



City of Belle Meade – Municipal Traffic Court **Plan for Re-Opening & Conducting In-Person Court Proceedings During COVID-19**

- Traffic courts originally scheduled for April 8th and 9th have been postponed to June 3rd and 4th; traffic courts originally scheduled for May 13th and 14th have been postponed to July 14th and 15th.
- Court dockets will be re-arranged to limit attendees to approximately 30 people and only a limited number of people will be allowed in the courtroom at one time.
- All Belle Meade police officers and staff will wear masks and/or gloves.
- Police officers will be outside on court mornings to obtain names and phone numbers of people coming to court. Court attendees will wait in their cars until an officer calls them. The first group will be directed to the city hall entrance, where they will line up 6-10 feet apart. An officer will use a touchless thermometer to check temperatures and ask appropriate screening questions. Anyone with a fever of 99.6 or higher and/or who fails the screening questions will be given the opportunity to reschedule their court date or just pay the fine via postal mail or online.
- Attendees who pass the screening will be allowed one at a time into the city hall lobby where they will be provided a mask if they are not already wearing one, and hand sanitizer. They will then be directed into the courtroom via the side doors to line up on either side of the room.
- Adequate social distancing will be maintained in the courtroom (6-10 feet between attendees indicated by tape on the floor). Plastic or metal chairs will be provided for anyone that needs to sit down and chairs will be sanitized after each use.
- The Judge's normal preamble will be printed and handed out to attendees prior to entering the courtroom. The court officer will verify documents from the attendee (license, insurance, etc.) so they are not handled by the Judge.
- The Judge will encourage online traffic school, since the City has not yet determined the date for the next on-premise traffic school hosted by Belle Meade.
- After their hearing, attendees will exit down the center aisle and through the center door. They can then leave the building or, if necessary, they will have the opportunity to pay their fine at the City Recorder's window. A protective plexiglass screen is installed at the window. The City Recorder will wear a mask and gloves. The credit card machine and the counter will be sanitized after each use.
- As people in the first group leave city hall, officers will call the cell phone of the next person on the list and have them screened before entering the courtroom.
- If there is inclement weather on court day, attendees will drive their vehicle into the Public Works garage so that the officer can obtain their information, then they will be directed to park and wait for a phone call from the police officer.
- Signage will be posted inside and outside of city hall regarding proper health precautions during COVID-19 (distancing, masks, sanitizing, etc.)