

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

DATE	DISSEMINATION	CATEGORY	NUMBER
December 24, 2018	SAN DIEGO	NORMAL OPERATIONS	F.33.S
SUBJECT: COURT DRESS OUT FOR INMATES			PAGE 1 of 2

Purpose:

To establish San Diego Central Courthouse (SDCC) guidelines for dressing out inmates and accepting / exchanging inmate civilian court attire required for jury trials. In the event of an escape, a description and current photo is available for immediate electronic dissemination.

Policy:

All inmates will remain dressed in appropriate jail clothing until required to change into civilian attire for jury trials or other judicial proceedings. Such clothing will be delivered to the San Diego Central Jail (SDCJ). Per CSB P&P Section F.32 Form/Photographs of Dress-out Inmates, the court bailiff will complete a CT-7 form (Court Services Bureau Inmate Dress-out Photo & Information).

Procedure:

- I. Court bailiffs will ensure a dress out order is filed with the court for the upcoming jury trial.
 - A. Inmates scheduled for jury trial, may or may not be required to dress in civilian attire. If dressing out is required, the attorney of record will arrange to deliver the clothing to SDCJ. Only one set of clothing is permitted unless otherwise specified in the dress out order. The clothing will be presented in a garment bag with the inmate's name and booking number, along with the attorney's business card attached to the garment bag.
 - B. SDCC Deputies will pick up the dress out clothing from SDCJ and deliver it to the SDCC, ■ Holding.
 - C. The responsible bailiff will dress out the inmate and the inmate's jail clothing will be placed in the garment bag. Inmates will only be allowed to dress out in ■ Holding or the waiting tank adjacent to the courtroom. The bailiff will search the inmate's dress out clothing prior to giving them to the inmate.
 - D. It is the trial court deputy's responsibility to complete a CT-7 Form daily and provide pictures. When the inmate is then needed for jury trial, he/she will be sent to the appropriate waiting tank adjacent to the courtroom.

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- E. If the inmate refuses to dress out, the court will be notified for further consideration.

- F. At the conclusion of the day, the inmate will return to ■ Holding to be dressed back into their jail clothing and their dress out clothing placed into the assigned garment bag. Prior to dressing back into their jail clothing, the inmate will be searched for contraband. The dress out clothing will be kept in ■ Holding for the duration of the trial.

- G. Once the inmate's trial is concluded, the dress out clothing will be returned to SDCJ.