

**SDSD Detention Services Bureau—San Diego Central Jail Green Sheet**

<b>DATE:</b>	<b>March 7, 2022</b>
<b>NUMBER:</b>	<b>Q.59.C.1</b>
<b>SUBJECT:</b>	<b>COURT ORDERED CLOTHING</b>

**PROCEDURE**

- I. Garment bags containing court clothing will be searched by the visit deputy or an intake deputy (If the visit deputy is unavailable). When an incarcerated persons attorney or family member brings in court clothing, the detentions information assistant (DIA) in the Custody Information Office will notify CCC to contact the visit deputy or intake deputy. The deputy will meet with the person bringing the court clothing in the 1<sup>st</sup> floor public lobby. The deputy will receive the court clothing before it is brought into the facility, via the Custody Information Office pass through. The person bringing the clothing is not free to leave the facility until the deputy has completed their inspection of the clothes. The deputy will conduct a thorough search of the court clothing and garment bag for contraband using a metal detecting wand and the portable x-ray machine (if available). The soles of all shoes must be flexible and free of any ridged shank. If the soles are not flexible and the shoes are unable to twist and fold, the shoes shall not be accepted and returned to the person delivering the clothing. If there is doubt regarding the acceptability of the footwear, the deputy shall contact the processing sergeant for guidance. After inspecting the clothing, the deputy will place the garment bag on the designated hanger and inform the DIA the clothing is cleared to enter the facility.
- II. The DIA will contact the designated property clerk to immediately retrieve the garment bag. The garment bag is to be tagged with a property slip and hung alphabetically by the incarcerated persons last name. The blue copy of the property slip, and the pink copy of the incoming slip are to be filed in the incarcerated persons custody record. The stock clerk will be responsible for inventory and accountability of clothes. He/she will enter the appropriate dress out clothing in JIMS.
- III. The incarcerated person needs to be dressed out for court only during his trial and when on call for trial calendar. Daily dress out orders can be obtained from the court list (the designation is a "DO" after the court time). The "C" shift stock clerk will print the list of daily dress out orders and place all the clothing on a rack to be picked up by a court services deputy. The court services deputy will place his/her ARJIS number and initials on a designated form to take responsibility of the clothing. At the end of the day, the court services deputy will return any unneeded dress out clothing to the 2<sup>nd</sup> floor property room. The stock clerk will mark his/her initials and ARJIS number on the designated form for taking responsibility of the clothing. In certain court cases, the courthouse may retain the dress out clothing for the duration of the incarcerated persons trial.
- IV. All court dress outs will be completed at the San Diego Courthouse. No court dress outs will occur at the San Diego Central Jail, nor will incarcerated persons be transported to the courthouse in dress out clothing.
- V. All court clothing exchanges for the San Diego Central Division Courthouse will occur at the San Diego Central Jail via the DIA's in the Custody Information Office.

- VI. If the incarcerated person is transferred to another facility or released, the clothing will not accompany him. The stock clerk will deliver the clothes to the Custody Information Office. The DIA who receives the clothing will notify the "duty Investigator" at the Public Defender's Office at **Govt. Code 6255(a)** to pick up the clothing.
- VII. The incarcerated person may continue to utilize his civilian dress out clothing until all court proceedings are completed or the 'Dress out' court order expires. This will be noted on the court paperwork, which is filed in the inmate's custody record. It will read specifically "CANCEL DRESS OUT."
- VIII. The detentions processing technician will inform the stock clerk of the paperwork showing the cancellation of the court dress out order. The stock clerk will mark the property bag containing the civilian clothes with a red felt pen noting the cancellation.
- IX. Any subsequent court proceedings will not require the incarcerated person to dress out. The court list should not reflect a dress out at this time.
- X. Once the court dress out clothing is no longer needed, the clothing may be returned to the incarcerated persons attorney or family member via the Custody Information Office.