



SECTION 7 COURT CLOTHING

Court Clothing	2
Incoming Court Clothing	3
Outgoing Court Clothing	3
Dress-out of Inmates	4
Inmate Refusal to Dress-out	5
Lost Court Clothing	5



COURT CLOTHING

Reference: Detention Policies and Procedures Manual, [Section 0.59](#) – 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, inmates 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 inmate'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, th DIA forwards the original order to the DPS in order to update the information into the JIMS. The original is placed in the inmate'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 "Inmate'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 his/her ARJIS and returns the clothing to the DIA with the Incoming Property Receipt (J-53 form)
3. The DIA signs his/her 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.

Inmates often have their family or attorney exchange their court clothing during the course of their trial. Inmates 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. Inmates 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 inmate.

EXAMPLE OF INCOMING AND OUTGOING RECEIPTS FOR COURT CLOTHING EXCHANGE

<p>INCOMING</p> <p>SAN DIEGO COUNTY SHERIFF'S DEPARTMENT DETENTION FACILITY SERVICES SDCJ () EMDF () SBDP DDF () LCDF () VDF () GBDF</p> <p>Bkg. No. <u>999999</u> Housing Unit <u>8E</u> Date <u>12/31/06</u></p> <p>PRISONER'S NAME <u>Duck, Donald</u> (LAST FIRST MIDDLE)</p> <p>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></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">QUAN-TITY</th> <th>DESCRIPTION OF PROPERTY</th> </tr> </thead> <tbody> <tr> <td></td> <td><u>Attorneys clothing</u></td> </tr> <tr> <td><u>1</u></td> <td><u>pair of black pants</u></td> </tr> <tr> <td><u>1</u></td> <td><u>white shirt</u></td> </tr> <tr> <td><u>1</u></td> <td><u>pair of black shoes</u></td> </tr> </tbody> </table> <p>RECEIVING EMPLOYEE'S SIGNATURE: <u>[Signature]</u> <u>0123</u></p> <p>PROPERTY ROOM CLERK'S SIGNATURE</p> <p>XREC'D..... PRISONER'S SIGNATURE</p> <p>J-53 (Rev. 5-98) WHITE: RECIPIENT CANARY: FILE PINK: INMATE</p>	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>	<p>OUTGOING</p> <p>SAN DIEGO COUNTY SHERIFF'S DEPARTMENT DETENTION FACILITY SERVICES SDCJ () EMDF () SBDP DDF () LCDF () VDF () GBDF</p> <p>Bkg. No. <u>999999</u> Housing Unit <u>8E</u> Date <u>1/15/07</u></p> <p>PRISONER'S NAME <u>Duck, Donald</u> (LAST FIRST MIDDLE)</p> <p>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></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">QUAN-TITY</th> <th>DESCRIPTION OF PROPERTY</th> </tr> </thead> <tbody> <tr> <td></td> <td><u>Attorneys clothing</u></td> </tr> <tr> <td><u>1</u></td> <td><u>pair of black pants</u></td> </tr> <tr> <td><u>1</u></td> <td><u>white shirt</u></td> </tr> </tbody> </table> <p>PRISONER'S SIGNATURE AUTHORIZING RELEASE <u>N/A</u></p> <p>OFFICERS SIGNATURE <u>N/A</u></p> <p>XREC'D..... SIGNATURE</p> <p>J-54 (Rev. 5-98) WHITE: RECIPIENT CANARY: FILE PINK: INMATE</p>	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>
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>																		
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>																		

A complete description of the item(s) must be written on the form. A designated deputy must inspect the clothing and write his or her ARJIS on the "Receiving Employee's Signature" line. The DIA will also write his or her 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 inmate.
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 INMATES

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

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



INMATE REFUSAL TO DRESS OUT

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

LOST COURT CLOTHING

In the event an inmate'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 inmate's court clothing, the watch commander shall notify the Court Services Bureau Lieutenant at the respective court division.