

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
May 5, 2016	BUREAU-WIDE	NORMAL OPERATIONS	F.32
SUBJECT: FORM/PHOTOGRAPHS OF DRESS-OUT INMATES			PAGE 1 of 2

Purpose:

To require bailiffs to communicate pertinent information to Dispatch/Control when handling inmates who make courtroom appearances in civilian clothes (dressed-out). In the event of an escape a description and current photo is available for immediate electronic dissemination.

Policy:

Whenever a bailiff prepares to deliver a dressed out inmate to court, they shall ensure that a completed dress-out form is provided to Dispatch/Control.

Procedure:

- I. The bailiff or designee shall properly complete a dress-out form with the required photographs of the inmate in dress-out clothing. The completed form is to be saved to the CSB dress-out folder in the shared drive prior to transporting the inmate to the courtroom.
 - A. The JIMS/SDLAW inmate information sheet should be reviewed prior to beginning the process in the holding area.
 - B. In conjunction with this process, the taking of digital photographs of the inmates in their dress-out clothing shall be done. A digital camera, two memory cards, and a card reader will be kept in each holding area. The bailiff is responsible for ensuring the photos are of good quality and properly depict the following:
 - 1) full body
 - 2) close-up head
 - 3) close-up profile
 - C. Once the pictures have been taken, the deputy will remove the memory card from the camera and insert it in the card reader. The deputy will access the Dress-out template and SAVE it in "DRESS OUT forms" in the appropriate folder. (Step by Step procedures can be found on V:\CSB\CSB Dress outs.)
 - D. Bailiffs or designee shall be responsible for updating the photograph of the inmate if/when different clothing is worn and/or drastic changes in hair

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length, facial hair, body weight or other factors that affect the inmate's appearance take place.

- II. The responsible bailiff shall notify Dispatch/Control that the dress out form has been placed in the current days dress out folder. Dispatch/Control will print out a hard copy and file it.
 - A. On a weekly basis Dispatch/Control or a designated person will purge the dress out folder.
 - B. There is no requirement to furnish courtroom clerks with any of the information above, nor should the clerks be depended upon to provide an emergency response or assistance outside the activation of the escape alarm on the courtroom alarm system.
 - C. Bailiffs shall print and keep a hard copy of the information at their workstation to assist in emergency responses.
 - D. Once the trial has been completed, the bailiff or designee is to remove the inmate's dress-out form, from the recurring file.

- III. The information above is to be used for BOL broadcasts in case of escape and hard copies may be disseminated to affected personnel to assist in any search for the escaped inmate(s).

- IV. No other use of digital photographs of inmates is authorized. Photographs of inmates shall only be disseminated to staff for legitimate purposes relating to courthouse or jail safety and security.

- V. A supervisor or designee shall be responsible for printing a daily report of the court Dress-outs and ensuring a dress-out form has been completed on all inmates appearing for court in civilian attire.
 - A. The report will be printed from JIMS.
 - B. The supervisor or designee will review the recurring folder once a week and purge any dress-out forms over a month old unless the bailiff notifies the supervisor of the need to maintain the form for on-going trials.