
	<p>ORANGE COUNTY CORRECTIONS DEPARTMENT ADMINISTRATIVE ORDER</p> <p>O.C.C.D. NO. IO.018</p>	
<p>SUBJECT:</p>	<p>INMATE COURT CLOTHING</p>	<p>Page 1 of 5</p>

I. AUTHORITY:

Florida State Statute 951.23

II. REFERENCE:

OCCD Form [OP-22, "Inmate Refusal to Dress Out Form"](#)

III. POLICY:

Inmates scheduled for court appearances will be properly dressed in jail issued uniforms or personal clothing. The Orange County Corrections Department will not be responsible for the availability of personal clothing for court appearances.

Personal clothing for court may be obtained from the inmate's property, chaplain, attorney, family, or friends.

IV. DEFINITIONS:

Personal / Court Clothing: For the purposes of this policy, any clothing used by inmates not issued by the Orange County Corrections Department, i.e. Males – pants, shirt, jacket, socks, and shoes; Females – dresses, skirts, pants, blouses, jacket, hose/socks, and shoes.

V. PROCEDURES:

A. Personal / Court Clothing:

1. Inmates will be responsible for making arrangements to obtain personal clothing for court.
2. The Inmate Fiscal Operations Section located at the Booking and Release Center (BRC) will accept one (1) set of clothing.



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- a. **Family, friends, and private attorneys may** exchange clothing (personal or court) on a one for one basis at the **Video Visitation Center.**
 - b. Exceptions to these rules may be made on a case-by-case basis with the approval of the Fiscal Services Manager or designee.
 - c. When authorized as designated on the Daily Court List, a staff member will contact the BRC when a court clothing exchange is requested.
3. If the inmate chooses, he/she may wear the clothing placed in his/her property upon his/her arrest.
- a. The Inmate Fiscal Operations Section will wash this clothing for the inmate upon request.
 - b. The inmate must give the Inmate Fiscal Operations Section Supervisor a seven (7) day written notice to have his/her clothing washed.

B. Clothing provided by the Public Defender's Office:

1. Any staff assigned to the Public Defender's Office or assigned by the Court as regional counsel may drop off court clothing at the Booking and Release Center (BRC) Inmate Fiscal Operations Property Section located on the third floor of the Booking and Release Center:
 - a. Court clothing will be labeled as follows:
 - 1) Provided by Public Defender's Office
 - 2) Inmate's Name / Jail Number
 - 3) Race / Sex

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4) **Court Date**

- b. Clothing provided will not be placed in the inmate's property. The assigned Fiscal Clerk will box the clothing and have the clothing available for transport to the County Courthouse.
 - c. An OCCD Transportation Officer will deliver provided clothing to the Courthouse Holding area located at the County Courthouse.
 - d. Courthouse Holding supervisory staff will contact the Public Defender's Office concerning court clothing that has been left for a period of five (5) days.
2. Court clothing for **trial only** may be dropped off at either the Booking Release Center or the Courthouse Holding area located in the basement of the County Courthouse. Staff assigned to the Public Defender's Office or assigned by the Court as regional counsel has the option of dropping off court clothing for **trial only** at either location:
- a. Court clothing will be labeled as follows:
 - 1) Provided by Public Defender's Office
 - 2) Inmate's Name / Jail Number
 - 3) Race / Sex
 - 4) Court Date
 - b. Assigned Courthouse Holding Supervisory staff will monitor this process to ensure court clothing is being dropped off and returned in a timely manner.
 - c. All court clothing brought into the Courthouse Holding area either by Public Defender Office staff or OCCD

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Transportation Officers will be searched prior to being issued to an inmate.

C. Authorization:

1. Staff will allow inmates, listed on the Clerk of the Court's "Daily Court List" with the letter "Y" under Dress Out, to wear personal clothing at their court appearance.
2. All other inmates will wear jail issued clothing, including jail issued shower shoes/slides, unless otherwise notified.
3. Court clothing for authorized inmates who choose to dress out will be forwarded to the Courthouse through the Orange County Corrections Department Transportation Unit.
 - a. Inmates will be allowed to change into personal clothing at the Courthouse.
 - b. Upon completion of the court appearance, the inmate will change back into jail issued clothing and the inmate's court clothing will be returned to the BRC, via the Orange County Corrections Department Transportation Unit.
4. Only the Court Deputy's Office, Clerk of the Court, Judge, Federal Marshal's Office, or the Corrections Courthouse Supervisor may direct that an inmate dress out for court when it is not indicated on the "Daily Court List".
5. Attorney and/or family members who desire that an inmate dress in personal clothing that was not indicated on the "Daily Court List" will be referred by staff to the Court Deputy's Office.



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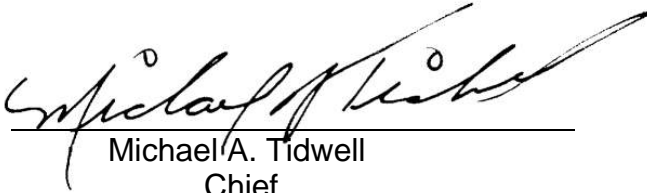
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D. Inmate Refusal:

1. When an inmate refuses to wear personal clothing to court as indicated by the "Daily Court List" , the inmate will sign the [Inmate Refusal to Dress Out Form, \(OP-22\)](#).
2. If the inmate refuses to sign, an employee will sign the [Refusal to Dress Out Form \(OP-22\)](#) acknowledging the inmate's refusal. The Perimeter Team will pick up and deliver the documents to the Property Room by 0130 hours. Property staff will verify all inmates that are designated to dress out either has court clothes or a refusal to dress form. The Refusal to Dress Forms will be delivered with the court clothes to the Transportation Officer for delivery to the Court Deputy's Office.

APPROVED:



Michael A. Tidwell
Chief

Orange County Corrections Department

Issue Date: 07/31/89

Revision Date: 03/12/08 – 12/30/08

Effective Date: 02/15/09

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