



TEHAMA COUNTY SHERIFF'S OFFICE  
RED BLUFF, CALIFORNIA  
DAVE HENCRATT, SHERIFF-CORONER

**INTEROFFICE MEMORANDUM**

---

**Date:** March 19, 2020  
**To:** All Personnel  
**From:** Lieutenant Sherrill  
**RE:** COVID-19 Precautions

Due to ongoing concerns regarding the COVID-19 pandemic, the Administrative Division will be making *temporary* changes to minimize exposure to employees. The following changes are effective immediately:

- The front lobby (22840 Antelope Blvd, Red Bluff) will remain open; however, general services will be limited to those that can be conducted through the lobby window.
- Office visitation will be restricted to those individuals deemed absolutely necessary.
- **ALL** fingerprinting services, to include Live-Scan and hard card printing are suspended.
- Initial CCW interviews will be discontinued, therefore suspending the status of initial CCW applications.
- A grace period of 90 days will be extended to the expiration dates of current CCW's to accommodate COVID-19 related hardships (i.e. suspension of renewal classes, quarantines, etc.)

These changes are general precautions, intended as preventative measures, not to be misconstrued as a reaction to any suspected exposures. As this situation is ongoing and ever evolving, so too will our procedural adaptations. Thanks for your attention, and ongoing patience. Please continue to stay safe and stay tuned!

Sincerely,

A handwritten signature in blue ink, appearing to read "Derek Sherrill".

Lieutenant Derek Sherrill