City of Richmond Essential Services Update  
(March 17, 2020 – 1100 hrs)

**FIRE**

Essential:  *All services.*

Non-essential: *Fire Prevention Inspections will have modified services.*

**POLICE**

Essential:  *All sworn staff and non-sworn rangers and cadets. Jail will remain open.*

Non-essential:  *Following staff can work from home – crime prevention, parking enforcement (a portion of their duties will be supplemented by patrol officers), office of professional standards (complaints can be submitted in writing), regulatory unit, and the Chief’s office.*

**PUBLIC WORKS**

Essential:  *All Services are essential unless staff can work from home via computers. Public Work’s Utility Workers must backfill for Richmond Housing Authority staff.*

Non-essential:  *None.*
RICHMOND HOUSING AUTHORITY

Essential: *Certain staff.*

Non-essential: *None.*

LOGISTICS

Essential: *IT, KCRT, Mailroom (Daily mail to Police, Corp yard, Parks Dept, Finance, or by request only), personnel, and procurement.*

Non-essential: *Mail delivery to other departments will be by pick-up in mailroom only.*

FINANCE

Essential: *Purchasing, treasury, budget (can work from home); Payroll and accounts payable (cannot work from home – must be on site).*

Non-essential: *General Accounting.*

COMMUNITY DEVELOPMENT

Essential: *Any department staff assigned and called to EOC.*

Non-essential: *All community development staff.*
INTERNAL SERVICES

Essential: Certain budget staff.

Non-essential: HR Office is closed. Phone messages and emails will be picked-up frequently.

PORT OF RICHMOND

Essential: Certain staff.

Non-essential: None.

CITY ATTORNEY’S OFFICE

Essential: All staff are available remotely.

Non-essential: CA’s Office is closed. Phone messages and emails will be picked-up frequently.

COMMUNITY & LIBRARY SERVICES

Essential: Senior lunch program delivery (operated from Macdonald Avenue Senior Center), Paratransit (case-by-case TBD)-calling customers to determine essential appointments (e.g. dialysis appointments).

Non-essential: Libraries, Recreation Centers, Transportation (non-Paratransit), Recreation, and Employment & Training staff.