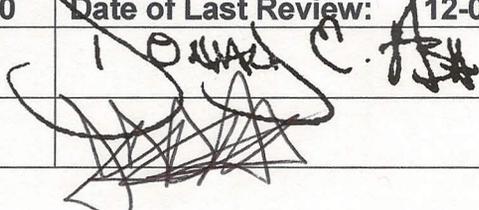


<b>Wyandotte County Sheriff's Office Detention Center Standard Operating Procedures</b>			<b>Number: F-120</b>
<b>Subject: Issuance of Court Clothes</b>		ACA Standards: 3-ALDF;	
<b>Section: Detainee Rights, Privileges, Services, and Programs</b>			
<b>Effective Date: 04-19-96 Revision Date: 12-02-10</b>		<b>Date of Last Review: 12-02-10</b>	
<b>Approved By:</b>	<b>Sheriff of Wyandotte County</b>		
<b>Approved By:</b>	<b>Jail Administrator</b>		

**I. POLICY**

Detainees who have clothing available in their personal property shall be allowed to wear such clothing for court appearances. Detainees may wear their uniforms in appearances where no jurors are present. (See Policy and Procedure, Section C-120 Detainee Property and Section E-160 Authorized In-Cell Belongings).

**II. PROCEDURE**

- A. Each detainee will be notified of their scheduled appearance and the detainee will indicate whether or not the detainee will need clothing from detainee property.
- B. On the day of the trial the detainee will be brought to property and will be allowed to dress into civilian clothes before going to trial.
- C. The Property Deputy will pull the court clothing for each detainee.
  - 1. Notations will be made as to which items of court clothing are to be issued to the detainee on the detainee court clothing issuance sheet.
  - 2. The clothing will be bagged and labeled with the name, arrest number, and housing assignment of the detainee.
  - 3. The Property Deputy will complete the detainee court clothing issuance form and attach it to the bag.

- E. After the property for a specific floor has been processed, the Property Deputy will take all bagged clothing to the Shift Supervisor, who will sign the original copy of the court clothing issuance form as accepting custody of the court clothing.
- F. The detainee will dress in the court clothes and place their uniform back in the property bag in which the court clothing came.
- G. When returned from court, the detainee will be strip searched for contraband and will be re-issued the uniform. The court clothing will be placed in the labeled property bag.
- H. The Property Deputy will sign the court clothing issuance form and return the signed form to the detainees file, with a notation on the detainee court clothing issuance card that the clothing has been returned to the property room.
- I. If a detainee does not have any civilian clothes available for jury trial, he/she may have one set of clothing delivered to the Detention Center.
  - 1. A property receipt form has to be filled out when the clothes are received.
  - 2. The property will be tagged as court clothes and placed in the detainee's property.