

**IN THE CIRCUIT COURT OF THE SECOND  
JUDICIAL CIRCUIT**

**OFFICE OF THE CHIEF JUDGE**

**ADMINISTRATIVE ORDER NO. 2003-10**

IN RE: PRETRIAL RELEASE- LEON COUNTY, FLORIDA

Whereas, the Leon County Pretrial Release Program was established as an alternative to monetary bail for those defendants who are likely to appear in court and unlikely to present a danger to the community; and

Whereas, there has been some confusion regarding the Leon County Pretrial Release Program and the Uniform Bond Schedule, and

Whereas, it is necessary to clear up any confusion that may exist,

It is Ordered as follows:

Release under the supervision of the Leon County Pretrial Release Program shall be subject to the following procedures and limitations:

A. Intake. An officer of the Leon County Pretrial Release Program shall be on duty at the Leon County Detention Center every day, twenty-four hours a day. The Pretrial Release officer shall be responsible for collecting initial information on each defendant for use in determining eligibility for pretrial release, unless the defendant has posted bond under the Uniform Bond Schedule, or unless a bond and the conditions relating thereto, if any, have previously been established by a judge of competent jurisdiction. The information shall include:

1. The defendant's identity and current residence address;
2. The defendant's prior record, including national, state and local charges;
3. The existence of any pending prosecutions or warrants;
4. Whether the defendant is on probation, parole, community control or any other form of supervision;
5. The existence of any domestic violence injunctions or history of injunctions;
6. Defendant's ties to the community;
7. Defendant's release date from the Department of Corrections, if any, to determine prison release reoffender status; and
8. An affidavit of insolvency, if applicable, for the public defender.



B. Classification. After all of the initial information has been obtained and assembled, the pretrial release officer shall place the defendant within one of the following two (2) categories, and shall so designate on the intake interview form that the defendant:

- (a) is not eligible for pretrial release before a first appearance hearing; or
- (b) defendant is eligible for release under the supervision of the Leon County Pretrial Release Program.

C. Eligibility for Pretrial Release Program. The pretrial release officer shall evaluate each defendant charged with a second degree nonviolent offense or lesser offense, who has not otherwise posted bond, using the VERA point scale, attached hereto as Appendix B, to determine eligibility for pretrial release. A defendant who has made a request for pretrial release and who has a verified address in the Second Judicial Circuit and a verified point score of four (4) or greater on the VERA point scale shall be eligible for release unless one of the following conditions exist:

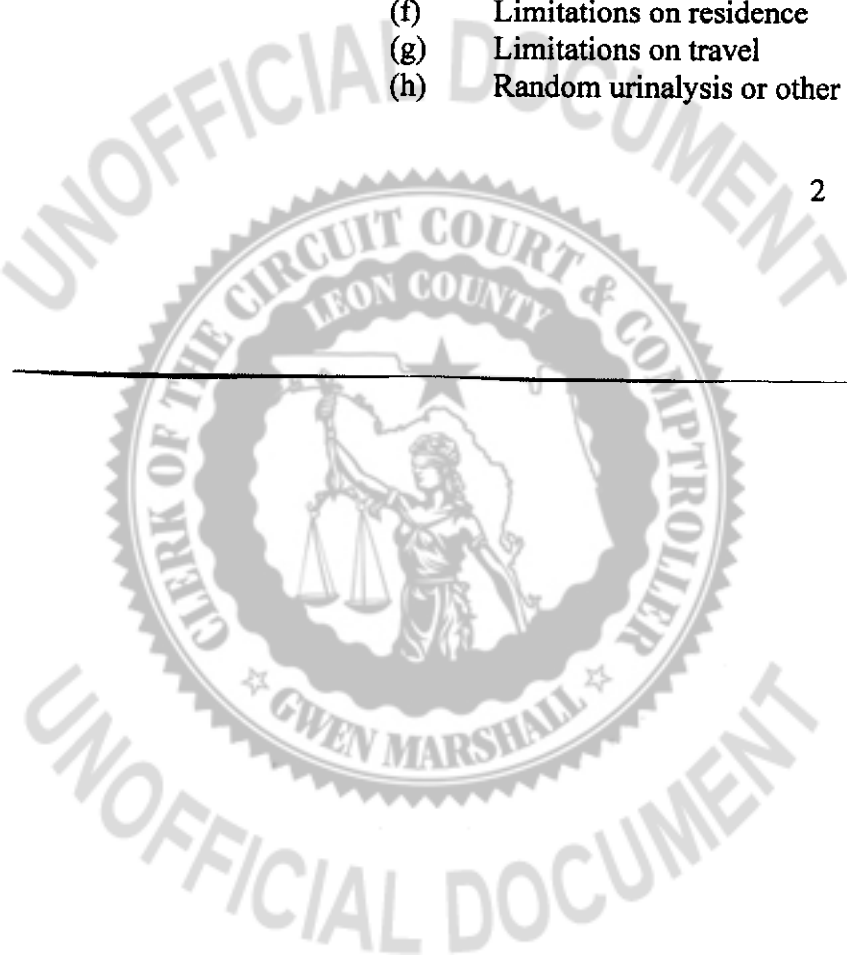
- (a) The defendant has a present felony charge and has been sentenced to the Department of Corrections within the preceding eighteen (18) months.
- (b) The defendant has another criminal charge pending.
- (c) The defendant has a history of an escape or an unexcused failure to appear.
- (d) The arresting officer has made a written request that the defendant be held for first appearance, stating a bona fide law enforcement reason supporting the need for a first appearance.
- (e) The defendant is suffering from a mental or emotional illness and it appears that release would endanger the safety of the defendant or others.
- (f) The defendant was taken into custody on a warrant that indicates that the defendant should be held without bond or that the defendant shall be held for first appearance.

D. Conditions of Pretrial Release.

1. General Conditions

Pretrial release officers shall have the authority to require a defendant to meet any of the following conditions of release under the Pretrial Release Program:

- (a) Regular contact with the pretrial release officer
- (b) No contact with the alleged victim
- (c) No contact with the property in question
- (d) Abstinence from alcohol
- (e) Surrender of passport
- (f) Limitations on residence
- (g) Limitations on travel
- (h) Random urinalysis or other tests for drugs or alcohol



- (i) Employment search

2. **Mandatory Conditions**

Certain special conditions are mandatory, depending on the charge against the defendant. Special conditions shall apply in the following circumstances:

- (a) Alcohol offenses. Alcohol abstinence and random testing shall be required in all DUI cases in which the defendant has at least one prior DUI.
- (b) Drug offenses. Random urinalysis or other testing shall be required of any defendant charged with a violation of the Florida Comprehensive Drug Abuse Prevention and Control Act. The defendant shall bear all costs relating thereto.
- (c) Crimes Against the Person. In all alleged crimes against the person of another, the pretrial release officer shall require as a condition of release that the defendant refrain from having any contact with the alleged victim, directly or indirectly.
- (d) Crimes Against Property. In all alleged crimes against property, the pretrial release officer shall require as a condition of release that the defendant not return to the alleged property or premises in question.

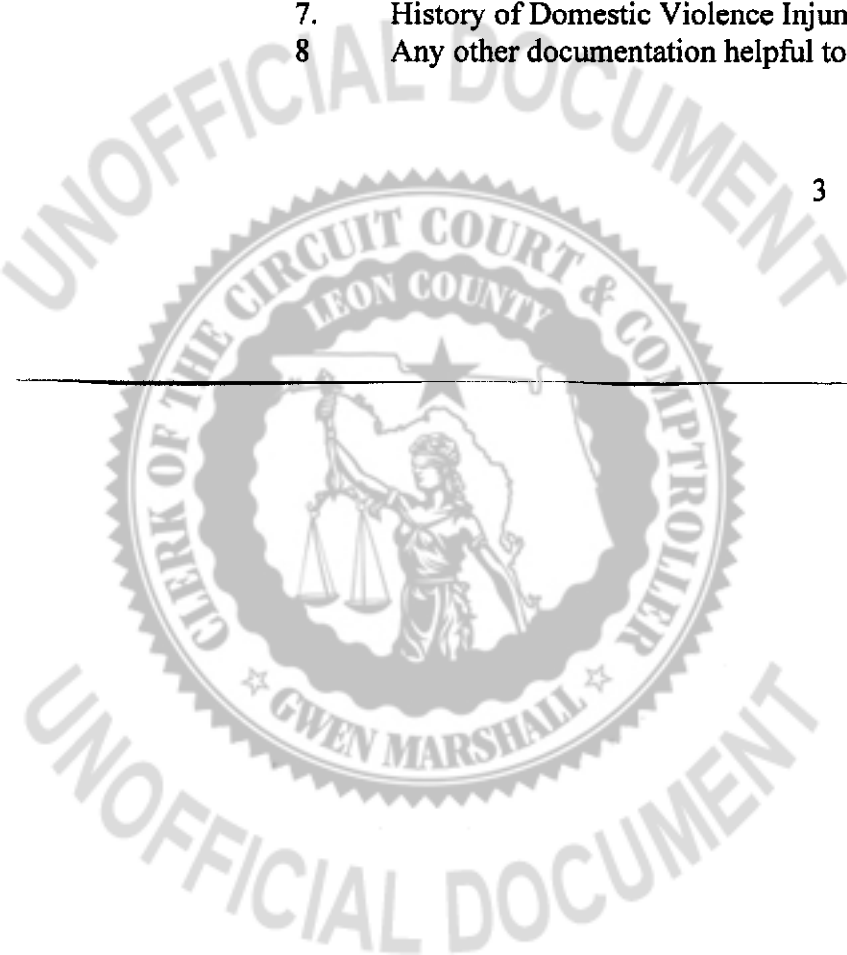
**E. Eligibility for Immediate Release on Bond.**

A defendant who is eligible for release on bond under the Uniform Bond Schedule for the Second Judicial Circuit, prior to first appearance, shall be entitled to release upon posting the scheduled amount of bond, regardless of the defendant's eligibility for pretrial release.

**F. Duty to Provide Information to the Court.**


If the defendant is not released on bond or pretrial release before the first appearance hearing, the pretrial release officer shall assemble the following documents for the judge assigned to conduct the first appearance hearing:

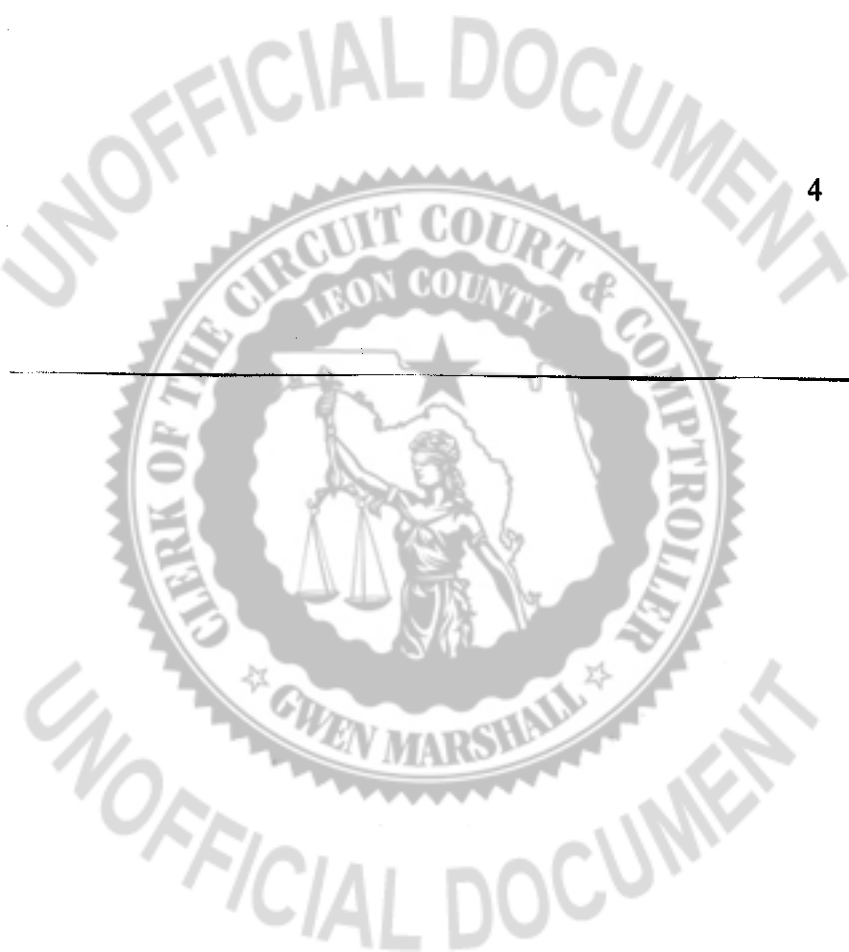
- 1. The Pretrial Release and Indigence Review Interview Forms, attached hereto as Appendix A;
- 2. The VERA Point Scale Form, attached hereto as Appendix B;
- 3. Computer printouts of applicable offense records;
- 4. The Probable Cause Affidavit;
- 5. The alleged victim's statement, if any;
- 6. Summary of defendant's criminal history;
- 7. History of Domestic Violence Injunctions;
- 8. Any other documentation helpful to the Court at first appearance.



Administrative Order 2000-1, Leon County Bond Schedule and Pretrial Release Order, is terminated.

DONE AND ORDERED in Chambers at Tallahassee, Leon County, Florida, this 25<sup>th</sup> day of June, 2003.

  
WILLIAM L. GARY  
CHIEF JUDGE



LEON COUNTY PRE-TRIAL RELEASE PROGRAM  
Intake and Indigency Review

DATE/TIME: \_\_\_\_\_

Interviewed By: \_\_\_\_\_

NOTE: READ TO EACH PERSON INTERVIEWED

The information taken during this interview will be used to make a decision about your Pre-Trial Release. You are not required to answer any questions and you have the right to consult an attorney before providing any information.

Do you consent to this interview? Yes ( ) No ( )

SECTION I - General Information

NAME: \_\_\_\_\_ SPIN #: \_\_\_\_\_  
(Last) (First) (Middle)

ALIASES: \_\_\_\_\_

SS#: \_\_\_\_\_ AGE: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ RACE: \_\_\_\_\_ SEX: \_\_\_\_\_

SECTION II - Pending Leon County Cases

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SECTION III - Criminal History

CJIS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

FCIC: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NCIC: \_\_\_\_\_

JUV: \_\_\_\_\_

DMV: \_\_\_\_\_

DOM INJ: \_\_\_\_\_

Currently on Probation: Yes ( ) No ( ) Where: \_\_\_\_\_ Officer: \_\_\_\_\_

Currently on Bond: Yes ( ) No ( ) Where: \_\_\_\_\_ Amount: \_\_\_\_\_ Agent: \_\_\_\_\_

SECTION IV - Employment Information

Employed: Yes ( ) No ( ) Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

How Long Employed: \_\_\_\_\_ Phone #: \_\_\_\_\_ Job Title: \_\_\_\_\_

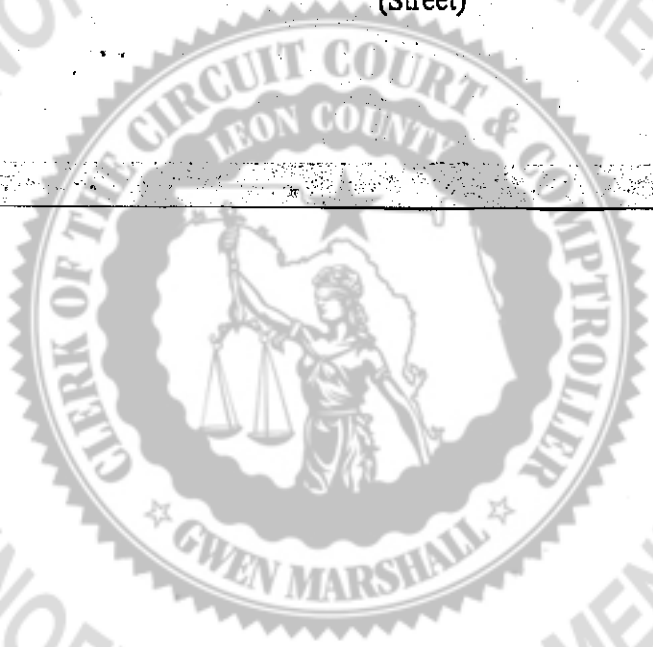
Previous Employment (Last two years): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SECTION V - Personal Information

Present Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

EXHIBIT A



UNOFFICIAL DOCUMENT

LEON COUNTY PRE-TRIAL RELEASE PROGRAM  
Intake and Indigency Review

SECTION V - Personal Information (continued)

How long at this address: \_\_\_\_\_ Resides with: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Rent/Own: \_\_\_\_\_ Phone #: \_\_\_\_\_ How long in 2nd Jud. Circuit: \_\_\_\_\_  
Previous Address (2 years): \_\_\_\_\_

SECTION VI - Family Ties/References

Marital Status: \_\_\_\_\_ Spouse Name/Address: \_\_\_\_\_  
List name, address, phone number and relationship of other family and/or references:

SECTION VII - Medical History

Current Health Condition: \_\_\_\_\_ Good/Fair/Poor Disability: \_\_\_\_\_  
Treated for Physical/Mental Disorder: Yes ( ) No ( ) Month/Year: \_\_\_\_\_  
Treated for Drug/Alcohol Use: Yes ( ) No ( ) Month/Year: \_\_\_\_\_

SECTION VIII - Financial Affidavit for Appointment of Public Defender: \_\_\_\_\_ (waived)

Number of Dependents: \_\_\_\_\_ Net Income (after taxes): \_\_\_\_\_ (wkly/bi-wk/mon)

Other Income: \_\_\_\_\_ (wkly/bi-wk/mon)

- |                       |                      |                                |
|-----------------------|----------------------|--------------------------------|
| _____ spouse's income | _____ unemp. comp.   | _____ worker's comp.           |
| _____ alimony         | _____ trust or gifts | _____ pub. or priv. retirement |
| _____ child support   | _____ union funds    | _____ vet. benefits            |
| _____ s.s. benefits   | _____ govt. assist.  | _____ rental income            |

Equity in Assets: \_\_\_\_\_

- |                         |                        |                         |
|-------------------------|------------------------|-------------------------|
| _____ dividends or int. | _____ real estate      | _____ cash              |
| _____ personal savings  | _____ stocks and bonds | _____ autos, boats, etc |
| _____ checking acct.    | _____ cert. of dep.    | _____ other: _____      |

Monthly Debts: auto: \_\_\_\_\_ home: \_\_\_\_\_ court ordered child support: \_\_\_\_\_  
other: \_\_\_\_\_

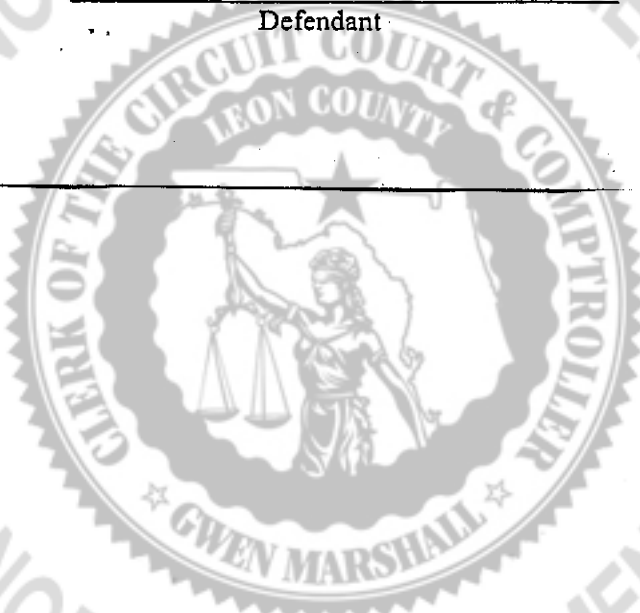
\*\* I certify that all information that I have provided is true and correct to the best of my knowledge. All such information is subject to verification by and for the court and must include parental or legal guardian income if applicable.

\*\* I understand that I must pay a \$40.00 application fee to the clerk of court within 7 days, and if found guilty in this case, a final judgement and lien will be entered against me and my personal property for the costs of the Public Defender.

\*\* Under the penalties of perjury, I declare that I have read Section VIII and that the facts stated in it are true. I agree to report any changes in my financial situation to the Court or to the Indigency Examiner.

Defendant

Pre-Trial Release Officer



UNOFFICIAL DOCUMENT

**LEON COUNTY PRE-TRIAL RELEASE PROGRAM  
Intake and Indigency Review**

**SECTION IX - Vera Point Scale**

Second Judicial Circuit Address: Yes ( ) No ( ) Interview Score: \_\_\_\_\_ Verified Score: \_\_\_\_\_

| <u>INT</u> | <u>VER</u> | <u>Prior Criminal Record</u>                              |
|------------|------------|---|
| 3          | 3          | No Convictions.   |
| 0          | 0          | One Misdemeanor Conviction.                               |
| -1         | -1         | Pending Leon County Case <u>OR</u> 1st or 2nd FTA.        |
| -2         | -2         | Felony Conviction(s) <u>OR</u> Habitual Traffic Offender. |
| -2         | -2         | Incarceration in a penal institution in the past 5 years. |

Note: One point must be deducted for any pending criminal charge.  
One point must be deducted for 1 or 2 FTAs.

Employment/Schooling

|   |   |  |
|---|---|--|
| 4 | 4 | Present job one (1) year or more <u>OR</u> full time student.  |
| 3 | 3 | Present job four (4) months <u>OR</u> present and prior job six (6) months.                          |
| 2 | 2 | Present job one (1) month.   |
| 1 | 1 | Current job <u>OR</u> unemployed three (3) months or less with nine (9) months or more on prior job. |
| 1 | 1 | Receiving unemployment compensation or welfare <u>OR</u> supported by family.                        |

Residence

|   |   |   |
|---|---|---|
| 3 | 3 | Present residence one (1) year or more.   |
| 2 | 2 | Present residence six (6) months <u>or</u> present and prior residence (1) year.  |
| 1 | 1 | Present residence four (4) months <u>or</u> present and prior residence (6) month |

Family Ties

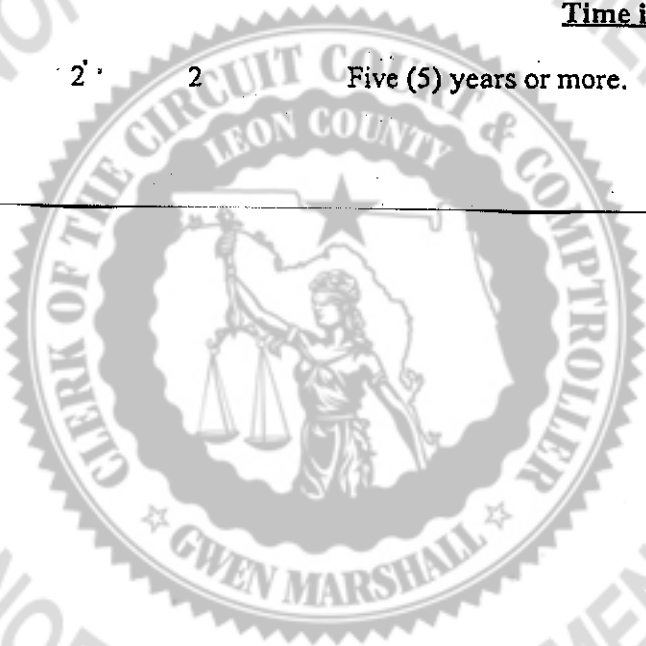
|   |   |   |
|---|---|---|
| 3 | 3 | Lives with family <u>AND</u> has contact with other family members. |
| 2 | 2 | Lives alone with family.  |
| 2 | 2 | Lives alone and has contact with family.                            |
| 1 | 1 | Lives with non-family person whom he/she gives as reference.        |

Definitions: Family: grandparent, parent, brother, sister, children, and/or spouse  
Contact: must see the person at least once a week.

Time in the Second Judicial Circuit

|   |   |                         |
|---|---|-------------------------|
| 2 | 2 | Five (5) years or more. |
|---|---|-------------------------|

**EXHIBIT B**



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