3-14/065.00 - Clothing Exchange

An in-custody defendant, who is not in a jury trial, must obtain a court order authorizing civilian clothing or a clothing item during their hearing.

In each instance, when civilian clothing is to be provided to an in-custody defendant, whether a court order was issued or not, the following steps shall be taken in the order listed:

When a person enters a courthouse with clothing for an in-custody defendant, they shall pass through weapons screening and the clothing shall be scanned with the x-ray machine. A deputy sheriff shall be summoned to weapons screening to receive the clothing, obtain valid photo identification from the individual supplying the clothing, and complete the applicable sections of the "Inmate Clothing" form. The deputy shall hand search the clothing and, when necessary, search the clothing with a hand wand. Once the clothing is searched, a Department representative shall deliver the clothing to the bailiff of record in the courtroom where the case is pending.

The bailiff of record shall thoroughly search the clothing, check the "Inmate Clothing" form for accuracy, and sign the form acknowledging the search and receipt of the clothing.

If the clothing includes a tie, it shall be given to the defendant just prior to entering the courtroom and removed from the defendant out of the jury’s view.

At the conclusion of every court day, it shall be the responsibility of the bailiff of record to ensure that all of the clothing items worn by the defendant are recovered and secured in the courtroom for the duration of the trial.

If clothing is received by the bailiff of record directly at the courtroom, the bailiff of record shall direct the party with the clothing to the property table in the weapon screening area, or the appropriate location for that branch to begin the process.

At the conclusion of court proceedings, all clothing shall be returned to the responsible party as described in the "Inmate Clothing" form. If the inmate clothing is not recovered, it shall be handled as "Bulk Prisoner Property", refer to Manual of Policy and Procedures, or donated to charity if authorized on the "Inmate Clothing" form.

The "Inmate Clothing" form retention period shall be one year.