

# WORKFLOW DRAFT – ARRAIGNMENT COURT

## Inmates Arrest and Initial Detention

- Need a daily time cut-off (Morning Session – 2:00 PM each afternoon the day before)
- YCDF Booking makes determination if inmate is safe/capable to appear for daily session (all inmates removed from daily session automatically placed on next day's appearance)
- YCDF Booking notifies Pretrial Services (PTS) or Arraignment Court **and** respective courts

## Pretrial Services

- PTS confirms and prioritizes Inmate's appearance for day
- PTS confirms future date for appearance in each respective court for pending matters
- PTS notifies County Attorney/Public Defender/Other Counsel of Record
- PTS notifies Clerk of District Court, all Courts of Limited Jurisdiction
- PTS generates documents provided by respective courts for in-court appearance

## Prosecution/Court/Public Defender

- Prosecution files or completes charging documents three hours prior to each daily session
- ***Courts complete and notify Arraignment Court of all files scheduled for the day two hours prior to each daily session***
- Applications for PDO are generated with all cause numbers, and confirmation of prior applications are confirmed two hours prior to each daily session

## Staffing/Arraignment Court

- Staffing Schedule – Stand Alone Arraignment Court, **OR** Judge and staff from each individual court appear to conduct Arraignment Court – once every 14 days
- Court held – POLICY DECISION (Standing Master, Other)
- Paperwork is sent to YCDF/Public Defender (1 to 1.5 hours before scheduled session appearance)

## Arraignment Procedure

- Appearance by Video – YCDF, dedicated courtroom?, on the record
- Access by video – YCDF, all parties if needed, PTS, providers, application of pretrial monitoring/subsides
- Detailed worksheet, checkoff sheet, along with all issued orders, are placed in FullCourt with orders placed in appropriate file
- Defendants receive both individual orders and detailed worksheet with all future appearances in chronological order
- Confirmation of scheduled appointment at Region 9 – PDO, or other if desired
- All providers notified of respective release order(s), monitoring requirement/check-ins, and scheduled date of appearance for future court appearances
- Notification of all victims/witnesses of release

## Onboarding/Removal from Jail

- All inmates deemed OR removed from unit with fast track exit from jail within one hour
- All inmates released from jail required to check-in at PTS upon release if between certain hours (?), or next morning/following business day by certain hour (?)
- All providers notified under current policy (90 minutes) to comply with conditions of monitoring