

## **COURT CLOTHES**

*The current court clothes policy of the Plymouth County Sheriff's Department:*

- A. Inmates may retain one (1) set of personal clothing stored in the Property Room for court appearances and /or for use upon discharge from the facility.
- B. The facility does not have sufficient storage to accommodate more than one (1) set of inmate personal clothing. Clothing in excess of this limit will be considered contraband and must be removed or destroyed within thirty (30) days of commitment.
  - 1. The facility has provided a "method of disposal" space on the property receipt which is signed by each inmate during the booking process.
- C. Inmates may request court clothes to be brought into the institution by completing an Inmate Request.
  - 1. The request form will be forwarded to the Property Officer at least two (2) days in advance of the clothing delivery.
  - 2. The request must include specific clothing items requested, and the name of the person authorized to receive the stored clothing, in exchange for the property being delivered.
  - 3. Sneakers will not be accepted from visitors, mail or other means Any footwear delivered will be intended use at court only, and will not be allowed for inmate use within the facility.
  - 4. All clothing brought into the facility will be searched, prior to being accepted. The person delivering the items will be required to remain present while the search occurs.
- D. No exchange clothing will be accepted, unless the visitor accepts and receives on a one-for-one basis, clothing stored in the Property Room. (i.e., if a visitor delivers pants, shirts and suit jacket, topcoat, socks and shoes, they must take an exchange of pants, shirt and suit jacket, top coat, socks, shoes (if any) from storage.)
  - 1. Any person who wishes to exchange clothing will be required to show a form of picture identification. person will also be required to provide signature for any items delivered to / or removed from the facility.

- E. Court clothes will be accepted for exchange in the Public Release Lobby, Monday through Friday from 0900 hours, additionally 1900 - 2100 on Tuesday Nights. Clothing is not accepted on weekends or holidays.
- F. Court clothing will not be accepted through the mail. All exchanges must be made in person on a one for one exchange.
  - a. Any deviation from this must be approved in writing by the Assistant Superintendent or designee. The written approval will identify the items approved for receipt.
  - b. All items will be accepted on a one for one basis, with any items being replaced being mailed out at the inmate's expense.
- G. Persons attempting to drop off property while an inmate is out to court will be allowed to do so. If there are items in the garment bag due to the inmate's court appearance, the items will be accepted and placed in inmate's garment bag.
  - 1. Items in excess of facility limitations, upon the inmate's return, will be considered contraband.
  - 2. These items will be maintained for a maximum of thirty (30) days.
  - 3. Any items in excess of facility limitations, not exchanged or picked up on an inmate's instruction disposed of in accordance with facility procedures.

**As of April 1, 2024:**

For inmates beginning a multi-day trial, the Plymouth County Correctional Facility (PCCF) will allow court clothes to be brought to the Facility no earlier than one week prior to the scheduled start date of the trial. The court clothes may be brought to the Facility from 9 am to 11 pm Monday through Friday. Court clothes will be accepted for exchange in the Public Release Lobby. Court clothes will not be accepted Saturday or Sunday. Inmates may request court clothes to be brought into the institution by completing an Inmate Request Form. The form is available at PCCF and will be made available to counsel. The inmate must submit this form at PCCF in order for clothes to be exchanged. All clothing brought into the facility will be searched, prior to being accepted. The person delivering the items will be required to remain present while the search occurs.

The following may be dropped off as court clothes:

- Two (2) suits
- Three (3) shirts
- Three (3) ties
- One (1) belt
- One (1) pair of shoes.

No exchange clothing will be accepted, unless the visitor accepts and receives on a one-for-one basis, clothing stored in the Property Room.

Any request for additional clothes for court other than above can be made by contacting Deputy General Counsel at PCCF at [jkenney@pcsdma.org](mailto:jkenney@pcsdma.org). IF an agreement cannot be reached, the inmate's counsel will need to file a motion with the Court with notice to the Plymouth County Sheriff's Department.

**This Order will take effect from April 1, 2024 to October 1, 2024. At that time, the Court will assess the need to continue, alter or terminate this practice.**