

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

DATE	DISSEMINATION	CATEGORY	NUMBER
February 10, 2016	BUREAU-WIDE	NORMAL OPERATIONS	F.33
SUBJECT: COURT DRESS OUT FOR INMATES			PAGE 1 of 3

Purpose:

Establish Court Services Bureau (CSB) guidelines for checking the Jail Information Management System (JIMS) to determine existence of a Dress Out Order and location of trial clothing, and provide guidelines for dressing out inmates who do not arrive for jury trial dressed out in civilian court attire.

Policy:

CSB Court Holding and other appropriate CSB staff shall query the JIMS computer information to determine the status of dress out clothing for an inmate prior to a trial commencing.

All CSB staff shall adhere to the following dress out procedures when an inmate is brought to court without being dressed out, and a valid court order exists.

Mainline inmates as well as inmates classified as Green, Orange, Yellow, or Black bands involved in jury trials, will be transported in their jail clothing. 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 will continue to be processed at the Eastern Division Courthouse.

Procedure:

- I. JIMS procedure prior to trial:
  - A. Instructions for accessing JIMS program prior to trial are as follows: Log onto JIMS. On the task bar, go to IMS>Reports>JIMS Web. Scroll down to Detentions Processing section and find the report titled "Dress Out Court Inmates." To access this report click on the "On Demand" box located to the right. The report parameters screen will populate. Choose a city location (San Diego, Chula Vista etc...). Choose the appropriate trial date. Future trial dates may also be checked with this procedure. The Dress Out query of the JIMS system shall be run on a daily basis by all holding area personnel to determine the dress out status of all inmates set for trial or trial call. In those cases where deputies are aware of upcoming trial dates in their departments, a Dress Out query shall be conducted no later than 24 hours prior to the scheduled trial date

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to ensure the Dress Out order is on file and clothing has been delivered to the appropriate detention facility.

- B. In the event the status of dress out clothing or the Dress Out Order does not appear on the Dress Out Detentions Processing JIMS screen, the bailiff or holding area personnel will contact jail staff immediately.

SDCJ	Processing Sergeant	619 615-2471
GBDF	Processing Sergeant	619 661-2752
SBDF	Watch Commander	619 691-4956
LCWDF	Processing Sergeant	619 258-3215
VDF	Processing Sergeant	760 940-4479

The purpose of this procedure is to reduce any trial delay with regard to the dress out status of inmates set for trial. See sections below for procedures related to inmates not dressed out for court.

- II. When an inmate comes from jail and there are no clothes for the inmate to wear, due to the attorney's failure to obtain a dress-out order or the attorney's failure to get the clothing and Dress Out Order to the appropriate jail, the following procedures shall apply:
- A. The bailiff, or deputy discovering the error, shall advise the court and defer instruction to either:
1. Delay the trial to provide the attorney time to get the inmate's clothing and Dress Out Order to the jail in the court jurisdiction where the defendant is scheduled to appear. This will require the inmate to be taken to the jail to be properly dressed out and returned to the court, or;
  2. Allow the attorney to present the clothing in court. The bailiff will take the clothing to the appropriate holding tank and dress out the inmate. When this occurs the following procedures will be implemented:
    - a) The bailiff will search all clothing items for contraband. If necessary, the search should include the use of the weapon screening x-ray machine.

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- b) The inmate shall be dressed out in the appropriate holding tank. Inmates will **not** be allowed to dress out in a jury deliberation room.
  - c) Jail issued clothing (except T-shirts or bra, underwear and socks) will be placed in a receptacle to be marked with the inmate's name, booking number and kept in the holding tank.
  - d) At the end of each court day the inmate will be returned to the holding tank to change back into his/her jail clothing.
  - e) The clothing will be returned to the attorney by the bailiff. The court will be requested to instruct the attorney to deliver the clothes and court order to the appropriate jail.
- III. If an inmate comes from a jail and is not properly dressed for any reason other than attorney error, follow the JIMS procedure check, listed above, then;
- A. Check court file for valid dress out order.
  - B. Check attorney's clothing receipt from the jail facility.
  - C. Verify the jail has the clothing. If the court clothes are at the jail, determine the reason for the inmate not being dressed out (jail error, inmate refused to dress out, etc.).
  - D. If the inmate is not dressed out due to jail error the inmate will be returned to the jail for dress out or under certain circumstances, the clothing will be brought to the holding tank. The inmate will dress out in the holding tank.
  - E. If the inmate refused to dress out at the jail, the court will be notified for further consideration. The bailiff and/or the inmate's attorney should talk to the inmate in an attempt to convince him/her to dress out.