

KLEBERG COUNTY COVID-19 DEPARTMENT PROCEDURES

August 4, 2021

County Commissioner Pct. 2

Temperature checks and hand sanitizer. Only 1 person at a time inside the building, others wait in the car.

County Commissioner Pct. 3

Precinct 3 is continuing vaccinations in the entire precinct and also offering to the elderly they cannot come we will go house to house.

County Commissioner Pct. 4

In response to the message Judge Madrid sent, effective immediately, Commissioner Pct4's lobby will be closed to the public. However; our office will be by appointment only or by phone at @361-595-8588.

Hours of operation will continue to be Monday – Thursday from 7 am-5:30 pm closed on Fridays. Please feel free to reach me on my cell phone# 361-228-1881 should you have any questions or concerns.

105th District Court

The District Court will require masks for individuals who have not been vaccinated. No exceptions

District Attorney

The Kleberg and Kenedy County District Attorney's Office is reinstituting COVID protective measures.

At this time, we will have the Office doors locked. If you wish to have a face to face meeting with our investigator or any member of our staff, I would respectfully request that you call the office first and make an appointment (361-595-8544 / 8545). We can then meet either in the 105th District Courtroom (with Judge Pulcher's continuing approval) and/or the Grand Jury room. This will minimize the exposure of my staff and will allow us to sanitize / clean the area before and after. I would also ask that anyone meeting in person with my staff wear a protective mask if possible.

We will continue to operate on Zoom and will work to find additional ways to conduct business with a minimum of disruption.

District Clerk

We will be open to the public.

Office Hours: will be normal business hours.

One customer at window the other customers will wait in the foyer.

Our office door will be locked.

Asking masks to be worn in my office if you're coming from another office.

Tax Office

At this time with the rise in COVID cases, I have decided to make my registration office by appointment only. We will have our door closed and let in one customer at a time per deputy. We have mailboxes on the door for drop offs and we will be accepting renewals by mail. As for the tax side we will be one customer per deputy as well with our mailbox on the door and will be taking phone payments as well. For motor vehicle appointments please call 361-595-8541 and for taxes please call 361-595-8542. If you have any other questions please feel free to contact me directly at the office at 361-595-8542 ext. 136. Thank you for understanding and have a good day! God bless us all!

Extension Office

Office will remain open with normal operating hours (8:00 am – noon & 1 – 5 pm) to continue serving customers.

Follow CDC guidelines

Continue practicing social distancing.

Continue having hand sanitizer & masks available throughout office (entrance, each individual office, kitchen, conference room) for anyone (employees and customers) who voluntarily wants to use them.

JP Pct. 1

On court days, Pct 1. Takes temp at door, asks if they have been anywhere or around people who have Covid, we tell them we prefer masks, and we disinfect everything afterwards. We need more Lysol. Give them mask if they want one and don't have one. For payments, they put it in drop box, then we put their receipt in drop box for them to get it.

JP Pct. 3

JP 3 require masks and only allow defendants in the containment room

Jail

Jail visitations require individuals to be masked to enter the facility

Kleberg County Juvenile Probation

The Kleberg/Kenedy County Juvenile Probation Department in reference to the Covid Epidemic is following the CDC Guidelines for the safety of the community, our children and our employees. Our department's protocol is that all employees and clients before entering our building, are provided with a temperature check, clients are to wear face masks before entering our building. Hand sanitizer is provided by our department and safe distancing is required. Our employees during our sessions with our clients are to wear face masks, safety gloves and provide safe distancing. Our hours of operation are from Monday through Thursday 7:00 a.m. to 6:00 p.m. Our work consists of office visits and daily and weekly telephone calls to keep in contact with our clients and also provide home visits through social distancing. All safety methods are being provided by our department by the CDC to keep our employees, clients and the community safe from this pandemic.

Kleberg-Kenedy Counties CSCD

COVID-19 Operations Plan

This CSCD is committed to providing our services, although some limited, to our offender population, the Courts, and the Community following CDC guidelines along with government mandates.

OFFICE HOURS/CONTACT INFORMATION AND RULES

- Monday through Friday from 8:00 a.m. - 12 noon & 1:00 p.m. - 5 p.m.
- Main Office Telephone Number 361-595-8558
- Defendants/Visitors allowed in lobby and classroom areas only.
- Defendants allowed to be accompanied only by their attorneys into the building.
- Must follow 6 feet social distancing upon entering the building.
- Hand sanitizer available upon entering the building
- Temperature taken by CSCD employee with non-contact infrared body thermometer if visitor displays symptoms or informs staff of COVID related symptoms.
- Visitor/Employee mask use encouraged, but not mandatory. Mask will be provided, if necessary.

SUPERVISION OF OFFENDERS

- In response to COVID-19 emergency procedures, TDCJ-CJAD has temporarily modified "Direct" supervision requirements to allow for telephone contact/supervision of offenders until August 31, 2021. Telephone/Office contacts conducted on appointment basis.
- Sex Offender home checks/field visits continue to be conducted following social distancing and other safety measures. "Other" field visits conducted on as needed/emergency basis.
- Jail visits conducted according to Jail COVID procedures. Jail staff works closely with CSCD staff in arranging Zoom/telephone meetings.
- Education classes (DWI Ed., Drug Offender Ed., DWI Repeat Offender) currently offered, but limited. Social distancing/sanitary practices utilized.
- Limited number of Community Service workers allowed to perform hours at one given time. Worker must follow social distancing, and take temperature upon entering employee-only section of building. Mask provided if requested.
- Drug tests are being conducted under specific request/order of the Courts, CSO, etc.
- Provide Court services via Zoom or in person depending on court requirements.

SANITATION

- CSR workers/CSCD staff are sanitizing all public areas of building (door knobs, water fountain, restrooms, counters, tables, chairs, etc.) throughout the day.
- CSCD employees are sanitizing their own work area throughout the day.

Department COVID-19 Safety Plan – Auditor's Office

OFFICE HOURS

8:00am – 5:00pm

Monday – Friday

We do not deal with the public but for the safety of staff the office will be working behind locked doors

POs, PINKIES, BUDGET AMENDMENTS & LINE-ITEM TRANSFERS

Will be sent to departments via email