

IN THE CIRCUIT COURT OF THE
SIXTEENTH JUDICIAL CIRCUIT, IN
AND FOR MONROE COUNTY, FLORIDA

ADMINISTRATIVE ORDER 4.011

IN RE:

PRETRIAL SERVICES
_____ /

WHEREAS, Pretrial Services was established by the Sixteenth Judicial Circuit in 1988 to assist the judiciary in making release decisions by providing verified information and release recommendations on arrestees in Monroe County; and

WHEREAS, Pretrial Services has a significant cost benefit for Monroe County in reducing the impact on expensive and limited jail and criminal justice resources by supervising defendants in the community; and

WHEREAS, it is the desire of the Sixteenth Judicial Circuit and the Monroe County Sheriff's Office to outline release procedures for those defendants released to Pretrial Services from the Monroe County Detention Facilities during hours in which Pretrial Services staff is not on duty; and

WHEREAS, the Chief Judge is responsible for the administrative supervision of the courts and programs within the Sixteenth Judicial Circuit, as provided in 2.215, Florida Rules of Judicial Administration; and

WHEREAS, the Sheriff of Monroe County is responsible for the administrative supervision of the Monroe County Detention Centers, and has reviewed and approved the procedures contained herein;

IT IS THEREFORE ORDERED THAT:

1. If a defendant is released to Pretrial Services when Pretrial Services staff are not on duty, staff from the Monroe County Sheriff's Office Division of Corrections shall:
 - a. Provide the defendant the *Pretrial Services After-Hours Release Form*, hereby attached as Exhibit "A," and
 - b. Obtain and witness defendant's signature prior to release.
 - c. Provide one copy of the First Appearance Order and executed Pretrial Services After Hours Release form to defendant upon release, retain one copy for Detention Center and place the original in Pretrial Services' box located in Detention Center Intake and Release office.
 - d. In the event defendant will not sign the release form, defendant shall not be released from the detention center and jail staff shall notify Pretrial Services immediately at 305-294-7288 and place the original form in the Pretrial Services' box. Pretrial Services staff will respond the next available day, but no later than twenty-four hours from the time of notification.

2. If a defendant is released to Pretrial Services with an additional condition of electronic monitoring and Pretrial Services staff are not on duty, staff from the Monroe County Sheriff's Office Division of Corrections shall:

- a. Leave a message for Pretrial Services staff at 305-294-7288. Pretrial Services staff will respond the next available day, but no later than twenty-four hours from the time of notification.
- b. At no time shall a defendant who has been imposed electronic monitoring as a condition of release, be released without his/her monitoring device attached by a member of the Pretrial Services staff.

This order shall be effective on the date of execution.

DONE AND ORDERED at Key West, Monroe County, Florida this 22 day of April, 2014.

Honorable Luis Garcia
Chief Judge

IN THE CIRCUIT COURT OF THE
SIXTEENTH JUDICIAL CIRCUIT OF FLORIDA
IN AND FOR MONROE COUNTY
CRIMINAL DIVISION

STATE OF FLORIDA

CASE NUMBER: _____

V.

PRETRIAL SERVICES AFTER HOURS RELEASE FORM

I, _____, having been released under the supervision of Pretrial Services, hereby agree to abide by the following program rules as listed below:

1. I will report in person to or call Pretrial Services at 305-294-7288 located at 5503 College Road, 2nd Floor, Suite #205, Key West, Florida 33040 between 9 a.m. and 11 a.m. the next regular business day (Monday through Friday).
2. I agree to abide by all conditions noted on my First Appearance Order.
3. I will not commit any criminal offense while the case I was released on is pending in the courts.
4. I will not threaten, harass, or intimidate any victim or witness in my case.

I understand that I am being held accountable for abiding by all the rules and regulations the Court may have imposed upon me when granting my release. I also understand that my failure to comply with any conditions imposed upon me may result in a violation of my release conditions and could result in my remand into custody.

I hereby acknowledge receipt of a copy of my First Appearance Order outlining my release conditions.

Prepared and Witnessed By (Print) _____

Prepared and Witnessed By (Signature) _____ Date _____

Defendant's Name (Print) _____

Defendant's Name (Signature) _____ Date _____

*This form is not to be used when Electronic Monitoring conditions are imposed