



Continuity of Operations Plan (COOP)

COVID-19

March 16, 2020

PURPOSE

This Continuity of Operations Plan (COOP) establishes policy and guidance to facilitate essential functions for the District Court of Clark County in the event that an emergency threatens, diminishes, or incapacitates operations, and the relocation of selected personnel and functions of any court facilities in District Court of Clark County is required. Specifically, this plan is designed to:

- a. Ensure that District Court of Clark County is prepared to respond to emergencies, recover from them, and reduce their impacts.
- b. Ensure that the District Court of Clark County is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.

APPLICABILITY AND SCOPE

- a. This document is applicable to the District Court of the State of Washington in and for the County of Clark and the cities of Vancouver, Camas and Washougal.
- b. Support and coordinate with local and state government partners.

OBJECTIVE

The objective of this COOP-COVID-19 is to ensure that a viable capability exists to continue essential court functions.

- a. Ensure the continuous performance of essential court functions;
 - b. Protect facilities, equipment, records, and other assets;
 - c. Reduce disruptions to operations;
 - d. Facilitate decision-making for execution of the COOP and the subsequent conduct of operations;
 - g. Achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.
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ESSENTIAL FUNCTIONS AND REDUCTIONS BY DIVISIONS

Starting March 16, 2020, Administrative Emergency Order- GAO 2020-1

Signed by: Kristen Parcher, Acting Presiding Judge

COOP-COVID-19 Document -Amber Emery, Administrator

COOP-COVID-19-Approved March 16, 2020 in emergency meeting by Judicial Bench | Acting Presiding Judge Kristen Parcher, Judge Chad Sleight, Judge Darvin Zimmerman, Judge Sonya Langsdorf, Judge John Hagensen, Absent: Presiding Judge Kelli Osler

Non-voting members present: Commissioner Abbie Bartlett, Administrator Amber Emery, Deputy Administrator Brad Alberts, Pretrial/Probation Manager Bryan Farrell, Absent: Commissioner Todd George

Central Courthouse:

Primary Contact: Amber Emery, Administrator | Secondary Contact: Brad Alberts, Deputy Administrator

Central Courthouse lobby will remain open to accept the necessary filings as detailed below.

Telephonic hearing policy: If there is a request for or requirement by the court for a litigant to appear by telephone, the party and/or defendant and/or attorney is responsible for providing the court an updated contact number. Time of hearing for telephonic hearings will be the time period starting at the scheduled time and continuing four (4) hours past the scheduled time and the parties are expected to continue to make themselves available until their case is called. Defendants, who requested to appear telephonically, but fail to pick up the phone when their case is called, shall be treated like any other failure to appear and a bench warrant may be issued after the court has made reasonable attempts at reaching the party. This policy will apply to all areas of the COOP where a telephonic hearing is an option.

1. Criminal-all in custody matters will be done by video conferencing and shall proceed as scheduled;

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2. Criminal Arraignments-out of custody arraignments shall be cancelled and rescheduled by summons to a date after April 30, 2020;
 3. Criminal-out of custody matters currently scheduled (mandatory pre-trial, reviews, change of pleas, and trial settings shall be rescheduled by summons at a later date;
 4. Anti-Harassment, Stalking Protection Orders, Review of Criminal No-Contact Orders- will proceed as currently scheduled limiting as much in person contact as possible. Motions to rescind or modify Criminal no-contact orders will be granted a hearing only upon judicial determination, otherwise the matter will be calendared on the next regularly scheduled court date;
 5. Weapons Surrender-review hearings to determine compliance with any order to surrender weapons (criminal and civil), shall proceed as normal practice of the court;
 6. Jury Trials-criminal jury trials currently scheduled will be continued past April 30, 2020, civil jury trials currently scheduled will be continued past June 30, 2020. June and July trial slots will be limited to address backlog;
 7. Infractions- hearings already scheduled that require a court appearance by any party will be rescheduled for a date in June, 2020. Letters will go out this week to give the opportunity to appear by mail if so desired, mail-in infraction hearings will continue to be processed;
 8. Civil Ex-Parte- civil documents will continue to be processed, civil motions may be noted and heard without oral argument or telephonically;
 9. Small Claims, Name Changes, Vehicle Impounds- no new matters scheduled through May 31, 2020, if an emergency exception is granted by the court by written request to the judge, the hearing may be accomplished telephonically. Currently calendared small claims or other civil matters shall be rescheduled or handled telephonically at the discretion and direction of the assigned judicial department.
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Pretrial/Probation Services Division:

Primary Contact: Bryan Farrell, Divison Manager | Secondary Contact: Brad Alberts, Deputy Administrator

Following procedures will be implemented through *April 30, 2020*. *Pretrial and Probation Lobby will be closed to Public.*

1. Allowing 90 days for new clients to complete conditions. Our current deadline dates for Supervised Probation is 30 days and Bench Probation is 45 days;
 2. Allowing Probation Officers to extend deadline dates up to an additional 90 days for clients who are currently on probation due to the limitations of obtaining services and evaluations;
 3. Ceasing in person check-ins for Pretrial and Probation clients and converting them to phone check-ins;
 4. Ceasing all Breathalyzer and Urinalysis testing at the Probation Office for Supervised Probation and Pretrial Release clients. If Lifeline Connections is operational, Pretrial Release Clients will still need to report;
 5. Allowing Pretrial Release officers flexibility with clients who are not able to make BA/UA at Lifeline due to illness;
 6. Ceasing financial screening in the jail by Probation staff for appointed counsel;
 7. Ceasing kiosk check-ins for the remainder of the Supervised Release clients on the grandfathered program, the clients will be converted to phone check-ins indefinitely;
 8. In the event of a court closure, the Public Safety Assessment will not be completed for arraignment purposes for the essential dockets, removing the need for Pretrial staff to be designated essential employees;
 9. Ordered classes by a Judge or an evaluation can be completed online (if available).
 - A. Aggression Control Workshop
 - B. Victims Impact Panel
 - C. ADIS
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D. Traffic Courses

Community Restitution Division:

Primary Contact: Lisa Biffle, Community Restitution Manager | Secondary Contact: Brad Alberts, Deputy Administrator

Following procedures will be implemented through *April 30, 2020. Mabry Lobby will be closed to Public during this time.*

1. Suspending work crews through April 6, 2020;
2. Ceasing in person orientation and check-ins. Online orientation will be provided, check-ins will be done by phone;
3. Allowing Community Restitution flexibility in rescheduling work crew clients if they are ill or in the identified vulnerable populations;
4. Keeping work crew sizes at minimum to reduce exposure,

Camas/Washougal Courthouse (Thursday Dockets):

1. Following Central Courthouse Protocol for Thursday Court;
 2. All in custody matters will be heard at the Central Courthouse location.
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