3-14/065.05 - Accepting Prescription/Corrective Eyeglasses

Bailiff personnel will accept prescription/corrective eyeglasses from a family member or attorney for the inmate scheduled to appear in their courtroom. Bailiffs will not accept property for an inmate that is not physically at that branch (i.e., scheduled to appear at a later date or at another branch). If the inmate is not at the branch, the bailiff will instruct the family member to deliver the eyeglasses to the inmate's custody facility or return when the inmate is at the courthouse.

Note: Custody Division policy allows for the possession of one (1) pair of prescriptive/corrective eyeglasses only. Sunglasses will not be accepted.

Once the bailiff accepts the eyeglasses, he/she shall complete the "Custody Division Inmate Personal Property Inventory" form. When the eyeglasses are received by the bailiff and delivered to the inmate, the bailiff shall have the inmate sign the form for receipt of the property. The bailiff will then give the third copy of the form to the inmate as a receipt.

The form shall be completed including:

- Date and time of property received,
- Inmate's name and booking number,
- Inventory of inmate's personal property,
- Name and employee number of bailiff accepting property,
- Destination of property.

Branch supervisors shall ensure that the "Custody Division Inmate Personal Property Inventory" form is complete and documents the collection and receipt of the property.

The original will be kept on file in the branch sheriff's office. The second copy shall be affixed to the court paperwork being returned to custody and the third copy shall be given to the inmate as a receipt.