

**COMMONWEALTH OF KENTUCKY
HOPKINS COUNTY JUSTICE CENTER
LOCAL COVID-19 PROTOCOLS
Effective March 7, 2022**

With the agreement of the four judges and the circuit clerk, these local protocols for health and safety measures shall be implemented beginning March 7, 2022 and continuing until further notice. These rules are intended to complement any currently effective Supreme Court Orders and should not be construed to conflict with those Orders. If a conflict between this Order and Supreme Court Orders arises, the Kentucky Supreme Court Orders prevail.

1. Facility:

- a. Access to the facility shall no longer be restricted and shall be open to public access.
- b. Dress Code—Masks shall be optional for persons in the public areas of the building. Any person who desires to wear a mask shall be permitted to do so.
However, each judge and the circuit clerk shall retain discretion regarding a requirement of masks in his or her own courtroom or offices.
Other dress code provisions of the building remain unchanged. These are posted outside all courtrooms and at the entrance of the facility.
- c. Distancing---Given the fluctuating nature of the local health environment, the judges, the circuit clerk, and the court security personnel shall be permitted to require persons inside the building to maintain the social distancing required by the Kentucky Supreme Court or recommended by the Center for Disease Control.
- d. Employees—All KCOJ employees and court security personnel shall abide by the provisions of effective Kentucky Supreme Court Orders regarding masks, distancing, and health screening.
- e. Judicial Sales---Judicial Sales shall be conducted pursuant to the discretion of the Master Commissioner who shall have the authority to require masks and social distancing if the circumstances warrant.
- f. All previous restrictions on waiting rooms, conference rooms, public elevators, and public restrooms are rescinded.
- g. Secured hallways shall remain closed to all persons other than KCOJ employees, court security, persons with permission from one of the judges, cleaning staff, and maintenance managers.
- h. Hand sanitizer stations shall remain at locations throughout the building.

2. Protocols for Inmates:

- a. No inmate shall be transported to the Hopkins County Judicial Center without the approval of the judge presiding over that action, whether civil or criminal.
- b. Inmates shall appear through electronic means, preferably ZOOM or Microsoft Teams, to allow attorneys and parties to view the proceedings visually. The appropriate detention facility shall be given sufficient notice by the Court of the date and time of the proceedings. If possible, said notice shall be given at least one business day in advance.
- c. The Hopkins County Detention Center (hereinafter, "HCDC") uses hopkinsfed@outlook.com as the address for ZOOM appearances. This email address is not monitored for any communication other than for these appearances. If the Court or an inmate's attorney determines that it is necessary for the inmate to view electronic evidence, the attorney shall provide a flash drive with that evidence to the HCDC. Staff from the HCDC shall then provide the inmate with access to viewing that evidence.

If the Court or an inmate's attorney determines that it is necessary for the inmate to have certain documents, the attorney shall send those documents by electronic mail to booking@hopkinscountyjail.com. The HCDC staff shall then print those documents and provide them to the inmate.


If the Court or an inmate's attorney determines that it is necessary for the inmate to view a document without receiving a hard copy, the attorney shall send that document by electronic mail to mike.lewis@hopkinscountyjail.com and sundie.thomas@hopkinscountyjail.com. Jailer Mike Lewis and his staff shall permit the inmate to view the document and shall then shred the document.

If an inmate's attorney determines that certain documents should be viewed by the inmate and that those documents are confidential attorney-client work product, the attorney should notify the Chief Circuit Judge who shall develop a case-specific mechanism to permit the viewing and to maintain the confidentiality.

3. **Protocols for Drug Court:** Drug Court proceedings, reviews, and meetings shall be held in accordance with the protocols implemented by the Drug Court Judge.
4. **Protocols for Court Designated Workers for Juveniles:** Staffing and meetings with juveniles, family members, complainants, and other involved persons shall be held as set forth by the Administrative Office of the Courts.
5. **Protocols for Pretrial Officers:** Staff shall maintain protocols implemented by the Administrative Office of the Courts.

All Hopkins Circuit Judges, all Hopkins District Judges, and the Hopkins Circuit Clerk have participated in the construction of these protocols and concur with the entry. Nothing in these protocols shall be deemed to conflict with the effective Kentucky Supreme Court Administrative Orders. If inconsistencies between these protocols and the Kentucky Supreme Court Administrative Orders do arise, the Supreme Court Administrative Orders shall control. These protocols shall be effective March 7, 2022, and until further notice or order of the Chief Circuit Judge.

Entered this the 3rd day of March 2022.


Hon. Susan Wesley McClure,
Chief Circuit Judge