

<b>DATE:</b>	MARCH 11, 2016
<b>NUMBER:</b>	Q.59
<b>SUBJECT:</b>	COURT ORDERED CLOTHING
<b>RELATED SECTIONS:</b>	

PURPOSE

To specify the general procedures to be followed for the acceptance and exchange of inmate court clothing.

POLICY

All inmates will remain dressed in provided jail clothing unless civilian dress is required for court or other judicial proceedings.

PROCEDURE

- I. All court clothing will be accepted/exchanged/released only at the San Diego County Sheriff's detention facility in the court jurisdiction where the defendant is scheduled to appear. Court clothing for defendants appearing in the Eastern Division (El Cajon Courts) will continue to be processed at the Eastern Division Courthouse.
  - A. Dress Out Order – A dress out order will be required for all court proceedings including jury trials. When an order is received the detentions processing technician (DPT) will forward the dress out order to the detention processing supervisor (DPS). The DPS will update the hazards & instructions section to reflect "DO" (Dress Out/Courts) in the classification navigator evaluation update screen in the Jail Information Management System (JIMS). The original order will be filed in the inmate's custody record.
  - B. Custody Information Office – When a court order is received through the Custody Information Office, the detentions information assistant (DIA) will verify if there is already a court order on file by going into the classification navigator evaluation update screen and viewing the hazards & instructions. If "DO" is reflected as a hazard, this indicates the inmate has a court order on file to dress in court clothes. If the hazards & instructions do not indicate a "DO" on file, the court order will be accepted with the clothes. The original court order will be forwarded to the DPS. Upon receipt, the DPS will update the hazards & instructions section to reflect "DO" (Dress Out/Courts). The original dress out order will be filed in the inmate's custody record.
  - C. Prior to accepting the clothes, the DIA will verify the inmate's housing facility and court of jurisdiction. In addition, the DIA will verify if there are already court clothes stored for the inmate by viewing the property navigator in the JIMS. The FAC will indicate the detention facility where the inmate's clothes are stored, the property type will be "court clothes", and the status will either be "S" (stored), "R" (released), or "I" (in transit).

- D. Upon verification, an Incoming Property Receipt (J-53 form) will be completed. The DIA will notify the designated deputy of the incoming court clothes. The designated deputy will conduct a thorough search of the dress out clothing for contraband. The search will include the use of a metal detecting wand or portable x-ray machine. Once the deputy has completed the search, the deputy will sign the J-53 form with his/her name and ARJIS. The deputy will then return the J-53 form and clothing to the Custody Information Office. The DIA will sign his/her ARJIS on the J-53 form and return the white copy to the delivering party. The yellow and pink copies of the J-53 form will then be forwarded with the clothing, to the property room.
- E. Inmates should only have one set of court clothing at a time. One set of clothes usually includes; (2) shirts/blouses, (1) pair of pants/skirt or (1) suit/dress, and (1) pair of shoes. All court clothing must be in a sealed bottom-zip-up plastic garment bag provided by the delivering party. No metal hangers or metal siding may be on the garment bag. Tennis shoes will not be accepted for court dress out.

## II. COURT CLOTHING EXCHANGE

- A. Inmates will often have their family or attorney exchange their court clothing during the course of their trial. Inmates should only have one set of court clothing at a time unless a court order specifies otherwise.
- B. When court clothing is being exchanged, a J-53 form will accompany the new set of court clothing and an Outgoing Property Receipt (J-54 form) will be completed for the court clothing being picked up. An inmate's signature is not required if the clothes are attorney's clothing."

## III. LOST COURT CLOTHING

- A. In the event the inmate's court clothes cannot be located or locating the court clothing creates a delay in producing the defendant in court, the property clerk or deputy will immediately notify the watch commander or designee.
- B. If unable to locate the inmate's court clothes, the watch commander will notify the Court Service Bureau lieutenant at the respective court division;

Central Division	(619) 531-4169
Eastern Division	(619) 441-4617
Southern Division	(619) 691-4531
Northern Division	(760) 806-6203

## IV. DRESS OUT OF INMATES

- A. Facilities that do not have 24 hour property clerk coverage, will pull the court clothing the night prior for those inmates requiring court dress out the next morning.
- B. All inmates (males and females) classified as green, orange, yellow or black banded, will be transported to court in their jail clothing. The inmates will dress out at the detention facility or court facility associated with the court appearance prior to their scheduled court time. Upon completion of their court hearing the inmate will be dressed back into their jail clothing before getting on the transportation bus. The inmate's court clothing

will be searched for contraband after every use. The search will include the use of a metal detecting wand or portable x-ray machine. Once the deputy has completed the search, the deputy will sign the back of the J-53 form with his/her name and ARJIS and the date of the search. The deputy will then return the J-53 form and clothing to the Custody Information Office.

#### V. INMATE REFUSAL TO DRESS OUT

When an inmate refuses to dress out, the court deputy will fill out the Court Dress-Out Refusal (J-71 form) and have the inmate sign acknowledging their refusal. The form, along with the inmate's court clothes, will be forwarded to the court where the inmate is scheduled to appear.