

**From:** [Adams, Sally](#)  
**To:** [George, Sarah](#)  
**Subject:** FW: COVID-19 Update and Arraignments  
**Date:** Wednesday, January 12, 2022 11:20:58 AM

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**From:** George, Sarah <Sarah.George@vermont.gov>  
**Sent:** Wednesday, May 20, 2020 11:55 AM  
**To:** Chittenden County Law Enforcement Executives (cclee@bpdvt.org) <cclee@bpdvt.org>  
**Cc:** Adams, Sally <Sally.Adams@vermont.gov>; Bouffard, Jennifer <Jennifer.Bouffard@vermont.gov>; Jiron, Justin <Justin.Jiron@vermont.gov>; George, Sarah <Sarah.George@vermont.gov>  
**Subject:** COVID-19 Update and Arraignments

Hello Chiefs,

As the State and Judicial Emergencies continue to evolve, we are doing our best to adapt as we move forward. We finally received instruction from our Court today and have been told that starting June 2nd, and for the foreseeable future, the Court will only hear 5-10 arraignments each day.

So, here are some updated instructions and guidance around COVID from our office:

(1) OFFICERS CANNOT USE JUNE DATES FOR ANY FURTHER REGULAR CITATIONS. This means that we need ALL cited cases for June by Wednesday May 27<sup>th</sup>, so we can accurately inform the court of how many June cases we have. If we receive June cases after May 27<sup>th</sup>, we may have to ask for them to be re-cited, so please have Officers send us these cases ASAP.

(2) Our office will give law enforcement agencies very specific days/times for re-cites of the March, April, and May cases that we intend to file, stay tuned for that email directly to your agency.

(3) Please have Officers continue to cite cases 8-12 weeks out from the date of the incident, to give us ample time to plan accordingly and make sure we are adhering the limited number of arraignments per day.

(4) If an Officer knows that an individual has pending cases, they DO NOT HAVE TO CITE THEM. They can simply send us the paperwork when its ready and we will arraign the person at their next scheduled court date.

(5) Flash cites: This paperwork has to be at our office by 8am on the day of arraignment. If a defendant is cited for 830 we have to have the paperwork before then. If it is dropped off at security, please make sure that our office knows that so we can get it from downstairs. Officers can simply email the SAS-Secretaries address letting us know they have left it.

(6) Please have officers send us paperwork for regularly cited cases as soon as possible. I know

officers often wait to send it to us closer to the due date but the sooner we have it, the sooner we can determine whether we are able to adhere to our strict number each day.

Further, the court is not doing any jury trials until at least September, and will not have anything heard in person except Bench Trials and Evidentiary Hearings, for the foreseeable future. We are going to be conducting depositions remotely to the extent possible, and if not possible will work with the Court to find larger conference room space within the courthouse. When you receive notice for a deposition, we will do our best to notify every officer of how we intend to conduct that deposition. If it does not say, please have them confirm with us.

Finally, I want to highlight the incredible work that many law enforcement agencies are doing in coming up with creative responses to criminal behavior. In lieu of sending us a case, some agencies have worked directly with Howard center to get an individual connected to services, some agencies have connected individuals with the Food Bank or other community partner either for their services or for community service, some have opted for civil tickets, many are sending cases to their local CJC, and one agency worked directly with an offender to help them get a job after being called for a theft of groceries. All of these creative solutions are much appreciated by our office, as I imagine they are appreciated by the offender, victims, and the community at large. This is a great opportunity to engage with local partners directly in finding ways we can address underlying issues without court intervention.

Thank you, again, for all of your understanding and patience as we do our best to find a new normal. Open communication and collaboration are the key to our success and after hearing some horror stories from other counties, I am all the more grateful for your cooperation through all of this.

Please make sure this email gets to all of your officers as soon as possible, especially as it relates to June citations.

And of course, please be safe and healthy and as always, feel free to reach out with any questions.

Best,  
Sarah