

BALLWIN/WINCHESTER MUNICIPAL COURTS CONTINUITY OF OPERATIONS PLAN

MAY 22, 2020

ESTABLISH VIRTUAL COURT BY APPOINTMENT

THIS SYSTEM SHOULD HAVE ALL OF THE DEFENDANTS RIGHTS AND INSTRUCTIONS ON WEBSITE

THIS WEBSITE SHOULD HAVE A SPECIFIC PLACE TO CLICK TO REQUEST A CONTINUANCE

INCLUDE ON ALL TICKETS GIVEN TO DEFENDANTS THE ADDRESS FOR COURT WEBSITE

WEBSITE SHOULD INCLUDE CONTACT INFORMATION WHERE ALL DEFENDANTS MAY DIRECTLY CORRESPOND WITH PROSECUTING ATTORNEY

CREATE A SYSTEM ON WEBEX OR ZOOM:

JUDGE, PROSECUTOR AND COURT ADMINSTRATOR ARE ONLINE WITH DEFENDANT AND THEIR ATTORNEY (IF ANY) BY APPOINTMENT

THIS COURT WILL ACCEPT A WRITTEN PLEA BY MAIL AND VIRTUAL SENTENCING, IF REQUIRED BY JUDGE

VIRTUAL APPOINTMENTS CAN BE MADE FOR ALL MOTIONS, HEARINGS AND OTHER COURT MATTERS

THIS VIRTUAL COURT SYSTEM COULD BE USED IN CONJUNCTION WITH IN PERSON COURT APPEARANCES IF DEFENDANTS GO TO A SEPARTE ROOM SET UP IN CITY HALL WITH A COMPUTER LINKED UP TO COURT. MASKS/SANITATION WOULD HAVE TO BE ENFORCED TO ENTER COURT BUILDING IN ACCORDANCE WITH IN PERSON PRECAUTIONS.

PLAN FOR IN PERSON MUNICIPAL COURT IN PHASE 3 OF COVID-19

ALL COURT PERSONNEL WILL WEAR MASKS (AND GLOVES IF THEY HANDLE PAPERWORK)

CREATE A TRAFFIC PATTERN SO THAT ALL INCOMING CARS CAN BE MET BY MASKED/GLOVED POLICE OFFICER #1

HAVE A LIGHTED SIGN IN PARKING AREA TO NOTIFY WAITING DEFENDANTS OF WHEN THEIR "LINE NUMBER" COMES UP

OFFICER #1 (POSSIBLY OUT ON ROAD/TOP OF CITY HALL DRIVEWAY):

#1 OFFICER WILL HAVE A STACK OF SHEETS WHICH HAVE ATTACHED "CARBON COPIES" AND WILL HAVE A PREDETERMINED CONTINUANCE DATE ALREADY LISTED

#1 OFFICER WILL INQUIRE IF THEY WANT A CONTINUANCE, IF SO:

OFFICER WILL PROVIDE THEM A SHEET WITH THEIR NAME AND NEW COURT DATE AND THEY MAY LEAVE

IF THEY DO NOT WANT A CONTINUANCE:

OFFICER WILL ADVISE ONLY THE DEFENDANT MAY ENTER THE COURTROOM

OFFICER WILL ADVISE IF THEY HAVE A MASK THEY MAY ENTER THE BUILDING

IF THEY HAVE NO MASK – PROVIDE THEM THEIR YELLOW SHEET WITH A CONTINUANCE DATE

#1 OFFICER WILL PROVIDE THEM WITH THEIR SHEET LISTING THEIR NAME AND "NUMBER" FOR THEIR PLACE IN LINE

OFFICER WILL DIRECT THEM TO A PARKING AREA WHERE LIGHTED SIGN IS VISIBLE

OFFICER #2 AT DOOR AREA OF CITY HALL:

#2 OFFICER WILL CHANGE SIGNS AS COURT PROGRESSES AND ALLOW IN 5 DEFENDANTS AT A TIME

CHAIRS SPACED 6 FEET APART WILL BE PROVIDED FOR "LINING UP" TO THE BENCH

NO ONE OTHER THAN DEFENDANTS AND ATTORNEYS WILL BE ALLOWED INSIDE

NO ONE WITHOUT A MASK WILL BE ALLOWED INSIDE

ALL DEFENDANTS WILL HAVE THEIR TEMPERATURE TAKEN, IF REQUIRED

DEFENDANTS TEMPERATURES WILL BE NOTED ON SHEET

THERMOMETER WILL BE SANITIZED AFTER EACH USE BY OFFICER

DEFENDANTS WILL ONLY BE ALLOWED INTO COURTROOM AFTER PREVIOUS SET OF DEFENDANTS HAVE LEFT AND COURT SURFACES ARE CLEANED BY CUSTODIAL STAFF ON SITE

ALTERNATIVE TEMPORARY COURTROOM SITES IN BALLWIN WITH LARGER PARKING AREAS MAY BE CONSIDERED

IN COURT PROCESS FOR ALL PROCEEDINGS:

DEFENDANTS WILL SIT IN MARKED SEATS DISTANCED MORE THAN 6 FEET APART

SITTING AT COURT BENCH WILL BE THE PROSECUTOR, JUDGE AND COURT ADMINISTRATOR, ALL OF WHOM WILL BE DISTANCED 6 FEET APPART AND WEARING MASKS AND GLOVES

HAND SANITIZER AVAILABLE TO ANYONE ENTERING THE BUILDING

DEFENDANTS WILL BE CALLED ONE AT A TIME

IF APPLICABLE, PROSECUTOR WILL DISCUSS CASE WITH DEFENDANT/ATTORNEY, FILL OUT NECESSARY FORMS, INCLUDING HIS RECOMMENDATION, AND PLACE IN JUDGE'S INBOX ON THE BENCH

DEFENDANT/ATTORNEY WILL THEN MOVE JUDGE'S PODIUM AND JUDGE WILL TAKE PLEA IN THE NORMAL MANNER

IF A FINE IS ASSESSED, JUDGE WILL INQUIRE HOW MUCH TIME IS NEEDED, IF ANY, FOR PAYMENT

JUDGE WILL HAND THE SENTENCE AND JUDGEMENT SHEET TO COURT ADMINISTRATOR

COURT ADMINISTRATOR WILL HAND BAILIFF A YELLOW SHEET WITH FINE DUE DATE, IF APPLICABLE

BAILIFF WILL HAND PAPERWORK TO DEFENDANT AND DIRECT DEFENDANT HOW TO EXIT

THIS PROPOSED PLAN IS SUBJECT TO CHANGES AS THE COVID-19 CONDITIONS DEVELOP