

# Harlem Police Department

Chief Robert H. Lewis

110 W. Millidgeville Rd.

Harlem, Georgia 30814

706-556-6262 | Fax 706-556-8355



<https://www.harlemga.org> ORL: GA0360200

Assistant Chief Matthew Perkins | Administrative Sgt. Nicholas Stafford

## Harlem Municipal Court Re-Opening Guidelines

Harlem Municipal Court | City of Harlem, Georgia

Reopening guidelines have been established as follows:

No more than 12 Defendants in the courtroom at any given time;

Seating is spaced at 6' apart to comply with social distancing;

Cashier / Clerk station shall maintain NO personal contact via banking-style windows;

Hand sanitizing stations set-up in entrance lobby, to sanitize both prior to entering and then exiting the

courtroom – also, inside the courtroom to use during proceedings if necessary – \*masks are required at all

times and will be provided if a Defendant and/or visitor fails to provide his/her own;

Cases are "time-blocked" and scheduled at specific times to minimize the number of persons present;

Signage posted in & around rest rooms for hand washing;

Signage placed outside [of building] to encourage recommended 6ft. social distancing;

Only Defendant's and Attorneys are encouraged to attend court proceedings, and those attending for "moral support," or simply to observe, may have to wait outside until the number of persons inside the courtroom allows for admittance;

Guidelines have been established for payments – including the encouragement of pay-online service, no

cash payments allowed;

Each participant will be provided a personal, disposable pen, to be 'refused' upon departure;

The Public Safety building – to include the P. D. and Courtroom – are sanitized routinely, every day, by

ALL employed personnel.

7/13/2020

A handwritten signature in blue ink, appearing to read 'Matthew Perkins'.

Morrah Lane, Clerk of Municipal Court | Harlem, GA