



Steven E. Reis
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MEMORANDUM

**TO: MATAGORDA COUNTY DEPARTMENT HEADS
MATAGORDA COUNTY LAW ENFORCEMENT AGENCIES**
RE: DISTRICT ATTORNEY COVID-19 MITIGATION AND OFFICE CONTINUITY
DT: MARCH 31, 2020

A handwritten signature in black ink, appearing to be "S. Reis", written over a horizontal line.

Effective immediately and consistent with Texas Governor Abbott's EO-GA-08 as well as Presidential and Centers for Disease Control and Prevention guidelines related to COVID-19 preparedness and mitigation efforts, the following are in effect until further notice:

- Prosecutorial Staff may work offsite and remotely; available onsite as requested and as needed
- Investigative Staff may work offsite and remotely; available onsite as requested and as needed
- Support staff may work offsite and remotely as possible
- All staff may work onsite with 24/7 flexibility
- Offices will remain open Monday through Friday, 8 a.m. to 5 p.m. with minimal staffing and limited public access
- Defense Counsel and Law Enforcement Agencies are encouraged to contact Prosecutorial and Investigative Staff via email and cell phone; however in-person meetings will be permitted as needed and by appointment

All Matagorda County Courts and Grand Juries will be supported as needed consistent with Orders of the Texas Supreme Court and Texas Court of Criminal Appeals as well as guidelines of the Texas Office of Court Administration.

Prosecutorial and Investigative Staff remain available to law enforcement agencies and Courts via email, cell phone, and in-person as needed with existing 24/7 access.

No interruptions in operations are anticipated during this period. Contact office personnel utilizing county email addresses and cell phone numbers. If you need that information, contact dattorney@co.matagorda.tx.us or 979-244-7657.