

DeWitt County Protocols and Procedures due to COVID-19

Public Notice

For all DeWitt County offices, the following procedures are taking place:

- Avoiding close contact with people who are sick.
 - We are following the recommendations by the Department of State Health Services that you maintain at least 6-8 feet between you and a person who is symptomatic to reduce the risk of spread of the virus.
- Avoiding touching eyes, nose, and mouth.
- Staying home when we are sick.
- Covering your cough or sneeze with a tissue (or into your arm if a tissue is not available); then throw the tissue in the trash.
- Cleaning and disinfecting frequently touched objects and surfaces using a household cleaning spray or wipe. A list of products recommended by DSHS for this purpose is available at <https://www.americanchemistry.com/novel-coronavirus-fighting-products-list.pdf>.
- Washing hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.

*****A directory of all county offices, including phone numbers and emails for county officials can be found at the end of this document.*****

***** Please be aware that public access to county offices may be limited or closed at this time. Please refer to the following specific office guidelines for more information.*****

DeWitt County Judge – Daryl L. Fowler

Due to concerns regarding the COVID-19 virus, the DeWitt County Judge's Office is limiting access to the public.

Our office is available by phone at **361-275-0916** and by email at **blair.duran@co.DeWitt.tx.us**

If you have an urgent question, please knock and the door will be answered.

* MENTAL HEALTH INTERVENTION - 24HR CRISIS HOTLINE: 877-723-3422 or 9-1-1

Mental Health Crisis intervention will continue as needed. However, due to the local state of emergency known as the COVID19 public health crisis, the county judge will rely on the ability of law enforcement officers to intervene with the use of warrantless apprehension and detention as the primary means of crisis intervention. If none are available, the county judge or a magistrate may hear testimony and/or receive sworn affidavit(s) to consider the issuance of a Mental Health Warrant to begin the process of physical and mental assessment at a local medical facility so equipped. Thereupon, Gulf Bend Mental Health professionals will determine whether further intervention, treatment, or stabilization is necessary.

CONSTITUTIONAL COUNTY COURT –

- All criminal court dockets in March and April are cancelled. Misdemeanor warrants will continue to be processed and executed on an as-needed basis.
- Probate and guardianship applications will still be received and hearings will be held on an as-needed basis
- Juvenile delinquency matters will be handled as needed and for the protection of the juvenile or the public.
- Civil matters may still be filed but hearings may be subject to the recent emergency orders of the Supreme Court of Texas.

DeWitt County Commissioners –

Pct. 1: Curtis Afflerbach

Signs will be posted at the office entrance stating Employees Only.

Normal hours are Monday – Thursday 7 A.M. to 5:30 P.M.

For After Hours or Emergency Calls, please contact DeWitt County Sheriff's Dispatch at 361-275-5734.

Pct. 2: James B. Pilchick, Sr.

Signs will be posted at all entrances of yards stating Employees Only.

Normal hours are Monday – Thursday 6 A.M. to 5 P.M.

For After Hours or Emergency Calls, please contact DeWitt County Sheriff's Dispatch at 361-275-5734.

*** Precinct No. 2 office will be closed to the public until further notice.***

Pct. 3: James Kaiser

Signs will be posted at all entrances of yards stating Employees Only.

Normal hours are Monday – Thursday 6:30 A.M. to 5 P.M.

For After Hours or Emergency Calls, please contact DeWitt County Sheriff's Dispatch at 361-275-5734.

Pct. 4: Richard Randle

Signs will be posted at the office entrance stating Employees Only.

Normal hours are Monday – Thursday 6 A.M. to 5 P.M.

For After Hours or Emergency Calls, please contact DeWitt County Sheriff's Dispatch at 361-275-5734.

DeWitt County Treasurer – Carol Martin

The Treasurer’s office will continue to work both at the courthouse and at home. When working at the courthouse our doors will remain locked.

We have a basket placed outside our door in order to receive documents.

- EMPLOYMENT APPLICATIONS MAY BE OBTAINED FROM THE COUNTY’S WEBSITE AT: WWW.CO.DEWITT.TX.US
- LAW ENFORCEMENT APPLICATIONS MAY BE OBTAINED BY CONTACTING THE SHERIFF’S DEPARTMENT AT 361-275-5734.

ALL OTHER BUSINESS WILL BE HANDLED THROUGH TELEPHONE OR EMAIL:

TELEPHONE 361-275-0894

EMAIL treasurer@co.dewitt.tx.us

amraz@co.dewitt.tx.us

hilary.allen@co.dewitt.tx.us

DeWitt County Tax Assessor-Collector – Ashley D. Mraz

Effective 03/19/2020 until further notice –

- The tax office will be closed to the public but will still be fully functioning, answering phones and emails and processing all paperwork
- Customers may use our drive-thru located in the alley or the drop box located beside the drive-thru window for full service (including titles)
- Customers can mail in tax payments or visit our website at: <http://www.co.dewitt.tx.us/page/dewitt.County.Assessor.Collector>
- Vehicle registrations can be purchased through the mail or online at www.texas.gov
- Phone assistance for renewals or tax payments or any questions will be available at (361) 275-0879
- If any transaction cannot be processed by mail, drive-thru, phone or online: The office will make appointments on a case-by-case basis and will only allow the party or parties essential to the transaction.

Our mailing address is: PO Box 489, Cuero, TX 77954

Phone number is: (361) 275-0879

Emails can be sent to: dctax@co.dewitt.tx.us

We are aware this creates an inconvenience for our customers, but we will try to make this time as painless as possible.

DeWitt County District Clerk – Esther Ruiz

Our Office is open but our door will be closed. We will continue to process e-filing, mail, court orders and notices. We will answer our phones and respond to emails. If you are needing copies please call in advance so we can look up your case and tell you how much it will be and for you to have the exact amount.

If you are needing to file (pro se) documents (1) one person only in our office at a time, others will remain in the hall. Researchers will be (1) one at a time in our office, or if you call for us to research, there will be a \$5.00 fee for each search.

Please do not hesitate to call our office for any further assistance. (361) 275-0931
Email for Esther Ruiz is esther.ruiz@co.dewitt.tx.us

DeWitt County Clerk – Natalie Carson

At this time, the following actions are necessary to help protect the public and aid in the prevention of the spread of COVID-19. In order to protect our staff so that we may continue to serve you, the DeWitt County Clerk's office is taking precautionary measures to modify services and availability to the public.

EFFECTIVE: Thursday, March 19, 2020 until further notice --

- The County Clerks' offices will be closed to in-person customers.
- The Clerks' offices will still be operating, answering phones, answering emails and processing e-filed matters into judicial cases.
- We request all customers to call 361-275-0864 or email county.clerk@co.dewitt.tx.us for assistance. Each request will be decided on a case by case basis. If you are given an appointment, we ask that you please do not bring children or anyone under the age of 18. These appointments will be restricted to only the party or parties involved. **If you are sick, recently exposed to anyone who is sick, show signs of being sick or have recently traveled, please do not attempt to make a physical appearance in our office.**
- Documents to be recorded in the Official Public Records
 - We strongly suggest that the documents be mailed to the County Clerk's office at 307 N. Gonzales St., Cuero, Texas 77954
 - In Person filing – please call the office (361-275-0864) so the staff can instruct the process; documents and money owed will be placed into the night deposit
- Request for Certified Copies of Birth and/or Death Certificates
 - By Mail: the clerk's office suggest printing out the application (2 pages) that can be found on the clerk's website of: <http://www.co.dewitt.tx.us/page/dewitt.County.Clerk> and select the Vital Statistics (Birth, Death, Marriage & Military) drop down option.

Instructions for obtaining a certified copy, identification requirements and fees are also include on this website.

- At Office: please call the office (361-275-0864) so the staff can instruct the process for completing the required paperwork, providing identification and payment. The paperwork will be submitted to the clerk's office thru the night deposit.
- Misdemeanor Fine & Court Cost Payments
 - Individuals needing to make payments towards their fine and court costs can place the payment into an envelope provided, write their name and address on the envelope and place the envelope in the night deposit. The clerk's office will process the payment and mail the receipt to the individual.

We apologize for any inconveniences this may cause. We appreciate your understanding of the need to protect citizens, employees and their families during this time. Thank you for allowing us to serve you. Our prayers are for the health of us all and for this to pass quickly.

DeWitt County Juvenile Probation – Terri Rogers

These are the proposed operating procedures for the Juvenile Probation Department until schools resume services.

1. All weekly reports will be done by phone call until schools return to service. Once per month, the JPO's will schedule a home visit and meet in person with the child at their home.
2. All groups and in person individual counseling sessions are cancelled until further notice. If the therapist determines counseling is needed, it can occur through phone calls, Skype or skype-like apps.
3. If a juvenile is in crisis, office and home visits may occur. At no time will a juvenile in crisis be turned away from speaking with officers.
4. All employees are expected to be at work as required. Employees are allowed to bring their children to the office during the work day as long as the child is well behaved and does not cause a major disturbance in the office. If the employee decides to take off to watch their child in their home, they will use their sick, vacation and personal leave days.
5. JPD juveniles will not be allowed to interact with employees children at any time.
6. All non-essential out of area transports will be cancelled until schools resume service.
7. All detention hearings and essential court hearings will be scheduled via SKYPE or similar internet conference application until schools return.
8. Any employee with a temperature more than 100.4 will be required to take a sick day and not return until the fever has gone for at least 24 hours.

DeWitt County Elections and Voter Registrar – Melissa Alcazar

At this particular time, the following actions are necessary to help protect the public and help aid the spread of COVID-19. In order to protect our staff so we may continue to serve you, the De Witt County Elections and Voter Registrar Office are taking precautionary measures to modify services and availability to the public.

EFFECTIVE: Thursday, March 19, 2020 until further notice:

- The Elections Office will be closed to in-person customers.
- The Elections Office will still be operating, answering phones and answering emails.
- We request all customers to call 361-275-0859 or email electionadmin@co.dewitt.tx.us for assistance.
- Voter Registration: If you would like to registrar to become a Registered Voter of De Witt County, please contact our office at 361-275-0859 and we would be happy to mail you a Voter Registration Card for you to fill out and mail back to our office.
- Change of Address: If you are a Registered Voter and need to change your address, please contact our office at 361-275-0859. We would be happy to mail you an Address Confirmation Card for you to fill out and mail back to our office.
- All other Request: If you need to request something from our office, for example list of registered voters. Please contact our office via phone or email and we will email you the required paperwork to request the information which you are requesting.
- Cleaning of Voting Equipment: All voting equipment will be kept clean per Hart Intercivic recommendations. Wipe polling place devices and booths with a lint-free cloth that has been slightly dampened with 50% or higher clear isopropyl alcohol (hand alcohol wipes are fine). It is best to do this every voter.
- Provide hand sanitizer at the voter check-in station.
- Use single use, disposable, ear cover for all devices.
- Additionally, poll workers and staff at poll book and workstations should keep their hands clean and equipment wiped down regularly.
- Cleaning Surface of iPad: Cleaning of iPads as recommended by Apple.
 - Unplug all cables and turn off the iPad.
 - Use a soft, slightly damp, lint-free cloth—for example, a lens cloth.
 - If material is still present, use a soft, lint-free cloth with warm soapy water.
 - Avoid getting moisture in openings.
 - Don't use cleaning products or compressed air.
 - The iPad has a fingerprint-resistant oleophobic---oil repellent—coating. Cleaning products and abrasive material will diminish the coating and might scratch the iPad. The use of isopropyl alcohol (IPA) is approved for use in cleaning systems in situations where the use of a damp, soft, lint-free cloth is insufficient. To do so, apply a small amount of isopropyl alcohol to a soft, lint-free cloth. **DO NOT APPLY THE ISOPROPYL ALCOHOL DIRECTLY TO THE SYSTEM.**

DeWitt County Attorney – Jay Condie

We should all be practicing "social distancing" and "office distancing" to the extent possible.

Therefore, our doors will remain locked until further notice. We ask that if you have documents to drop off that you knock on the door, announce yourself and slide your documents under the door. We will retrieve the documents, verbally acknowledge you and slide any documents which we may have for you, if any. Let us know if this creates any difficulties for you. Thank you.

DeWitt County District Attorney – Rob Lassman

Due to COVID-19, the DA’s office will be temporarily closed until Monday, March 30, 2020.

If you must contact our office, please call 361-275-2612 and leave a message. Your call is important to us and will be returned as soon as possible.

DeWitt County Sheriff – Carl Bowen

Sheriff’s Order:

March 13, 2020

In an effort to mitigate the impact of the COVID – 19 virus the following actions will be in effect immediately.

LEVEL I

- Normal cleaning and hygiene efforts. Inmates are given standard materials as per normal protocol to clean their pod areas. The operating areas of the jail are cleaned and maintained through normal established procedure. Standardized intake procedures remain unchanged.

LEVEL II

- Enhanced cleaning procedures to include sanitizing commonly touched areas as well as enhanced personal hygiene maintenance. Enhanced vigilance in viewing inmates during cell checks for any symptomatic indicators (i.e. flu-like symptoms), any inmate displaying flu-like or respiratory symptoms shall be immediately isolated until they are evaluated by medical personnel. Booking intake will include the recently issued COVID – 19 questionnaire provided by our contract medical provider.

LEVEL III

- Active mitigating procedures are in place. In addition to the requirements of levels, I and II, inmates that present with flulike symptoms will be tested and isolated pending results. All additional duties of the work detail trustees will be suspended and will be reassigned to the deep cleaning of the DeWitt County Sheriff’s office and County Courthouse. Personnel are required to use proper sanitation practices and report to their supervisor any instances of flulike symptoms. Cleaning operations are to be conducted 24 hours a day seven days a week while at this level. The jail administrator or his designee will provide a daily report to the Sheriff concerning the progress of the cleaning efforts, total number of inmates, inmates that become symptomatic, and any inmates that have been transferred during the last reporting period. Persons being booked into the DeWitt County jail will be screened in the sally port for temperature and no inmate or employee presenting with a fever of 101° or more will be admitted without medical clearance. Visitation will be suspended while at this level. Entry into the DeWitt County jail will be restricted to jail personnel, officers booking inmates and medical personnel. All administrative paperwork will be sent through the mailing tube if feasible; otherwise, oversized paperwork will be received by jail personnel at an approved entry point. Attorney visitation will continue to take place in the designated attorney visitation area, probation and/or parole officers may use the inmate visitation area to meet with inmates.

LEVEL IV

- In addition to levels I through III, the following procedures are implemented. The inmate population, with the exception of the trustees will be placed in lockdown. Persons that are charged with less than a class B misdemeanor will not be admitted into the jail. Supply trucks may enter the sally port and unload. After the supply truck has left, the jail trustees may then enter the sally port and dispense the supplies. All trustees are restricted to the confines of the DeWitt County Jail. The recreational areas of the jail will be prepared to be used as infirmaries and or quarantine areas.

DeWitt County Justice of the Peace, Precinct 1 – Peggy Mayer

My office plans are to remain open Monday thru Thursday 8am to 5pm and Friday 8am to Noon. We will disinfect office each afternoon and prepare it for the next day's business.

***No evictions will be filed until after April 19, 2020.

DeWitt County Justice of the Peace, Precinct 2 – Blanca McBride

My office plans are to remain open Monday thru Friday 8am to 4pm. We will disinfect office each afternoon and prepare it for the next day's business.

***No evictions will be filed until after April 19, 2020.

Texas A&M AgriLife Extension Office – DeWitt County – Anthony Netardus

The DeWitt County Extension Office will be closed to the public effective 3/19/2020 until further notice, due to the recent COVID-19 pandemic.

County Extension Agent meetings and gatherings will also cease until further notice.

We will continue to work in our office behind closed doors but will be available only by phone or email.

You may contact our office by phone at 361-275-0816 or by email at:

Anthony Netardus: a-netardus@tamu.edu
[Anthony's Cell: 361-564-8989](tel:361-564-8989)

Denise Goebel: dgoebel@ag.tamu.edu
[Denise's Cell: 361-275-1007](tel:361-275-1007)

Pam Ficklen: pam.ficklen@ag.tamu.edu

Quinn Berckenhoff: quinn.berckenhoff@ag.tamu.edu
[Quinn's Cell: 979-743-5905](tel:979-743-5905)

If you need to drop something off or pick something up from our office, please call us at 361-275-0816 and we will arrange to meet you, using CDC social distancing protocol.

DeWitt County Adult Probation - 24th Judicial District – Jeff Pozzi

These policies will start tomorrow, March 19, 2020 and remain in effect until May 31, 2020 unless it is extended or amended by the Director. Work hour changes do not begin until Saturday March 21, 2020.

- 1) All office doors will remain locked to the public and signs will be posted on the doors to with contact numbers to include the individual office number and Victoria’s number as a backup.
- 2) All office visits, including initial processing, will be conducted via telephone/video conferencing with the offender. Staff shall use the “Office - Probationer” chrono type when making a chronological entry. In the office visit chrono, the CSCD staff member shall note that *"this contact was completed via (telephone/videoconference), as authorized by our emergency policies."* Officers shall be allowed to conduct TRAS via telephone since this is considered a face-to-face for purposes of direct.
- 3) Field Visits **can** be conducted. Field Teams will use discretion in making field contacts by staying outside of contact location and maintaining a safe distance. Offenders will be contacted by phone to come outside of location.
- 4) Travel for on-site visits must be staffed with Operation Managers/Director.
- 5) Employee working hours will change to Saturday through Friday 6 a.m. through 10 p.m. in order to assist with childcare/school/scheduling flexibility. CSCD staff conducting office visits by phone/video conferencing shall only call offenders between 8a.m. to 10p.m.
- 6) Staff shall be allowed to work up to 10 hours per day, Monday through Sunday (**Up to 40 hours per week**) Any schedule outside 8am to 5 pm Monday through Friday shall be preapproved by your supervisor.
- 0) Travel and Late Hour permits will be issued verbally and documented.
- 7) Dress code is relaxed for officers to Training dress code level. Shorts are not appropriate. If you are required to appear in court, appropriate attire is required.
- 8) These policies are subject to amendment as the coronavirus situation changes or progresses.

Cuero - DeWitt County Health Department – Lisa Campos

De Witt County Health Department will remain open to the public for nursing services, including vaccinations, TB testing and STD screenings. However in an effort to minimize exposure and spread of the COVID-19 Virus we will only be providing services by appointment visits only.

Vaccine clinics will be conducted on Mondays 1pm-5pm, Wednesdays 3pm-5pm, and Fridays 9am-11am. We will not open at our satellite clinic in Yoakum at the workforce center until further notice.

- Please call our office at 361-275-0920 to schedule your appointment.
- Once scheduled, please arrive at your scheduled time, we will not take late appointments.
- Only 1 parent/guardian will be allowed with the patient.
- Our front entrance to the annex building (health Department building) will remain locked until you arrive to your appointment. Upon arriving a nurse will meet you at the door. Each patient and 1 parent/guardian will be screened and an oral or axillary temperature will be taken. Any patient or parent with a temperature of 100.4 or over will not be allowed to enter the building or receive vaccines.

Handwashing remains one of your best tools against COVID-19 and it is recommended that you do so for at least 20 seconds, being sure to get under your fingernails and in between your fingers! Keep your hands below your waist, especially when out in public, so that you do not touch your eyes, nose or mouth after you have touched a frequently used surface or object. Cover your coughs and sneezes! Avoid crowded areas of more than 10 people, and try to maintain a distance of 6 feet if possible in closed in areas. Because isolation is not mandatory at this time and not everyone will follow safety precautions as suggested, the only person whose actions you can control 100% are your own, so be mindful of you and your family's needs at this time and act accordingly even if that means self- isolation.

We thank you for your cooperation during this difficult time.

DeWitt County Auditor's Office – Carrie Rea

The Auditor's office will continue to work both at the courthouse and at home. When working at the courthouse our doors will remain locked.

We have two places set up at each door to the main office where you can bring your approved bills. If your bills are mailed directly to the auditor's office, we will scan and email the bills for your approval. You can scan and email back or bring and drop off at the designated places.

DeWitt County Office of Emergency Management – Cyndi Smith

My office is available to answer questions at 361-275-0878 or by visiting the DeWitt County Office of Emergency Management Facebook page. While I may not physically be in my office due to responding to various situations, I am available by phone 24 hours a day, 7 days a week.

DeWitt County Officials Directory

Title	Name	Phone Number	Email Address
County Judge	Daryl L. Fowler	(361) 275-0916	daryl.fowler@co.dewitt.tx.us
Commissioner Precinct No. 1	Curtis G. Afflerbach	(361) 275-6441	commish1@co.dewitt.tx.us
Commissioner Precinct No. 2	James B. Pilchick, Sr.	(361) 293-2772	james.pilchick@co.dewitt.tx.us
Commissioner Precinct No. 3	James Kaiser	(361) 564-2321	james.kaiser@co.dewitt.tx.us
Commissioner Precinct No. 4	Richard Randle	(361) 275-3211	richard.randle@co.dewitt.tx.us
County Clerk	Natalie Carson	(361) 275-0864	natalie.carson@co.dewitt.tx.us
District Clerk	Esther Ruiz	(361) 275-0931	esther.ruiz@co.dewitt.tx.us
Tax Assessor-Collector	Ashley D. Mraz	(361) 275-0879	dctax@co.dewitt.tx.us
Treasurer	Carol Ann Martin	(361) 275-0894	treasurer@co.dewitt.tx.us
County Attorney	A. Jay Condie	(361) 275-0812	jay.condie@co.dewitt.tx.us
District Attorney	Rob Lassman	(361) 275-2612	rob.lassman@co.dewitt.tx.us
Sheriff	Carl Bowen	(361) 275-5734	carl.bowen@co.dewitt.tx.us
Justice of the Peace Precinct No. 1	Peggy Mayer	(361) 275-3443	dewittjp1@co.dewitt.tx.us
Justice of the Peace Precinct No. 2	Blanca McBride	(361) 564-9410	dewittjp2@co.dewitt.tx.us
Constable Precinct No. 1	Kelly Phelps	(361) 275-0916	kelly.phelps@co.dewitt.tx.us
Constable Precinct No. 2	Jeffrey Abbott	(361) 564-7221	jeff.abbott@co.dewitt.tx.us
Juvenile Probation	Terri Rogers	(361) 275-5162	terri.rogers@co.dewitt.tx.us
Adult Probation (CSCD)	Jeff Pozzi	(361) 275-0889	Website - www.cscd.net
Chief Appraiser	Beverly Malone	(361) 275-5753	dewittapprdist@gmail.com
Auditor	Carrie Rea	(361) 275-0926	carrie.rea@co.dewitt.tx.us
Emergency Management Coordinator	Cyndi Smith	(361) 275-0878	cyndi.smith@co.dewitt.tx.us
Health Department	Lisa Campos	(361) 275-0920	lisa.campos@co.dewitt.tx.us
Elections Administrator	Melissa Alcazar	(361) 275-0859	electionadmin@co.dewitt.tx.us
County Agent	Anthony Netardus	(361) 275-0816	anthony.netardus@ag.tamu.edu