

In the Indiana Supreme Court

In the Matter of the Petition of the
Jasper County Courts for
Administrative Rule 17 Emergency Relief

Supreme Court Case No.
20S-CB-140



Order Approving Expansion of Operations Plan

By orders issued April 24 and May 13, 2020, this Court ordered trial courts statewide to submit plans for gradually resuming normal operations under limitations appropriate to the 2019 novel coronavirus (COVID-19) public health emergency. Pursuant to that order, the petitioning court(s) filed a second amended expansion of operations plan (“Plan”) on July 2, 2020.

The Court finds that the Plan was made in coordination with appropriate local authorities and local justice system partners to account for local health conditions, facility readiness, and litigants’ needs; and that the Plan makes reasonable provisions for resuming normal staffing, providing public access to non-confidential proceedings, and resuming jury trials. A copy of the Plan is attached to this order and incorporated by reference.

Being duly advised, and pursuant to Indiana Administrative Rule 17 and this Court’s inherent authority to supervise the administration of all courts of this State, the Court ORDERS as follows:

1. All emergency relief previously granted to the petitioning court(s) under Administrative Rule 17 is deemed to expire as of the effective date of this order, except as provided by this Court’s “Order Extending Trial Courts’ Emergency Tolling Authority and Setting Expiration of Other Emergency Orders” issued May 29, 2020 in Case No. 20S-CB-123. However, this Court’s May 13, 2020 “Emergency Order Permitting Expanded Remote Hearings” and paragraph 3 of its May 13 “Order Extending Time for Expanding Trial Court Operations” in Case No. 20S-CB-123 (prohibiting jury trials before July 1 without prior approval of this Court) remain in full force and effect.
2. The Plan is approved, and the petitioning court(s) shall comply with its terms through its stated duration, subject to further order of this Court.

Done at Indianapolis, Indiana, on 7/9/2020, effective **May 29, 2020**.

A handwritten signature in black ink that reads "Loretta H. Rush".

Loretta H. Rush
Chief Justice of Indiana

EXHIBIT A

TRANSITION PLAN OF THE JASPER COUNTY CIRCUIT AND SUPERIOR
COURT

I. ADMINISTRATIVE RULE 17 Provisions;

The Courts of Jasper County request an extension to the following rules to August 14, 2020;

- a. Tolling for a limited time all laws, rules, and procedures setting time limits for speedy trials in criminal and juvenile proceedings, public health, mental health, and appellate matters; all judgments, support, and other orders; and in all other civil and criminal matters through August 14, 2020.
- b. Suspending and/or rescheduling criminal and civil jury trials for a limited time beginning on March 16, 2020 and ending on August 14, 2020, (subject in criminal cases to the Constitutional right to speedy trial and Constitutional protection against double jeopardy).
- c. Calculation from April 3, 2020 through August 14, 2020 for early trial demands filed under Indiana Criminal Rule 4(B) before April 3, 2020; Indiana Criminal Rule 4(A) and 4(C); such demands shall be further subject to court calendar congestion and the status of any local emergency conditions for good cause shown.
- d. For purposes of Indiana Criminal Rule 4(B), the early trial motions filed after April 2, 2020 and before August 15, 2020 shall be deemed to have been made on August 14, 2020 and shall be further subject to congestion of the court calendar or locally existing emergency conditions for good cause shown.
- e. No interest shall be due or charged during the tolled period expiring on August 14, 2020
- f. Any prohibitions on issuing or serving writs of attachments, civil bench warrants, or body attachments pursuant to Trial Rule 64 shall expire on August 14, 2020 at 11:59 p.m. (CST).

- g. Suspending new juror orientations, extending existing jury panels, and/or postponing jury service to a later date for jurors who are ill, caring for someone who is ill, or in a high-risk category beginning on March 16, 2020 and ending on August 14, 2020.
- h. Continuing and/or rescheduling non-essential hearings (excluding emergency matters, domestic violence hearings, and evidentiary hearings in criminal cases) from March 16, 2020 ending on August 14, 2020. The Courts will remain open to process emergency issues, protective orders, mental health, and other necessary criminal and juvenile hearings and other emergency matters.

II. PLANNING

The following local stakeholders were advised or consulted in drafting this plan:

- 1. Jasper County Sheriff, Pat Williamson,
- 2. Jasper County Prosecutor, Jacob Taulman,
- 3. Jasper County Health Department, Dr. Marianne Nelson,
- 4. Jasper County Commissioner, Kendell Culp,
- 5. Jasper County Bar Association members,
- 6. Jasper County Clerk, Kara Fishburn,

III. EMPLOYMENT PROCEDURES

During all phases of the transition, any Courthouse Employee or Attorney shall should report the symptoms listed below immediately to the Judge/ Department Head before entering the Courthouse. The Courthouse will have signage at all public entry points to judicial facilities advising individuals, members of the public, employees and attorneys not to enter the building if they have:

- 1. A fever in excess of 100.4
- 2. Cough or worsening cough (excluding a cough that is associated with a documented health condition)
- 3. Shortness of breath, or any of the following symptoms
 - a. Fever,
 - b. Chills
 - c. Repeated shaking with chills,

- d. Headache,
 - e. Sore throat,
 - f. New loss of taste or smell,
 - g. Muscle pain,
4. Have been asked to self-quarantine by any doctor, hospital, or health agency;
 5. Been diagnosed with or had contact with anyone who has been diagnosed with COVID-19.

If any person answers affirmatively to the questions above, then that individual may be required to be excluded from the Courthouse:

1. for at least 72 hours with no fever (three full days if no fever without the use of medicine that reduces fever) and other symptoms have improved and at least 10 days have passed since symptoms first appeared.
2. For 14 days following close contact with diagnosed case of COVID-19.
3. As otherwise determined.

All bailiffs or court security officers shall be allowed to deny entrance to individuals attempting to enter in violation of these above protocols. Any employee reporting these symptoms or contact will be allowed to work remotely, if possible. If any employee should develop symptoms of COVID-19, then the employee will be required to report this to their immediate supervisor as soon as practicable and will not be allowed to work in the Court until seen and cleared by a medical doctor, or as otherwise directed by the local health department authorities. The Court employees are encouraged to use the resources available under the employee assistance program or county health insurance provider to undergo mental health counseling, if needed, to cope with the increased stresses brought on by this crisis and will have the full support of the judge of the respective court.

Pursuant to the Commissioner's directive based on recommendations from the Jasper County Health Department, masks will be provided to all employees entering the Courthouse and are required to be worn when social distancing of at least six (6) feet cannot be maintained between employees and when leaving their immediate work area. Each employee will be expected to not share equipment and engage in frequent hand-washing while maintaining

social distancing. Any shared equipment will need to be sanitized in between uses with the bleach wipes provided. The courtroom tables and door handles shall also be sanitized frequently throughout the day and between hearings. Hand sanitizer is available throughout the courthouse, including at courthouse entrances, and other convenient locations for all individuals entering the facility to use liberally.

Both Jasper County Courts have continued to operate on a limited basis consistent with the emergency rules of the Rule 17 Petition granted on March 18, 2020 to May 11, 2020. Beginning on March 13, 2020, the Jasper County Commissioners closed the Courthouse to the public and reduced the hours of the Courthouse to 8:00 a.m. to 1:00 p.m. Monday-Thursday. The Courts have continued to serve the public by remaining open for essential hearings, since that time, during these altered hours. Beginning March 19, 2020, the staff of each Court was split into two groups that worked alternate weeks at the courthouse, and the other group working remotely, including the Judge that was not at the courthouse that week. The Judge of the Circuit Court and the Superior Court would cover essential hearings in both courts in alternating weeks while working at the courthouse.

Both Courts have started all employees working at the Courthouse starting on May 11, 2020 pursuant to the Health Department and Commissioner's decision to reopen the Courthouse to employees, but keep it closed to the public. The opening of the Courthouse to employees also requires that each employee shall observe the social distancing requirements and wear a mask, when leaving their work area and when social distancing cannot be attained.

The Jasper Circuit and Superior Court intend to limit all operations, until such time that the Jasper County Commissioners and Health Department deem it safe to open the Courthouse to the public. At the present time (June 30, 2020), there is no set date for the Courthouse to open to the public, however, in speaking with the County Commissioners it is thought that it may remain closed to the public as late as July 10, 2020. The Commissioners will meet with Department Heads of the County, including both Judges, on July 6, 2020 to advise of their decision about opening the Courthouse. In discussions with the Commissioners, it is thought that the Courthouse will be open to the public on July 13, 2020.

During this period, the Courts will continue to hear essential hearings and have begun to use video conferencing and telephonic conferences to keep cases moving. Neither Court at the start of this crisis was set up to engage in video hearings, but both Courts have taken measures to obtain the necessary equipment from our vendors and other resources to implement video conferencing and are increasingly using it in all types of hearings. Both Courts are conducting hearings via Zoom and by telephone.

IV. COURTHOUSE FACILITY PLAN

All employees of both Courts will be required to maintain social distancing while working as well as abide by the directives listed in Part III that apply to all individuals in the Courthouse. The Courthouse care and maintenance is the responsibility of the County Commissioners. The Commissioners have a cleaning crew that cleans both Courtrooms and offices on a weekly basis. In addition to this, the Courts have had a deep cleaning and sanitizing of the carpets and the carpeted pews in both Courts done by Stanley Steemer. Both courts will allow extra time between hearings to allow court employees to clean the handrails, seats, counsel tables in the courtrooms, jury rooms and attorney conference rooms in between hearings. The Courts will continue to work with the County Commissioners, Local Health Department and Department Heads in the Courthouse to coordinate cleaning and disinfection of the Courthouse facility. Also, each employee will have access to cleaning supplies and will be encouraged to keep their personal work area clean on a daily basis.

Once the public is allowed to enter the Courthouse, the Courts will continue to require that all members of the public abide by the measures in Part III and comply with social distancing requirements.

The Courts have considered alternate venues to hold court hearings. In this discussion, the Courts are looking into video hearings from the jail and have been in communication with the Sheriff who is a strong supporter of the idea. This would allow all types of hearings involving inmates to be conducted by the Court without the necessity of bringing the inmate to the Courthouse, subject to Constitutional and procedural due process safeguards. This would limit the exposure of the public to the inmate population while allowing the jail staff to do fewer transports. There are also increased court security benefits to video

hearings by not transporting inmates to the courthouse. This idea is challenging financially as this would require an expenditure of funds approved by the County Council that is not currently budgeted for by either Court. Although, there would be an offsetting financial benefit due to decreased costs from the Sheriff Department in not doing the transports. Both Courts and the Sheriff are still working on this issue and will continue to do so.

The Courts have considered the use of the local schools within the county as each courtroom is too small to provide for adequate social distancing for a jury trial. But this is not a viable option as neither court has the equipment or manpower to set up an alternate location, or the funds to purchase this equipment and the schools in Jasper County are closed to the public. Both Courts have determined that the Superior and Circuit courtrooms will be used to accommodate a single jury trial, with alteration of the operations of both Courts that will be explained in the jury trial section.

Any mail that comes into the Courts will be processed through the Clerk's office and placed in a basket. A designated court employee will retrieve the mail once a day and wash hands or use hand sanitizer after handling the mail.

V. PUBLIC SCREENING PROCEDURES

During all phases of the transition, any member of the public will not be allowed entrance into the Courthouse if they exhibit any of the symptoms or contacts listed below. The Courthouse will have signage at all public entry points to judicial facilities advising individuals, members of the public, employees and attorneys not to enter the building if they have:

1. A fever in excess of 100.4
2. Cough or worsening cough (excluding a cough that is associated with a documented health condition)
3. Shortness of breath, or any of the following symptoms
 - a. Fever,
 - b. Chills
 - c. Repeated shaking with chills,
 - d. Headache,
 - e. Sore throat,
 - f. New loss of taste or smell,
 - g. Muscle pain,

4. Have been asked to self-quarantine by any doctor, hospital, or health agency;
5. Been diagnosed with or had contact with anyone who has been diagnosed with COVID-19.

If any person answers affirmatively to the questions above, then that individual may be required to be excluded from the Courthouse:

1. for at least 72 hours with no fever (three full days if no fever without the use of medicine that reduces fever) and other symptoms have improved and at least 10 days have passed since symptoms first appeared.
2. For 14 days following close contact with diagnosed case of COVID-19.
3. As otherwise determined.

All bailiffs or court security officers shall be allowed to deny entrance to individuals attempting to enter in violation of these above protocols. Any person exhibiting (a) the existence of flu or flu-like symptoms or has been exposed to anyone who has or may have COVID-19; will be barred from entering the Courthouse and the case will be continued, to the extent possible without violating statutory or constitutional rights, or allowed to appear remotely. Any person who is in a high-risk category may request a continuance and this status will constitute “good cause” to either appear remotely or continue a court setting, to the extent possible without violating statutory or constitutional rights. Any attorney wishing to appear remotely (e.g., through teleconference systems, etc.) for any status conference or non-evidentiary hearing may do so without further leave of court upon filing a “Notice of Remote Appearance” in the court in which the matter will be heard. If an attorney appears on behalf of a client, then the Court would excuse the client being present for a pre-trial conference or pre-Fact-Finding hearing or omnibus hearings. While the Courts are aware of the requirement of transparency of the Courts and Judicial System, the Courts may limit spectator’s entry to the Jasper County Courthouse/courtrooms to protect the safety of county employees and the public in general and achieve proper social distancing, subject to the constitutional rights of all parties. The parties and their attorneys will be admitted to the Courthouse and courtrooms. These standards were developed based on local health department recommendations

and are subject to change as needed to comply with future local health department directives.

VI. **RESUMING NON-EMERGENCY HEARINGS**

The Courts have developed a plan to phase in the reopening that will be dependent on local health department guidelines. The Courts will ensure that the proper criteria is met before progressing to the next phase. The Courts are currently in Phase One at the time of this plan.

PHASE ONE

When working in the office, employees should maximize physical distance from others in the workplace. The courts will continue to exercise discretion in authorizing court staff to work remotely during this phase. Employees shall self-evaluate and report their condition as all other individuals entering the courthouse as set forth below. All individuals entering the Jasper County Courthouse while this plan is in effect shall abide by the guidelines outlined in Section II above.

Those in the general public shall contact the office they are scheduled to attend and report any COVID-19 indicative symptoms before visiting the courthouse. Before allowing an individual exhibiting COVID-19 indicative symptoms into the courthouse, the applicable judge, elected officials or department head shall consider the information they receive before authorizing the individual access into the courthouse and may direct that the individual consult with a physician and/or get clearance from a medical practitioner before entering the courthouse.

All individuals shall:

- continue to practice good hygiene by doing the following:
 - •Wash hands with soap and water or use alcohol-based hand sanitizer, especially after touching frequently used items or surfaces
 - Avoid touching your face
 - Sneeze or cough into a tissue or the inside of your elbow

- Frequently disinfect used items and surfaces
- Strongly encourage using face coverings while in public
- Maintain 6-foot separation and other social distancing measures
- Keep track of all places they visited while in the courthouse and all people they came into contact with while in the courthouse. As this would assist in appropriate cleaning of the courthouse, in the event of a positive COVID-19 test and assist in contact tracing (i.e., identify all areas in the facility where the individual was present and everyone they may have been in contact with).
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Attorneys are responsible for advising their clients about applicable policies and procedures before they enter the courthouse. Face masks are required for use by everyone entering into the courthouse or leaving their departments to travel to another department.

Courthouse security officers will screen everyone seeking entry into the Courthouse by asking the screening questions listed above and the security officer at the front door to the courthouse will be equipped with a touchless/contactless thermometer and screen all who enter for a temperature exceeding 100.4 degrees Fahrenheit. All who fail this test will be denied entry to the Courthouse and will not be allowed to return until the criteria under Section II is satisfied or cleared by a medical doctor. At the discretion of the judges, courts may require temperature checks on all people entering the Courthouse. Under the American with Disabilities Act, the results of any temperature checks may not be recorded and should not be released to anyone other than that individual.

Hearings during Phase One are substantially stayed pursuant to Supreme Court order, with only those most critical hearings occurring. Judges will use their discretion in determining which cases will be heard during this phase and which hearings will be continued to a later phase. The Courts will attempt to maximize use of remote hearing capabilities via telephone and video when Constitutionally permitted. Courts will begin to identify the highest priority cases to be heard when the court advances to Phase Two.

During this phase, individuals in the courtrooms are limited to litigants, their attorneys and witnesses subject to subpoena. The courthouse is currently closed to the general public, except for previously planned. The courts will

promote public access to court proceedings by utilizing alternative methods such as allowing access to the courtroom when hearings are conducted pursuant to remote procedures. The Courts will be hearing cases in person on criminal, juvenile, family, protective orders, and mental health cases during this phase as scheduled by the Court during the week on Monday through Friday. The setting of these cases will be prioritized by the Court by type and situation.

The Courts strongly encourage litigants and their attorneys to utilize alternative dispute resolution options, settlement conferences, and other methods to resolve their cases without in person hearings. Litigants and counsel are advised that they will not have access to courthouse areas to discuss their cases amongst themselves, with other attorneys, prosecuting attorneys, Department of Child Services attorneys, or any other such individuals immediately prior to hearings. Cases should be thoroughly discussed, prepared, and negotiated prior to arrival at the courthouse. As justice requires, these restrictions may be loosened in individual matters at the discretion of the judge. The Courts will continue to review Supreme Court orders, executive orders, and consult with County Commissioners and local health officials to determine whether additional policies and procedures should be implemented during this phase.

PHASE TWO

Based on local health data and guidance from the Local Health Department and County Commissioners, the Courts will move to PHASE TWO based on the current state of the crisis.

All employees and individuals entering the courthouse will continue to be screened as listed above in PHASE ONE. However, the temperature checks will be discontinued. All individuals will be encouraged to use a face mask while in the Courthouse. All employees and individuals will still abide by the criteria listed in Section II to impose adequate social distancing and self-monitoring required.

The Judges will significantly increase the Courtroom hearing at this phase and continue to use remote hearing when possible and to promote public access when appropriate. The judges will continue to abide by

Supreme Court orders regarding the tolling of jury trials and jury trial selection. When permitted, the courts of Jasper County will resume jury trials pursuant to the plan for JURY TRIALS set forth below.

Restrictions regarding the number of people allowed access to the courthouse will start to decrease, however, social distancing efforts shall continue as set forth in Phase One. The number of people accompanying litigants to the courtrooms may increase, but the judges retain discretion to limit numbers based on safety concerns during this phase.

It is anticipated that the Courts will move to PHASE TWO on or about July 10, 2020 in keeping with the parameters set in conjunction with the County Commissioners and local Health Department authorities. A meeting will be held on Monday, July 6, 2020 with the Commissioners and all Department Heads regarding the Courthouse opening. Therefore, this date may be changed based on this meeting.

As a result of the restrictions on social distancing, the Jasper County Courts will terminate the cattle call docket for criminal cases and assign time slots for attorneys during criminal calls to lessen the number of people in the courtroom. The Courts will continue to prioritize criminal and juvenile cases and setting other civil cases by age of case and situation.

PHASE THREE

Based on local health data and guidance from the Local Health Department and County Commissioners, the Courts will move to PHASE THREE based on the current state of the crisis. This phase would eliminate all restrictions implemented as a result of the COVID-19 crisis. However, the Courts will continue to monitor the local health data and the recommendations from local health department officials to act in a manner to maintain the public health. This may include instituting the restrictions of an earlier phase or modify plans in the interest of public safety based on the constant changing landscape of this fluid situation.

All individuals entering the courthouse are encouraged to continue to practice good hygiene by doing the following:

- Wash hands with soap and water or use alcohol-based hand sanitizer, especially after touching frequently used items or surfaces
- Avoid touching your face
- Sneeze or cough into a tissue or the inside of your elbow
- Frequently disinfect used items and surfaces
- Strongly encourage using face coverings while in public
- Maintain 6-foot separation and other social distancing measures

Anyone testing positive for the COVID-19 virus, or being exposed to someone testing positive for the COVID-19 virus, shall not enter the courthouse until they have reported the same to courthouse security, court staff, an elected official located in the courthouse, or a department head located in the courthouse (depending on the reason for the individuals visit to the courthouse) and has been cleared by a medical provider to have contact with other individuals.

Due to the expected backlog of cases, the Courts are considering expanded evening hours and will use senior judges to do remote hearings while conducting trials and in-person hearings once we are in Phase III.

VII. JURY TRIALS

The Jasper County Courts presently have two criminal and one civil jury trials that have been continued as a result of the COVID-19 crisis. Once the restrictions for conducting jury trials are lifted on August 14, 2020, and prior to beginning Phase Three of this plan, the Courts intend to use the two available courtrooms for congregation of potential jurors, as the jury rooms in both courts are too small.

Because of the architecture of the courthouse, the two Courts will have to prioritize the scheduling of jury trials in the two courts and adapt operations of each court during the trial, in the event both are needed for one jury trial, by using remote hearings for the other court. A civil jury trial using six or seven

jurors could be completed using one courtroom with adequate social distancing after the selection of the jury is completed.

The Courts intend to schedule time slots for potential jurors to report for selection so as to permit social distancing in each of the Courtrooms and to observe any other precautionary measures for health and safety. When trials requiring thirteen jurors are required, these same measures will be observed. Where trials requiring six jurors are required, the Courts may use fewer rooms and time slots yet observe all other precautionary measures. In order to maintain proper social distancing, one or the other courtrooms would be used for seating the venire prior to selection and they would be brought into the courtroom in small groups of 10-15 at a time. If needed, the vacant courtroom after selection of the jury panel would be used for the jury to engage in deliberations to maintain social distancing.

All criminal matters subject to early trial or other constitutional considerations will be given priority and all other cases would be ranked according to earliest date set. This should pose a problem only if both courts sought to use the jury room facilities simultaneously. Both Courts will coordinate to alleviate this problem. Juror meals will be provided by utilizing the same procedures that we have used in the past. Each juror will be given a copy of a menu from a local restaurant to view and write down the selected meal for the bailiff to order from the restaurant. The Court will then pick up the carry-out meals and give them to the jurors at the appointed meal time.

All prospective jurors will be given a letter detailing the current court protocols to ensure their safety and inform them of the requirements in Section II of this plan, and that they will be screened upon entering the courthouse. Also, they will be informed to contact the Court prior to entry into the Courthouse if they have the symptoms or have had contact under the requirements in Section II. Any juror that has been in contact with a person or exhibits the symptoms listed in Section II would be excused from service and deferred to a later date.

VIII. COURT SUPERVISED SERVICES

The Jasper County Courts have a Probation Department and the Community Corrections Department. The plans for reopening both of these programs are

listed below and based on local health data and will be subject to change at the discretion of the judges of the Courts.

PROBATION

The Probation Department will begin PHASE TWO on June 1, 2020 and the plan is included below.

- 1) The Probation Department will continue social distancing.
- 2) Office visits will be limited to HIGH risk individuals per the Indiana Risk Assessment Tool.
- 3) All visitors will wear a face mask and gloves. If the individual does not have these items, they will be provided by the Probation Department.
- 4) Appointments for these individuals will be done in 30 minute increments.
- 5) Only one individual will be allowed in the lobby at a time. (Juveniles and their parent(s) will be considered as one).
 - a. If more than one appointee appears for an appointment the second person(s) will be asked to return to their vehicle and wait to be called in by the supervising officer after they have checked in at the front desk.
- 6) Only the individual on probation will be allowed in the office. No exceptions.
- 7) Juvenile appointments will be conducted with only the juvenile and parent(s) only.
 - a. Service providers will not be allowed in the office and if they need to be included in the appointment, they will join by telephonic or other means.
- 8) All appointments will be conducted in the officers own office while complying with social distancing guidelines.
 - a. Individuals will be seated on plastic or leather chairs. Once the meeting is completed and the individual(s) have been escorted from the office, the chairs in use will be thoroughly cleaned and disinfected.
 - b. Any pen or object used by the probationers will be thoroughly wipe down and disinfected also.

- 9) Drug screens will be conducted on a random basis.
 - a. When conducting drug screens officers will wear eye protective goggles, gloves and face mask.
 - b. Upon completion of the drug screen the officer will wipe down and disinfect any and all surfaces used in the drug screen process (pens, door handles etc.)
- 10) When having appointees enter the office the officer shall not allow the individual(s) to touch any door handles. The officer will open and close all doors to the department.
 - a. The lobby and elevator will be wiped down and disinfected when the individual leaves the building.

COMMUNITY CORRECTIONS

The Community Corrections protocols that are adopted by the Courts is as follows:

Jasper County Community Corrections
Work Release
COVID-19 Protocol

As the State of Indiana moves forward into Phase two of reopening the courts, the following adjustments need to be enacted and practiced.

1. Effective June 10, 2020, Jasper County Community Corrections should be accepting clients into the work release program, however at a reduced capacity to better maintain social distancing.
2. Our stated capacity for the male dorm has been reduced from 30 clients to 10 clients.
3. Our stated capacity for the female dorm has been reduced from 8 clients to 2 clients.
4. The sleeping bunks have been spaced 6 feet apart and extra bedding has been removed when possible from the dorm areas.
5. To maintain social distancing only 6 clients will be allowed to eat meals at the dining tables, the remaining 4 clients will be assigned to eat their meals at their assigned bunk space. Weather permitting clients will be encouraged to eat meals outside at the picnic tables, maintaining social distancing.

6. Clients will be instructed to remain the CDC recommended distance of 6 feet apart from one another within the common dorm areas, when possible.
 7. Clients will be provided with disinfectant spray, cleaning supplies, and hand washing materials for proper hand cleaning and living space cleansing.
 8. The common living spaces are to be sprayed with sanitizer every 6 hours; clients will be encouraged to move to the outdoor recreation area when possible.
 9. Clients will utilize restroom facilities, sinks, and showers, as needed, and will maintain social distancing at all times.
 10. Clients will immediately clean and sanitize the restroom fixtures after use.
 11. During check in, clients will line up in front of the facility and maintain social distancing.
 12. Only one client will be allowed in the foyer at one time.
 13. Clients will wear a protective mask once in the foyer. After the client has placed their personal items inside their assigned locker, the client will sanitize the outside locker door, and any areas they have touched.
 14. Clients will enter the facility and be checked in as per Jasper County Community Corrections policy. Masks will be worn by the client and the correctional officer. The correctional officer will continue to wear disposal gloves, utilizing a new pair for every client. Strip in searches will still take place in the appropriate area of the facility. Once the check in procedure has been completed the client will sanitize the area in an appropriate manner.
 15. While outside of the dorm area the client will be required to wear a protective mask. While inside the dorm areas, masks will be encouraged but will not be mandatory.
 16. Meals will be distributed in the normal fashion; however clients will maintain social distancing.
 17. Any health concerns or questions will be treated with discretion and acted upon using established policy and procedure, and best judgment. These concerns will be shared with the Director and Assist, Director, in regards to COVID-19 concerns.
 18. Requests for counseling will be considered valid and appropriate measures will be taken to ensure privacy and treatment.
- The Community Corrections protocol for Electronic Monitoring that is adopted by the Courts is as follows.

Jasper County Community Corrections
Electronic Monitoring
COVID-19 Protocols

As the State of Indiana moves forward into Phase Two of reopening the courts, the following adjustments need to be enacted and practiced.

1. Effective May 15, 2020 All Jasper County Community Corrections Electronic monitoring clients will be assigned an appointment time in which to check into the facility, drop off payments, receipts, etc.
2. The client must ring the front door alarm and identify themselves to the correctional officer at the front desk, so that the officer can check the clients name off of the check in list, and log the client into the general log.
3. If the client fails to arrive for their scheduled check in time and date, an attempt should be made to contact the client, if the client has a valid reason, other than forgetting the appointment, then the client should have a written violation for out of bounds. Put one copy in the client's folder and give the client a copy, if client refuses to sign the violation, simply write client refused to sign and date the document.
4. Effective May 18, 2020 electronic monitoring officers can begin performing home visits, utilizing the following protective measures:
 - A. ALL OFFICERS will wear masks while performing home visits on clients.
 - B. ALL OFFICERS will wear a new pair of disposable gloves while on the clients premises, once the home visit is completed the officers will remove the gloves that were worn and place them in a trash bag in the trunk of the patrol vehicle.
 - C. Under NO circumstances is the officer to enter the clients dwelling, unless there is an emergency. The client is to exit the dwelling and stand outside with the visiting officer, ALWAYS maintaining the CDC recommended social distancing of six feet.
 - D. Once the visiting officer has terminated the home visit the officer is to remove and properly dispose of the gloves as referenced above, then apply a sanitizer to their hands and use a sterilizing cloth wipe on the steering wheel of the patrol vehicle.

E. Each officer should use common sense and good judgment when conducting home visits to achieve and maintain the highest level of personal safety and health while performing the necessary home visits.

F. Field PBT's are to be performed at the officer's discretion. To ensure officer safety, have client blow breath into the unit, facing away from the officer. Again use best judgment and common sense if performing a PBT.

G. Remove and dispose of bag containing used gloves at the end of each shift.

5. Random drug tests may be performed utilizing either a saliva test swab or a urinalysis. It is the performing officer's discretion as to which method is to be used.

6. For Cause drug screens will be performed at the officer's discretion, utilizing either of the above mentioned methods.

7. Drug screens must be performed using the following health safety measures. Both Client and officer are to wear masks during a urinalysis, urine sample collection. The officer is to maintain as much social distance as allowed during the screening process. The collecting officer is to wear gloves and protective eye coverings at all times during the collection process.

8. Write ups and violations, the same policies are in place now as in pre-COVID-19 supervisions. Clients are to check in at the facility when required to do so, either by assignment or officer request. Major and minor violations will be dealt with according to policy and procedure guidelines as per Jasper County Community Corrections.

9. Home inspections both random and pre-qualification will be modified. Due to the spread of COVID-19, pre-home inspections will be limited to physical address confirmation and officer walk through, or exterior observation, both will be performed at officer discretion. Officer Health is of major concern at this stage, However there are still responsibilities that must continue to be performed during these protocols.

10. If the visiting officer arrives at a client's residence and feels that they are in an unsafe environment, the officer is to immediately leave the property, and

notify law enforcement of the conditions for which they feel unsafe. Once a law enforcement officer is on scene the officer may return to the premises and conduct the client visit, if permissible by both circumstance and with permission from law enforcement. Again, this visitation is left to officer discretion.