



**OFFICE OF THE SHERIFF**  
COLLIN COUNTY, TEXAS

JIM SKINNER, SHERIFF

May 1, 2020

Hon. Chris Hill, County Judge  
Hon. Cheryl Williams, Commissioner  
Hon. Susan Fletcher, Commissioner  
Hon. Darrell Hale, Commissioner  
Hon. Duncan Webb, Commissioner

Re: Sheriff's Office's COVID-19 Expenses

Dear Commissioners:

I understand that the Commissioners have a substantial task in trying to plan for and track all of the disaster-response costs across the County. So, as part of responding to the Budget Office's request for the Sheriff's Office to provide a list of the SO's expenses and projected expenses for responding to the state of the COVID-19 disaster, I wanted to include additional information and some of the SO's thinking to improve your use of this information.

**Background:** Closely following the President's declaration of a national emergency and Governor Greg Abbott's declaration of a statewide disaster on March 13, County Judge Chris Hill declared a state of disaster and a public-health emergency related to the pandemic for the County on March 16.

By mid-March, the SO had started to respond, including trying to reduce the number of arrestees coming to the Collin County Detention Facility, increasing the frequency of cleaning in the jail and Operations offices, and increasing the use of personal protective equipment in the jail and Patrol. At Purchasing's request, in March, the SO started coding purchase requisitions in Munis with a COVID-19 tag to improve tracking and accounting.

In April, the SO began working with Audit to apply for a federal grant to prevent, prepare for, and respond to COVID-19.

On Wednesday, April 29, Budget initially asked the SO for a list of equipment, such as laptops and Mi-Fis, the SO needed for its personnel to work remotely during the disaster. After the SO pointed out that most of its expenses in responding to the disaster would be for things like PPE and cleaning supplies, Budget asked for a general list of the SO's expenses for responding to the disaster, including the supplies, equipment, and other categories of expenses. If the SO could provide additional information, like some projected quantities, that would be fine—but not necessary at this stage.

**Purpose:** The SO is submitting to the Budget Director a list of expenditures that the SO has incurred to date and expenses that the SO reasonably projects as part of its response to the COVID-19 disaster. Here, the SO also identifies a few possible disaster-response projects. This should help a central person track all the planned disaster-response expenses for purposes of tracking, identifying funding (e.g., grants or reimbursable funds), and accounting (especially to prevent possible duplicative ordering or duplicative applications for grants or other funds).

**CESF Grant Application:** Working with Audit, the SO is applying for \$58,008 in an “expected eligible allocation” in Coronavirus Emergency Supplemental Funding (CESF) Program Solicitation FY 2020 Formula Grant.<sup>1</sup> The application deadline is 11:59 PM, EST, May 29, 2020; the performance start date is January 20; the period of performance is two years (with an option to request a one-time, up-to-12-months extension no fewer than 30 days before January 20, 2022).<sup>2</sup> It is unclear whether the SO is limited to one application by May 29, or whether it may submit a second one. “Funds may not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available.”<sup>3</sup>

The SO’s application must include a list of items and a grant budget, and the SO’s current application asks for:

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|---|---|
| N95 Face Masks <sup>4</sup>                       | 6 cases, 1,000/case                           |
| Medical Gloves                                    | 6 cases, 1,000/case                           |
| Hand Sanitizer                                    | 225 containers                                |
| Disinfecting Wipes                                | 135 cases, 6 packs/case                       |
| Bleach  | 158 gallons                                   |
| Hand Soap   | 200 containers                                |
| CIMR Air Purification System up to 500 sq. feet   | 6 units                                       |
| CIMR Air Purification System up to 2,000 sq. feet | 2 units [1 subj. to evaluation <sup>5</sup> ] |

<sup>1</sup> See DOJ, Coronavirus Emergency Supplemental Funding Program Solicitation FY 2020 Formula Grant Solicitation (CFDA #16.034) (released Mar. 30, 2020), <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/bja-2020-18553.pdf>. To see Collin County’s expected eligible allocation, see <https://bja.ojp.gov/program/cesf/state-and-local-allocations>; <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/fy20-cesf-allocations-tx.pdf>.

<sup>2</sup> See DOJ, CESF FY20 Grant Solicitation CFDA #16.034, at 5.

<sup>3</sup> See *id.* at 5.

<sup>4</sup> An N95 Face Mask means NIOSH-approved N95 filtering facepiece respirator or higher. See, e.g., CDC, COVID-19 Personal Protective Equipment (PPE) for Healthcare Personnel, <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19-PPE.pdf>.

<sup>5</sup> The SO plans to use one CIMR unit (2,000 sq. foot) in the relatively closed environment of the Communications Center (dispatch). But the SO needs additional information—and possibly a consultation with an environmental engineer or other expert—to see if an air-filtration system would be effective in the Intake Area of the CCDF. Intake is much larger than the Communications Center, opens into the sally port, and has far more traffic.

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|--|---------------------|
| EPIX360 Electrostatic Disinfectant Sprayer     | 1 unit              |
| EPIX360 Cordless Backpack Disinfectant Sprayer | 1 unit              |
| Oxivir TB Disinfectant, Clear                  | 1 gallon            |
| Abbott ID NOW device                           | 1 unit              |
| Abbott ID NOW Supplies, including Test Kits    | (TBD <sup>6</sup> ) |

**Orders by Requisitions:** The SO received some safety glasses (PO20002799). This expense was disaster related because the Sheriff issued a temporary work rule to require all staff in Admissions & Release to wear PPE, including safety glasses.

In addition, the SO has entered several other requisitions into Munis for disaster-response items, including more N95 face masks, hand sanitizer, two UV cabinets (disinfecting equipment), and two CIMR air-purification systems.

The SO has also withdrawn or deleted several requisitions, including one for hand sanitizer, a SteraMist Disinfection System, and N95 face masks.

**Purchases by P Card:** The SO purchased some items by P Card, including N95 face masks, 4 cases of Clorox wipes, and glycerin.

**Possible Candidate for PIP:** Chief Terry McCraw is in contact with Bill Burke, Director of Building Projects, to assess whether a specific area of the CCDF—say a portion of the medical area—may feasibly be converted into additional negative-pressure space for the segregation and treatment of inmates with COVID-19 or another air-borne communicable disease—by December 31, 2020 (a possible deadline for certain kinds of federal funds).

As of May 1, 2020, CDC didn't seem to recommend that negative-pressure rooms were necessary for the care of COVID-19 patients (unless, possibly, if the patient is undergoing an aerosol-generating procedure).<sup>7</sup> But the evidence of SARS-CoV-2's method of transmission may continue to develop and best practices may change, and the CCDF's negative-pressure cells are, in any event, one of its few tools for better segregating an inmate with a communicable disease.

**Project to Expand CCDF's Internal Wireless Capability:** Chief Terry McCraw is working with the IT Department to identify a method to install effective, non-cellular wireless capabilities throughout the CCDF, including into the housing pods.

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<sup>6</sup> The SO is conferring with Wellpath about the number of test kits for the Abbott ID NOW device.

<sup>7</sup> See, e.g., CDC, Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 (COVID-19) in Healthcare Settings (updated Apr. 13, 2020) (visited May 1, 2020) ("Reserve AIIRs [Airborne Infection Isolation Rooms] for patients with COVID-19 undergoing aerosol generating procedures and for care of patients with pathogens transmitted by the airborne route (e.g., tuberculosis, measles, varicella)", <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>).

To be clear, this project would be separate from the SO's current project to deploy approximately 30 iPads into the housing pods for the delivery of tele-health and tele-mental-health services from Wellpath's medical staff to inmates during the disaster. Tele-services decrease the movement of both staff and inmates in the facility and, thus, reduce the risk of the spread of COVID-19. MINT Dentistry, McKinney, generously donated 30 iPads and the CCDF purchased approximately 10 others for staff. It's possible that the SO will also need to buy some additional equipment, such as Mi-Fis, to improve this project's effectiveness. But this project is much smaller than the project to generally install wireless capability in the CCDF.

**Project to Construct or Improve Backup Dispatch Capability:** Chief Kenny Jenks and Captain Anthony Carter are assessing a project to construct or improve a backup capability for the Communications Center (dispatch), including identifying possible combinations of construction changes and additional equipment, furniture (*e.g.*, dispatch-standard chairs), or other items (*e.g.*, dispatch-standard carpet to eliminate static electricity). The Center is a relatively closed environment and a confirmed case of COVID-19 in a dispatcher may make it a good idea to relocate at least a few call-takers and dispatchers to another area.

**Certified Cleaning:** The SO may need to engage a certified-cleaning or biohazard-response company to disinfect a specific area, such as a housing pod or the Communications Center, or a vehicle because of suspected or confirmed COVID-19 exposure.

**Officer Wellness:** The SO probably will at least research whether there are any officer-wellness measures that the SO can take to assist or support its personnel during, or as a result of, the pandemic.

**Training:** The SO may incur costs for training as part of its disaster response—costs that were not included in its budget or a budget request. The pandemic may make new kinds of training a best practice. Also, if a significant percentage of detention officers fell ill or were otherwise unable to report for duty because of the pandemic, then the SO may need to train or re-train deputy sheriffs or others to meet minimum staffing in the CCDF to comply with SO policy and state minimum jail standards. Similarly, other unplanned training may become necessary in other areas of the SO, if the relevant personnel become ill or unavailable for duty. As another possible candidate, working with Purchasing, the SO has learned that having a biohazard-remediation team clean or sanitize a work area, which has been staffed with an employee with a confirmed case of COVID-19, is expensive. The SO may explore the feasibility of sending an employee for biohazard-response or cleaning training.

**Consulting:** The SO may need to consult with an environmental engineer or other specialist as part of its disaster response. For example, the SO plans to evaluate the feasibility and effectiveness of using an air-filtration system in the relatively closed environments of the Communications Center and control rooms in the CCDF, as well as in the much larger and more open Intake Area of the jail. The decisions about the appropriate type of cleaning methodology and the capacity of commercially available systems may require outside expertise.

**Start Date:** In cases of grants and reimbursements, the question of when the SO began responding to the COVID-19 disaster will arise. Federal authorities may identify different eligible “start”

dates. For example, DOJ's FY20 CESF Formula Grant Solicitation (CFDA #16.034) identifies a "period of performance start date of January 20, 2020."<sup>8</sup> Monika Arris, Budget Director, has asked about disaster-response expenses incurred between March 1 and December 30, 2020. For its purposes and in the absence of additional information, the SO currently plans to use **March 11, 2020** as the earliest such start date because—for example, for audit purposes—this is one of the earliest dates that the SO can document that it was responding to the novel coronavirus. On March 11, the Sheriff sent a letter to chiefs of police in the county and asked them to use their best judgment in arresting persons and transporting them to the CCDF to reduce the risk of introducing the new disease into the facility. March 11 also has the advantage to being close to the March 13 date of the President's and Governor's declarations and County Judge Chris Hill's March 16 declaration for the County.

**Degree of Relatedness to the COVID-19 Disaster:** In its list provided to the Budget Office, the SO has tried to identify both incurred and reasonably projected expenses that are directly related to the COVID-19 disaster. But this letter identifies a few projects—such as the project to expand a general wireless capability in the CCDF or to improve the SO's capability to provide backup dispatch services—that may have a less direct connection to the disaster. The pandemic may have accelerated the timeline for these projects, but the County may have eventually undertaken them in some form even in the pandemic's absence. Thus, the SO is postponing some of the degree-of-relatedness analysis.

As always, I appreciate your continued support of public safety and the SO. Thank you.

Sincerely,



Jim Skinner  
Collin County Sheriff

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<sup>8</sup> See DOJ, CESF FY20 Grant Solicitation CFDA #16.034, at 5.