



Dress Out Order

Reference Sheriff's Policy and Procedure section Q. 59 Court Ordered Clothing

A Dress Out order is required for all court proceedings, including Jury Trials. The San Diego County Superior Court utilizes three separate documents to order an incarcerated individual dress out for court appearance:

1. Order to Dress incarcerated individual in Non-Jail Clothing order
2. Dress Out Order (SDSC CRM-86) form - a field to order the cancellation of a dress out order is included
3. Criminal Proceedings Ongoing order (form SDSC CRM-68)

Upon receipt of a court/minute order with any notation regarding dress-out or the cancellation of dress-out, the Hazards and Instructions in the Jail Information Management System (JIMS) must be reviewed to ensure the court/minute order is complied with.

The Detention Processing Technician (DPT) receiving the dress-out order will need to enter or remove DRESS OUT in the Booking Maintenance notes in JIMS. This notation will alert the Detentions Information Assistants (DIA) to accept or return the incarcerated individual's court clothing. The DPT will also need to check the Evaluation Update screen to determine if the D/O has already been entered (JIMS>IMS>Classify>Evaluation Update). The screen that appears will display all hazards in the upper right hand area. If there are more hazards than can be shown, a scroll bar will be available to see all hazards associated with the incarcerated individual.

If at any time, the dress-out status in the Hazards and Instructions do not match the instructions on the current court/minute order, the document will be given to the Detention Processing Supervisor (DPS) after the DPT has completed updating the incarcerated individual's record.

In the lower right hand corner of the original order the DPT will note their ARJIS number, date and the distribution of the order: (i.e. original to DPS (include name) and copy to Property. The DPT shall hand-deliver the original order to the DPS and a copy will be given to property.

The DPS will enter or remove the D/O designator in the Hazards section in the JIMS. This entry is essential as it will cause the incarcerated individual's name to appear on the Dress Out Court Incarcerated Individuals report. The DPS will notate their ARJIS in the lower right corner of the order to indicate this action has been completed. The original will then be filed in the incarcerated individual's custody record.

NOTE: As this process is time sensitive, it must be completed by the end of the shift.

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DRESS OUT ORDER (SDSC CRM-86)

Once a verdict has been reached, the defendant is no longer entitled to dress in non-jail clothing when appearing in court for security reasons. When this occurs, the Dress out Order form SDSC CRM-86 will be used to communicate the cancellation of the dress out order. It is imperative the dress out (D/O) hazard is removed at this time to ensure the defendant does not appear for sentencing in street clothes.

CRIMINAL PROCEEDINGS ONGOING ORDER (SDSC CRM-68)

If the Criminal Proceedings Ongoing order (CRM-68) is NOT received during the jury trial proceedings, the incarcerated individual will be scheduled for the next court date and the court will be noticed. In the event the form is received, and the box is checked indicating the "dress-out is not required," the incarcerated individual will be scheduled for court as requested, with no reason on calendar. This will prevent the incarcerated individual's name from appearing on the list to be dressed out. The D/O will remain in the hazards section and is not to be removed without appropriate documentation.

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Court Order to Dress Incarcerated Individual in Non-Jail Clothing SAMPLE

<p>1 STEVEN J. CARROLL Public Defender 2 County of San Diego Lei-Chala Wilson 3 Deputy Public Defender State Bar No. 144636 4 233 'A' Street, Suite 300 San Diego, California 92101 5 Telephone: (619) 338-4834 6 Attorney for Defendant Nicholas Jay 7 8 9 10 11 12 13 14 15 16 17</p>	<p>F I L E D Clerk of the Superior Court DEC 06 2006 By: C. CAMACHO, Deputy</p>
<p>SUPERIOR COURT OF THE STATE OF CALIFORNIA IN AND FOR THE COUNTY OF SAN DIEGO</p>	
<p>18 THE PEOPLE OF THE STATE OF 19 CALIFORNIA, 20 21 Plaintiff, 22 23 vs. 24 25 Defendant</p>	<p>) Case No.: SCD 201205) D.A. No.: ABV 791) ORDER TO DRESS Defendant IN) NON-JAIL CLOTHING</p>
<p>18 TO: WILLIAM B. KOLENDER, SHERIFF OF SAN DIEGO COUNTY, OR HIS AUTHORIZED 19 REPRESENTATIVE:</p>	
<p>20 GOOD CAUSE APPEARING, you are hereby ordered to have defendant an 21 inmate at the San Diego County Jail, booking number dressed in suitable non-jail clothing for 22 each day of his jury trial in the above-entitled cause commencing on or about 12/08/2006 in Department 23 11.</p>	
<p>24 It is further ordered that (2) two complete sets of suitable clothing be accepted by the property 25 clerk on an ongoing basis through the trial. Said clothing shall be provided by the Department of the 26 Public Defender.</p>	
<p>27 Dated: <u>DEC 06 2006</u> 28</p>	<p>_____ PETER C. DEDDEH JUDGE OF THE SUPERIOR COURT</p>
<p>Attest: _____ Clerk of the Superior Court of the State of California, in and for the County of San Diego</p>	
<p>Dress Out Order By <u>C. Camacho</u> Deputy</p>	



Dress Out Order (SDSC CRM-86) form

<p>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO <input type="checkbox"/> COUNTY COURTHOUSE, 220 W. BROADWAY, SAN DIEGO, CA 92101-3814 <input type="checkbox"/> NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081-6695 <input type="checkbox"/> EAST COUNTY DIVISION, 250 E. MAIN ST., EL CAJON, CA 92020-3941 <input type="checkbox"/> SOUTH COUNTY DIVISION, 500 3RD AVE., CHULA VISTA, CA 91910-5649</p>	<p><i>FOR COURT USE ONLY</i></p>
<p>PEOPLE OF THE STATE OF CALIFORNIA VS</p>	<p>PLAINTIFF</p>
<p style="text-align: right;">DEFENDANT</p>	<p>CRIMINAL CASE NUMBER</p>
<p>DRESS OUT ORDER</p>	<p>DA</p>

Present: Honorable _____, Judge of the Superior Court.

Good cause appearing, therefore, it is **ORDERED** that the Sheriff shall make the above-named defendant available for trial dressed in street clothes beginning _____ through conclusion of trial

Date: _____


 Judge of the Superior Court

Present: Honorable _____, Judge of the Superior Court.

The above Dress Out Order is **CANCELLED**.

Date: _____

 Judge of the Superior Court



CLERK'S CERTIFICATE

The foregoing is a full, true and correct copy of the original on file in this office.

CLERK OF THE SUPERIOR COURT

Date: _____ by _____, Deputy

DRESS OUT ORDER

SDSC CRM-86(Rev. 5-04)



Criminal Proceedings Ongoing order (form SDSC CRM-68)

CASE: _____ **SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO**
 CENTRAL NORTH EAST SOUTH

DATE: _____

PRESENT: HON. _____ JUDGE PRESIDING DEPARTMENT: _____

CLERK: _____

THE PEOPLE OF THE STATE OF CALIFORNIA
VS.

_____ DEFENDANT _____ BOOKING NUMBER _____

Defendant is **REMANDED** to the custody of the Sheriff with bail set at \$ _____. The Sheriff is ordered to produce the defendant to Department _____ on _____ at 8:30 a.m. _____ a.m./p.m. for ongoing **JURY TRIAL** _____.

DRESS-OUT ORDER IS CONTINUED

DRESS-OUT IS NOT REQUIRED

Dist: Orig. – File; 1 Copy – Bailiff; 1 Copy – Jail

SDSC CRM-58(New 10-07)

CRIMINAL PROCEEDINGS – ONGOING

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