

Brandi Glenn

Chief Probation
Officer

Perry Circuit Court

70th Judicial Circuit
Courthouse Square
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Tell City, IN 47586
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Amanda Young

Probation Officer

Perry County Probation

COVID-19 Conditions and Preventions Plan

Currently, the probation staff has limited staff in office, drug testing has stopped, and the courthouse is closed to the public. Clients are being seen by phone and virtually via Zoom. Home visits also ceased at this time.

On May 18th, 2020, The Perry County Probation Department will still refrain from face to face visitation unless it is deemed appropriate, the client has no symptoms, and the PO feels it is an emergency. We plan to keep limited staff, as there are only two PO's in our county and one of us has to be here.

- May will be by phone unless an emergency.
- June will be high risk clients face to face.
- July back to normal.
- Drug screening is being done by orals through zoom starting 5/11/20. This will continue until June or we see fit. Once it resumes in full we will still be following what is recommended by the courts, CDC, and state.
- Limited staff through May and the first part of June. Each staff member will take turns, there is a schedule in place.

Rules in the office:

1. Wear a mask when coming in contact with individuals. Whether it be screens, individual appointments, etc.
2. Please make sure if you are having any symptoms you call Brandi immediately, you will have to leave work if you have any symptoms or have been exposed.
3. Ensure you wear gloves and sanitize when new people sign up for probation. Try to limit their time in probation. If you can put their info in the system without them filling out any paperwork, GREAT!

4. Sanitize after each individual leaves your office or leaves after a screen.
5. Appointments need to be at least 45 minutes apart.
6. Drug screens one person in the building at a time. Then limit to only 5-10 per day. Once the oral video screens stop.
7. Check-ins after court will call in instead of reporting after.
8. A letter was sent to all clients with stipulations and precautions regarding the virus and recommendations.
9. All PSI Interviews will be over phone or video until further notice.
10. All random home visits will be suspended until further notice. Unless it is deemed an emergency by CPO.
11. Take steps to minimize shared use of materials i.e. pens, paper, phones, etc.
12. The Probation door will be closed to the public and will have to be checked in through the courts and asked a series of questions before being cleared to enter.

If the Chief Probation Officer would contract COVID-19 or be required to be quarantined; Amanda Young, Probation Officer will assume the duties of the Chief at this time. The Chief should remain available via phone unless they are incapable.

ATTACHMENT B