

From: [Adams, Sally](#)
To: [George, Sarah](#)
Subject: FW: FOR ALL LAW ENFORCEMENT - MUST READ - CCSAO Office Plan Effective Immediately
Date: Wednesday, January 12, 2022 11:19:49 AM
Attachments: [AO 49.pdf](#)
[Emergency Memo COVID-19 and Daily Search Warrants.pdf](#)

From: George, Sarah <Sarah.George@vermont.gov>
Sent: Tuesday, March 17, 2020 1:31 PM
To: CCLEE <CCLEE@bpdvt.org>
Cc: Bouffard, Jennifer <Jennifer.Bouffard@vermont.gov>; Adams, Sally <Sally.Adams@vermont.gov>; Jiron, Justin <Justin.Jiron@vermont.gov>; George, Sarah <Sarah.George@vermont.gov>
Subject: FOR ALL LAW ENFORCEMENT - MUST READ - CCSAO Office Plan Effective Immediately

Chiefs,

** This email has a lot of information in it, but it is important that all Chittenden County law enforcement read it. I did my best to consolidate all of the previous emails/memos into this one, while also including new information since the court closed **

So, as many of you may have seen, the Vermont Supreme Court has declared a Judicial Emergency and adopted changes to court procedures due to the outbreak of the novel coronavirus, COVID 19.

The cliff notes are the following: *Effective March 17, notwithstanding any rule or timeline inconsistent with the Emergency Order, all nonemergency Superior Court hearings, whether evidentiary or non-evidentiary, will be postponed. The Order cites specific exceptions for high-priority cases that must be heard. That basically boils down to (1) lodgings each day, (2) juvenile emergencies each day, bail review hearings, changes of plea if it means someone getting out of custody, and flash cites for domestic assaults. EVERYTHING ELSE IS POSTPONED. No trials, regular arraignments, or flash cites other than domestic assaults. All Judicial Bureau hearings are postponed. The Emergency will go into effect immediately and will extend [until April 15, 2020](#), unless extended by order of the Court. From the date of the Emergency Order [until March 30, 2020](#), no person will be permitted to enter a courthouse except for the purposes outlined in the Order; and, then, only if they pass screening questions related to the COVID 19 Coronavirus Pandemic. The Emergency Order is attached – titled AO 49.*

OUR OFFICE PLAN:

The State's Attorney's office is moving to a reduced work force effective immediately through April 15, 2020.

- PHYSICALLY, IN THE OFFICE, there will be 2 admin staff members on Mondays, 1 admin staff member working Tuesday through Friday, as well as three attorneys (including the on-call

attorney) in the office every day on a rotating schedule. Please continue to call the office for on-call related questions. **All staff will be conducting as much business as usual remotely and will be available via email every day and will be checking voicemails when they are the one scheduled to be in the office.** Please feel free to continue emailing individual admins, advocates, and attorneys, or to the sas.chittendensecretaries@vermont.gov account, as this account will be monitored continuously. If there is a need to interact in person with admin staff they will be available between 8:30 am and 3:00pm daily.

- Until further notice, *we are extending the use of the drop box to include all inter office mail.* We ask that each agency use the drop box as much as possible BUT CAUTION THAT ALL LODGING PAPERWORK MUST BE IN THE DROP BOX BY 7:30AM OR THE PAPERWORK MUST BE BROUGHT TO THE OFFICE (the building opens at 7:45am). We will be working to electronically provide each agency with as much of our inter office mail as possible. Your agency may see a spike in the use of your admin email account we correspond with or your fax in order to send subpoenas, face sheets that list evidence disposal, copies of COR, etc., in an effort to conduct as much business as we can electronically. PLEASE EMAIL review cases, inquest subpoenas, and the like, to the Chittenden email, to limit the amount of paperwork we are having to exchange.
- I have attached Sally's memo from yesterday regarding daily search warrant requests – as we will be doing those electronically as if it was after hours.
- Because the closing of the Court happened so quickly, this week and next weeks arraignment cases were already filed with the Court and will have to be re-cited. If a defendant contacts you about being re-cited, go ahead and do so for a date in late May or June, and send that new citation to us. Otherwise, we will keep track of the cases that were set for this week and next and when things slow down a bit we will be in touch with you to have them re-cited if it is in fact necessary.
- To re-iterate, our request regarding regular citations going forward, UNTIL FURTHER NOTICE, is the following:

When issuing a regular citation, an agency on a two-week cycle, encountering someone on Monday, March 16, 2020 would normally issue a citation for Tuesday, March 31 or Thursday, April 2, 2020. Instead, we are asking to add five weeks to that, therefore citing them for Tuesday, May 5 or Thursday, May 7, 2020. Regardless of this five-week change, the paperwork is still due to the State's Attorney's Office by the first Monday, no later than noon, following the defendant's arrest.

Any agency on a four-week cycle, encountering an individual on Monday, March 16, 2020 would normally issue a citation for Tuesday, April 14 or Thursday, April 16, 2020. Instead, we are asking to add five weeks citing for Tuesday, May 19 or Thursday, May 21, 2020. Regardless of this five week change the paperwork is still due to the State's Attorney's Office by the second Monday, no later than noon, following the defendant's arrest.

** DUI cases should also be cited further out – HOWEVER – the statutory requirement for civil suspensions remains the same. Therefore, do not make any changes to that date when processing a DUI – we will figure out what to do about the civils as the issue arises.

- Finally, I want to stress that I have instructed staff to seriously consider what misdemeanor and/or non-victim cases truly need to be processed and charged during the next couple of months. Things are going to be incredibly uncertain and chaotic around here and to the extent that we can limit the number of cases we have to keep track of, we are going to do so. That may mean that some misdemeanors and/or non-victim cases are declined by our office for no other reason but COVID-19 chaos (this does not include DUI cases). This, again, is an attempt to allow our staff to focus on cases where there is a victim so we can guarantee that they do not get lost during all of this. I am incredibly hopeful that you will all do your best to limit de minimus cases coming to our office at all, but if they do, that you will do your best to understand our decision if we decline them.

Stay safe.

Best,
Sarah