures or revisions to existing policies or procedures until such time the addition or revision can be approved by the City Manager and added to the Policy and Procedure Manual. This use of a special orders should be reserved for additions or revisions of policy and or procedures which require immediate attention and the immediacy does not allow for the normal approval process as outlined in Chapter 19-22 of the Code of Ordinances prior to implementation. City Manager approval is required before any special order becomes accepted as Policy.

<table>
<thead>
<tr>
<th>General Information</th>
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<tbody>
<tr>
<td>Policy Number: 706</td>
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<tr>
<td>Date Issued 03/19/2020</td>
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<tr>
<td>Type of Revision:</td>
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<tr>
<td>Purpose of Revision: This is a Special Order to provide guidelines for the use of the Boone County Sheriff's Department transport van during the current Covid-19 virus pandemic response and may be used for any similar future needs as they arise.</td>
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</table>

From the office of the Chief of Police the following Special Order has been issued...

See attached.

[Signature]

Updated: 07/01/2019
COLUMBIA POLICE DEPARTMENT
Special Order
USE OF BCSD TRANSPORT VAN DURING PANDEMIC DISEASE RESPONSE

Approved By: Geoffrey Jones Chief of Police
CALEA 6th Edition Standard:

PURPOSE

The purpose of this Special Order is to provide guidelines for the use of the Boone County Sheriff's Department transport van during the current Covid-19 virus pandemic response and any similar future needs as they arise.

POLICY

To prevent the spread of the Covid-19 virus and avoid contaminating the Columbia Police Department patrol fleet, CPD will use the Boone County Jail Transport van to transport all prisoners until further notice.

PROCEDURE FOR USE

An officer will be assigned to drive the van 24/7 and all arrestees (when possible) should be transported in this vehicle to prevent contamination of patrol assets. The following procedures shall be followed:

A. Pre and post vehicle inspections documented on body worn camera;
B. Arrested persons should have a mask placed across their mouth and nose regardless if they show symptoms;
C. We will offer transport services to BCSD if they request;
D. Keys to the van should be handed off officer to officer or left at the front desk;
E. Officers will call into Boone County with the call sign 1J1 (1John1);
F. Each officer assigned to the van needs to complete an entry in the BCSD's logbook which is located inside the van;
G. The van will be decontaminated after each transport with bleach spray bottle located in the van. All surfaces the suspect contacted should be sprayed with a mist and left to air dry. You may wipe it down with gloved hand and towels if there is an immediate need for the seat area;
H. Officers will refuel the van at Grissum using vehicle number 9995;
I. Wash the exterior of the van at Tiger Carwash as needed.

Effective: 03/19/2020
Revision Date: Page 1 of 1