

Office of
SHERIFF OF FORD COUNTY

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MEMORANDUM

Date: 05-26-2020

To: All Ford County Personnel
From: Ford County Sheriff, Mark R. Doran

Subject: Ford County Courthouse and Jail Limited Re-opening

All Ford County Personnel,

After careful consideration of all information available, on June 1, 2020 at 8:30 a.m. it has been decided to re-open the Ford County Courthouse on a limited basis. Ford County citizens will be allowed to enter the courthouse for limited business transactions. It is still encouraged that citizens handle most business by telephone, email, computer or mail.

All person(s) entering the courthouse will report directly to the security desk for security and health screening before being allowed to enter an office area. For those citizens who are not wearing a mask or face cover, one will be provided for use inside the courthouse complex. Regardless of how citizens feel about wearing masks or face coverings, it is important to remember that we are continuing our efforts to protect the Ford County employees, their families and public. Although we respect citizens have every right to refuse the wearing of masks, the Sheriff asks all citizens to be respectful of the rights and safety of our employees. Anyone refusing to wear a mask or face covering over their nose and mouth when asked to do so, will be denied entry past the security desk.

Only one person will be allowed at a time in each of the county offices. Office visits will be limited to twenty minutes in length. Citizens who may be waiting to enter into an office that is occupied, should continue the six foot social distancing.

Courthouse security will allow essential Ford County Employees into the courthouse. Litigants and attorneys who have court ordered by the Judge will also be allowed. No family members will be allowed in for court proceedings. Department heads for each office can continue to set up appointments as needed.

The Ford County Sheriff's Office and Jail will continue to be locked at the front door. Control room staff will let personnel into the lobby for essential business purposes. Any personnel entering the actual jail facility will have their temperature taken and logged by corrections personnel. Those who refuse to comply with the entry procedures will not be allowed into the secured facility.

Jail visitation will begin on June 1, 2020 by appointment only. Citizens wishing to visit an inmate can call the jail at (217) 379-2324 and speak to the corrections shift supervisor to set up a visit. Church services at the jail are still suspended until further notice.

Please continue to be vigilant about hand washing, distancing, cleaning and disinfecting work areas and covering your coughs and sneezes. Do not take un-necessary risks with your health.

Sincerely,
Mark R. Doran
Sheriff of Ford County, Illinois