

# Administrative Memorandum

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**To:** Unified Children's Court Judges

**From:** Judge Orlando A. Prescott  
Administrative Judge, Unified Children's Court

**Re:** FINGERPRINTING PROTOCOL FOR OUT OF CUSTODY YOUTH DURING  
COVID-19 PANDEMIC

**Date:** August 20, 2020

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Mitigating the transmission of COVID-19 is a high priority due to the imminent danger posed by this severe acute respiratory illness that can spread among humans by way of respiratory transmissions and has resulted in the Miami Dade Children's Courthouse being closed to the public. In an attempt to safeguard the health and wellness of the citizens, all but essential hearings have been conducted through audio/video means. As a result of the remote hearings, youth who were out of custody when the disposition was entered have not had their fingerprints taken.

The following procedures are established in an effort to continue to mitigate the transmission of COVID-19 and secure the fingerprints of our youth. Fingerprinting will be conducted at the Miami-Dade Children's Courthouse (MDCC) as court ordered, with the following health and safety protocols in place:

- The Department of Juvenile Justice will assist the court in amassing the list of youth who need to be fingerprinted. The list will be distributed among the divisions and each division will be responsible for fingerprinting the youth assigned to that division.
- **Youth will appear by appointment only – Cases where dispositions have been entered:** The court will establish the date and time that the youth is to appear. The schedule will be provided to the attorney representing the youth and the

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Orlando A. Prescott  
Circuit Court Judge  
Eleventh Judicial Circuit

Miami-Dade Children's  
Courthouse  
155 N. W. 3rd Street  
Room 13329  
Miami, Florida 33128

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Juvenile Probation officer. Both the attorney and the probation officer are tasked with notifying the youth to appear on the scheduled date and time. **Cases where dispositions have not yet occurred:** The court will notify the youth at the disposition hearing when they are to appear at the courthouse to have their prints taken.

- Fingerprinting will be conducted in the Information Center on the first floor of the courthouse. The youth will only be allowed access to the information center, no other parts of the building.
- The youth must appear with appropriate identification to prove that they are the youth to be fingerprinted. A school photo identification card will suffice. If the youth does not have appropriate identification, then the attorney may verify the identification of the youth.
- Appointments will be scheduled between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, on site at MDCC. The last fingerprint will be administered at 4:00 p.m.
- The bailiff will administer a staggered schedule, accommodating 8 youth per hour, with no more than 2 litigants scheduled every 15 minutes, to adhere to social distancing protocols.
- A list of the youth scheduled to be fingerprinted on a daily basis will be provided to building security and UCC Administrative Support Staff assigned to the Information Center. Only the named litigant will be permitted to enter into the courthouse.
- Litigants will be required to wear a face mask upon entry into the courthouse, and through the duration of their presence on the premises. Security will provide a face mask to any litigant who does not have one available for use.
- There will be no more than 3 youth permitted to wait in the lobby area of the 1<sup>st</sup> floor at any given time. The waiting area will be configured for litigants to remain a minimum of 6 feet apart, to adhere to social distancing protocols.
- During the fingerprinting process the bailiff will wear personal protective equipment, face shield, face mask, and gloves.
- These instructions are to be strictly adhered to.
- If the youth fails to report for the scheduled appointment without good cause, then the court may reschedule the youth to appear, file a Rule to Show Cause or vacate the plea.