

*(from Pre-Trial Services)—*

Good Morning All,

We learned late last night that one of our supervision staff in our Defendant Monitoring Division (DMD) tested positive for COVID-19. Based on the information from the Public Health Task Force and our impacted staff, our DMD supervision operations will be offline for the next 7-14 days. DMD monitors compliance for those released under our supervision. Our Pretrial Screening Division will continue to process releases at the Probable Cause Hearing and in the assigned courts. We will provide any updates as we move forward. Please advise if any further clarification is needed.

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Good Afternoon,

As a follow-up to the email earlier and to maintain the continuity of our services, we have established the following protocol to minimize the disruption to the releasing and supervision processes. Our Pretrial Screening Division-Jails (PSD-Jails) will continue to operation 365/24/7 at Joint Processing Center, Family Law Center, and DA Intake to support the magistrate releasing process. The recent exposure has impacted our Pretrial Screening-Courts (PSD-Courts) staff as well. PSD-Courts processes releases for all of the 38 assigned/trial courts.

**Pretrial Screening Division-Courts:**

1. In an effort to streamline the releasing process for the assigned courts, we are requesting that all personal bonds and/or conditions be signed electronically in DEEDs, and an email be sent to [PTSACRTSofficers@pts.hctx.net](mailto:PTSACRTSofficers@pts.hctx.net) .
2. This will allow us to continue to support the releasing process with the available non-impacted staff and limit in-person contact with the courtroom personnel.
3. We are also requesting electronic signatures in DEEDS for non-arrests personal bonds/or conditions.
4. The non-arrest defendants should be advised to report to the Joint Processing Center(JPC).
5. Upon arrival at the JPC, the non-arrest defendant should call 346-286-1400 to speak to a Pretrial Supervisor to complete the process.

## **Defendant Monitoring Division (DMD):**

### **1. Electronic Monitoring(EM):**

2. DMD Staff who supervise electronic monitoring will quarantine from home while awaiting results from the COVID-19 test.
3. While staff will be unable to forward EM reports directly to the courts during the offline period, alerts and violations will be researched, verified, and notifications will be emailed to the courts.
4. While there may be delays in completing the process due to technological challenges, we will work diligently to provide accurate and thorough information to the courts.
5. The vendor can complete all-new EM installations during this time by appointment only.

1. Please provide the defendant's contact information and a copy of the supervision order via email to

[PTNoshow@pts.hctx.net](mailto:PTNoshow@pts.hctx.net).

### **1. Alcohol Monitoring:**

2. DMD staff can receive violation reports from alcohol monitoring vendors via the website, confirm with the vendor that it is an alcohol-related matter, and notify the courts of such.
3. DMD staff are not able to remotely forward Bond violation reports while working offline. We will work to find a solution to this matter while we are offline.
4. **Drug testing** and in-office reporting will be suspended for 10-14 days.

All clients under our supervision received the following text message regarding the suspended operations:

*Pretrial supervision will be offline for the next 10-14 days due to a COVID-related event. You will receive a text when we reopen. Email concerns to [PTNoshow@pts.hctx.net](mailto:PTNoshow@pts.hctx.net)*