



**BROWN COUNTY MUNICIPAL COURT  
BROWN COUNTY, OHIO**

FILED  
CLERK OF COURTS  
BROWN COUNTY, OHIO  
2020 MAY 19 PM 12:38  
L. CLARK GRAY  
CLERK OF COURTS

**EMPLOYEE DIRECTIVE**

---

As the Court begins to transition to normal operations, the following guidelines will assist employees in procedures during the transition.

**EMPLOYEES**

1. Court, Clerk of Courts, and security personnel shall complete a self-assessment before reporting to work each day. Any employee exhibiting signs of illness shall notify their supervisor by telephone and shall not report to work unless specifically instructed to do so by their supervisor. Further, all Court and Clerk of Court employees shall have their temperature taken at about 8:00 am by the Security Officer.
2. Employees are required to wear a facial covering when in public areas or when social distancing is not possible. Employees working alone in their office do not need to wear a mask. However, if social distancing is not possible when interacting with co-workers or the public, masks must be worn. Masks are available in all office areas and at the front desk. Clerk employees need to wear a mask when out of Clerks Office and Court Employees shall wear a mask outside of their work area.
3. Office areas and frequently trafficked public areas must be cleaned and disinfected throughout the workday. Cleaner and gloves are available in all office areas. Please see the Court Administrator for supply refills.

4. Employees will continue to follow CDC and ODH guidelines for prevention. Hand sanitizer is located at various locations throughout the courthouse. Please see the Court Administrator for supply refills.

#### PROBATION DEPARTMENT

1. Probation officers will continue to minimize face-to-face contact with clients and with those on pre-trial supervision. High-risk offenders, those just released from a treatment facility, or those individuals in need of in person contact as determined by the probation officer will be scheduled for an appointment.
2. All appointments will be scheduled. If possible, clients will be directed to the probation officer's office by the Assistant immediately upon entrance to the Probation Department.
3. Social distancing and the use of face coverings is required by the probation officer while interacting with clients.
4. After a client meeting, the probation officer is required to clean and disinfect his or her office.
5. Staff shall clean and disinfect their area at least three times per day, at opening, midday and close and other times throughout the day as needed if probationers are in contact with staffs space.
6. Appointment scheduling and drug testing procedures will be at the direction of the Chief Probation Officer.

#### HEARINGS

1. The Court will continue to utilize phone conferences for as many hearings as possible.

2. Arraignments will be conducted via video conferencing for incarcerated defendants.
3. In person hearings will be limited to parties, attorneys, and any other participants required by the Court.
4. The Bailiff's are responsible for cleaning and disinfecting any areas utilized by participants in the two courtrooms in between hearings.

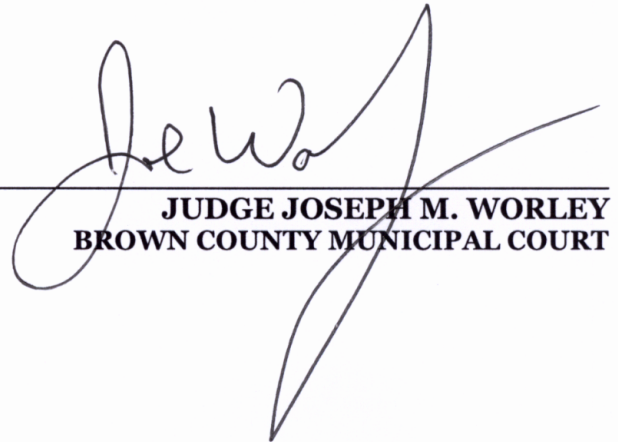
#### ENTRANCE AND SECURITY

1. The court will continue to limit entrance to the courthouse to only those individuals with essential court business.
2. The security staff will complete a screening of parties, attorneys, defendants, witnesses, etc. entering the courthouse. Anyone testing 99.0 or above will not be permitted to remain at the courthouse. The screening shall include a questionnaire and temperature check. Security will relay any concerns to the Judge or Court Administrator to determine access.
3. In order to reduce occupancy in the courthouse, security staff may limit the number of individuals entering the courthouse. When multiple hearings are scheduled, the security staff will check in the party or witness. Security staff shall obtain a cell phone number from the individual and require them to remain outside/in a vehicle until they are contacted by court personnel. All attorneys scheduled for hearings shall be permitted in the building.
4. All visitors, parties, witnesses, attorneys, etc. shall wear a facial covering while in the courthouse. If an individual does not have a mask upon entrance, security staff will provide a mask. Anyone unwilling to wear a mask will not be permitted to stay at the Municipal Court building.

5. Upon entry into the courthouse the security officer shall advise all visitors, parties, etc., to use hand sanitizer.

We must all work together to ensure a safe environment for all employees and the public. Please direct any specific questions regarding these guidelines or any issues not covered herein to the Court Administrator.

These guidelines shall be in place until further notice. Directives may change pursuant to federal, state, or local guidance and directives.



---

**JUDGE JOSEPH M. WORLEY**  
**BROWN COUNTY MUNICIPAL COURT**