

Marion Municipal Court Probation Department Covid-19 Protocol until further notice

Level One (No reported localized Covid-19 case(s) in the surrounding areas).

Reduce unwarranted office visits if issues can take place over the phone.

Unscheduled walk-ins will be scheduled for a visit if cannot be seen right away.

Keep at least 30 minutes between appointments as to not clog up the waiting room. (If you have an appointment at 9:00AM and it usually lasts 30 minutes, then your next appointment should not be until 10:00AM.).

Family members of probationers need to remain outside the building or in the vehicle.

If someone appears sick (hacking cough, severe respiratory issues), reschedule them.

Level Two (reported Covid-19 case(s) in a surrounding counties)

Low and Moderate risk offenders are to report by phone.

Random drug testing is suspended - officer direct ordered drug testing only.

All in-person probation violation kept to a minimum if possible.

Suspend random field visits.

Level Three (reported Covid-19 case(s) in Marion County)

All supervision by phone.

All field work canceled.

All drug testing canceled.

All in-person probation violations continued.

All cognitive groups canceled.

Additional Information:

Staff is encouraged to wash their hands regularly, use disinfecting wipes, disinfecting spray, and hand sanitizer. Wipe arms of chairs after probationers have left your office; wipe doorknobs regularly.

If ill stay home!

Probation Clerk will collect offender information after arraignments in the clerk's office on Tuesdays.

Special Docket's Clerk will assist with the front desk on arraignments days.

Probation Officers will assist with checking-in offenders at arraignment and keeping family members, friends, and other non-court people out of the building.

*The criteria to move from one level to another may be modified by reports from court, city hall, local health department, etc.

*This protocol may be modified or adjusted as new information arises.