



## Section 7 Court Clothing

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## COURT CLOTHING

**Reference: Detention Policies and Procedures Manual, Section Q.59 – Court Ordered Clothing.**

Court Clothing is accepted/exchanged/released only at the Sheriff's detention facility in the court of jurisdiction, where the defendant is scheduled to appear. For example, incarcerated persons appearing in the Southern Division (South Bay Courts), court clothing is processed at the South Bay Detention Facility. 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 (DO) is required for all court proceedings including jury trials. When court clothes are received at the facility, the DIA is responsible for verifying there is a dress out order on file in the Classification Navigator in the JIMS. Prior to accepting the court clothes, the DIA verifies the Incarcerated person's housing facility and court of jurisdiction. In addition, the DIA reviews the Property Navigator to verify if court clothes are already stored. When a court Dress Out order is received through the Custody Information Office, the DIA forwards the original order to the DPS to update the information into the JIMS. The original is placed in the Incarcerated person's custody record.

The DPS will enter "DO" in the "Hazards & Instructions" section which can be viewed by going into the Classification Evaluation Update Navigator. A stock clerk will enter the court clothing in the maintenance navigator of the JIMS.

1. The DIA determines and indicates "Attorney's Clothing", "Public Defender's Clothing" or "Incarcerated person's Clothing" on the (J-53 form). The description of the items is also indicated. The court clothes are only accepted in a zip-up plastic garment bag provided by the delivering party. No metal hangers or metal siding may be on the garment bag.
2. The designated deputy checks the clothing for contraband, signs their ARJIS and returns the clothing to the DIA with the Incoming Property Receipt (J-53 form)
3. The DIA signs their ARJIS and returns the white copy of the Incoming Property Receipt (J-53 form) to the delivering party. The yellow and pink copies of the incoming property receipt are forwarded with the clothing to the property room.

Incarcerated persons often have their family or attorney exchange their court clothing during their trial. Incarcerated persons can only have one set of court clothing at a time unless a court order specifies otherwise. One set of clothes usually includes (2) shirts/blouses, (1) pair of pants/skirt or (1) suit/dress, and (1) pair of shoes. Tennis shoes are not accepted for court dress out. Incarcerated persons may purchase shoes from Sheriff's Commissary.



When court clothing is exchanged, an Incoming Property Receipt will accompany the new set of court clothing. An Outgoing Property Receipt (J-54 form) is completed when releasing court clothing. For record purposes, a copy of the J-54 form is forwarded to the Incarcerated person.

**EXAMPLE OF INCOMING AND OUTGOING RECEIPTS FOR COURT CLOTHING EXCHANGE**

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT DETENTION FACILITY SERVICES ( ) SDCJ ( ) EMDF ( ) SBDF ( ) DDF ( ) LCDF ( ) VDF ( ) GBDF		<h2 style="margin: 0;">INCOMING</h2> <p style="margin: 0;">PROPERTY RECEIPT</p>	
Bkg. No.	Housing Unit	Date	
999999	8E	12/31/06	
PRISONER'S NAME: <u>Duck, Donald</u> (LAST FIRST MIDDLE)			
PROPERTY RECEIVED FROM: NAME <u>Harold Smith</u> (619) PHONE <u>123-4567</u>			
NO. & STREET: <u>1234 Front St</u>			
CITY & STATE: <u>San Diego CA</u> ZIP: <u>92101</u>			
QUAN-TITY	DESCRIPTION OF PROPERTY		
	<u>Attorneys clothing</u>		
<u>1</u>	<u>pair of black pants</u>		
<u>1</u>	<u>white shirt</u>		
<u>1</u>	<u>pair of black shoes</u>		
RECEIVING EMPLOYEE'S SIGNATURE: <u>[Signature]</u> 0123			
PROPERTY ROOM CLERK'S SIGNATURE:			
<b>XREC'D.</b> PRISONER'S SIGNATURE			
J-53 (Rev. 5-98) WHITE: RECIPIENT CANARY: FILE PINK: INMATE			

  

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT DETENTION FACILITY SERVICES ( ) SDCJ ( ) EMDF ( ) SBDF ( ) DDF ( ) LCDF ( ) VDF ( ) GBDF		<h2 style="margin: 0;">OUTGOING</h2> <p style="margin: 0;">PROPERTY RECEIPT</p>	
Bkg. No.	Housing Unit	Date	
999999	8E	1/15/07	
PRISONER'S NAME: <u>Duck, Donald</u> (LAST FIRST MIDDLE)			
PROPERTY TO BE RELEASED TO: MYSELF <input type="checkbox"/> OR TO: NAME <u>Harold Smith</u> PHONE <u>619-123-4567</u>			
NO. & STREET: <u>1234 Front St</u>			
CITY & STATE: <u>San Diego CA</u> ZIP: <u>92101</u>			
QUAN-TITY	DESCRIPTION OF PROPERTY		
	<u>Attorneys clothing</u>		
<u>1</u>	<u>pair of black pants</u>		
<u>1</u>	<u>white shirt</u>		
PRISONER'S SIGNATURE AUTHORIZING RELEASE: <u>N/A</u>			
OFFICERS SIGNATURE: <u>N/A</u>			
<b>XREC'D.</b> <u>Harold Smith</u> SIGNATURE			
J-54 (Rev. 5-98) WHITE: RECIPIENT CANARY: FILE PINK: INMATE			

A complete description of the item(s) must be written on the form. A designated deputy must inspect the clothing and write their ARJIS on the "Receiving Employee's Signature" line. The DIA will also write their initials and ARJIS on the form and notify property to pick up the court clothes.



## **INCOMING COURT CLOTHING OPERATIONAL PROCEDURES**

Select IMS>Book>Maintenance

1. Highlight and click on Personal Property on the Maintenance Navigator
2. Select storage location: RACK.
3. From the property type drop down menu select COURT CLOTHES. In the description field briefly itemize each item of clothing.
4. In the notes field indicate whether the clothing belongs to the attorney, public defender, or the Incarcerated person.
5. Click Save, then Close.

***NOTE: If there are no racks available, Go to Configuration>System Table> Storage Maintenance> Type>Rack> Find>Add.***

## **OUTGOING COURT CLOTHING OPERATIONAL PROCEDURES**

Select IMS>Book>Maintenance

1. Highlight and click on Personal Property on the Maintenance Navigator
2. If all court clothes are being released and no exchanges are being made, release the storage location. If exchanges are being made, keep the same storage location, release, and enter the clothes as appropriate.
3. Change the Property "Status" to an "R" for the items being released.
4. In the notes section, enter date, exchanging party (attorney, public defender, etc.), and include your ARJIS#.
5. Click Save, then Close.

To view all Property records, use the small buttons on the bottom of the Property screen labeled: First, Prev, Next, Last.

## **DRESS OUT OF INCARCERATED PERSONS**

For facilities that do not have 24-hour stock clerk coverage, court clothing is pulled the night prior for those Incarcerated persons requiring court dress out the next morning.

All incarcerated persons (person(s) or people) classified as Green, Orange, Yellow or Black Banded, will be transported to court in their jail clothing. The incarcerated persons 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 Incarcerated person will be dressed back into their jail clothing before getting on the transportation bus. The incarcerated person's court clothing will be searched for contraband after every use. The designated deputy will then return the court clothing to the property room.



### **INCARCERATED PERSON REFUSAL TO DRESS OUT**

When an Incarcerated person refuses to dress out, the court deputy fills out the Court Dress-Out Refusal (J-71form) and has the incarcerated person sign and acknowledging refusal. The form along with the incarcerated person's court clothes is forwarded to the court where the incarcerated person is scheduled to appear.

### **LOST COURT CLOTHING**

In the event an incarcerated person's court clothing cannot be located or locating the court clothing creates a delay in producing the defendant in court, the stock clerk will immediately notify the processing sergeant or designee.

If unable to locate the incarcerated person's court clothing, the watch commander shall notify the Court Services Bureau Lieutenant at the respective court division.