



# LAKE COUNTY COMMUNITY CORRECTIONS

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Kellie J. Bittorf  
Executive Director

Hon. Samuel L. Capps  
Chairman

Hon. Thomas P. Stefaniak Jr.  
Vice-Chairman

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TO: Lake County Criminal and County Court Judges  
FROM: Kellie Bittorf, Executive Director  
DATE: May 11, 2020  
RE: LCCC placement COVID-19 Updates  
CC: Lake and Porter County Bar Association

We are writing to provide you an update on the policies and practices we have in place to ensure our facility is in compliance with the Indiana Governor's Stay at Home order and principles of social distancing. Our primary goal is to carefully transition back to routine operations while maintaining the safety of staff, our clients, the attorneys, and court staff who come in contact with clients who are currently under our supervision. Please review the following:

We will begin our transition today by allowing work release participants who are employed at establishments that are identified as "essential" to return to work. We are hopeful this week will be successful and can begin allowing work release individuals who have current employment with non-essential places of business to return to work as allowed by the Governor's Re-opening Order.

In an effort to minimize risk of contracting or spreading the COVID-19 virus, work release participants will not be allowed to leave the facility for any other reason other than essential employment and medical emergency. Service providers, volunteer service providers, and visitor access continues to be restricted. These restrictions will be reevaluated on May 24, 2020.

In effort to limit physical contact, case management, and field services will continue to be conducted via telephone and video conferencing for at least the next two weeks. Evaluations for placement are being conducted via telephone and placement recommendations are e-filed prior to the next scheduled court hearing.

If you have an offender currently in the Lake County Jail who you would like to be transferred to work release, we will coordinate the transfer. Please remember we continue to have limited services and passes during this time. We are not accepting transfers from any other jail or correctional facility to Kimbrough Work Program at this time.

Offenders who are not currently in custody and ordered to Lake County Community Corrections (LCCC) Kimbrough Work Release or Electronic Monitoring supervision will be allowed entry beginning June 1, 2020.

#### Electronic Monitoring:

- Order must read one of the following
  - “Lake County Community Corrections”
  - “Lake County Community Corrections with initial placement in Day Reporting for Electronic Monitoring supervision.
- Current placement transition guidelines from Kimbrough Work Program to Day Reporting:
  - Must have verifiable residency in Lake County, Indiana. Offenders cannot reside in subsidized housing units.
  - Other residents in the home cannot have any active warrants, prior felony convictions.
  - Offender must be in compliance with any no contact orders currently in place.
  - We are also considering IRAS risk level; court order; conduct and compliance while under LCCC supervision.
  - We are actively looking at those who are considered to be high risk according to CDC guidelines.
- May leave residence for verifiable employment purposes and to care for oneself or family (i.e. food, medical).
- Any violations while under Electronic Monitoring supervision may result in immediate removal and placement in the Lake County Jail. Transition from Electronic Monitoring to Kimbrough Work Release is not an option at this time.
- Daily rate \$15.00

We are eager to ease our operations into a sense of normalcy while maintaining a high standard of safety for all involved. Your patience and cooperation is greatly appreciated during this unusual time. Please feel free to contact me directly on my cell at (219) 545-4647 or Placement Coordinator, Jennifer Garcia at (219) 588-2964.