
 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #321	EFFECTIVE: 5/1/08 REVISED: 10/1/2024
	TITLE: Court Clothing Drop-Off Procedures	
	AUTHORIZED BY: SHANE DADY	
	SIGNATURE:	

POLICY

It is the policy of the Allegheny County Bureau of Corrections to permit attorneys and other approved persons to drop-off clothing for inmates scheduled to have a jury trial.

PROCEDURAL GUIDELINES

1. Clothing drop-off for jury trials is accepted seven (7) days a week from the hours of 0800 hours to 1400 hours and 1600 hours and 2000 hours in the Visiting Lobby. Clothing is accepted from legal representatives/law firm employees (private and court appointed), as well as from any person designated by the inmate to drop-off and exchange items. Appropriate identification is required.
2. Inmates are to notify the Intake Captain in writing of persons designated to drop-off clothing for their jury trial and receive the clothing items currently in their property bin. The request must be in writing and attached to the inmate’s property record.
3. Clothing will not be accepted if proper identification is not provided, excluding the legal representative. Any person who cannot produce identification, who falsifies identifying information, or is discovered transferring identification, will be barred from leaving any items for inmates.
4. Items approved for drop-off are as follows in the quantity of one (1) each: suit jacket, shirt, pants or skirt, set of socks and one pair of shoes with no metal or laces. Minus an order from the Courts, there are no exceptions to the list of accepted items or the number of items.
5. Clothing drop-off should take place no more than four (4) days before the start of the inmate’s jury trial. Visiting Lobby Officers will check the USJ Portal to verify that a jury trial has been scheduled. Though the dates may not be accurate, a trial

being scheduled is justification enough to accept court clothing. Attorneys can exchange clothing after the court proceedings are over at their earliest convenience.

6. Due to space constraints, only one (1) set of clothing can be stored in an inmate's property bin. Due to this, persons dropping off clothing are required to take the set of clothing that is currently stored in the inmate's property bin. The Jail assumes no responsibility for the items exchanged.
7. All items brought in are to be searched thoroughly by the officer working the x-ray machine before the exchange can occur. Any contraband found will be turned over to the Shift Commander. Any person attempting to introduce contraband to the facility will be subject to arrest and prosecution by the Allegheny County Police.
8. The Visiting Officer shall notify the Property Officer to ensure the proper exchange of court clothing.
9. On the day of court all inmates who have jury trials will be transferred to intake at 0400 hours. Intake Search and Escort Officers will be responsible for changing inmates into their court clothes. Any and all refusals must be made known to the Intake Sergeant. The Intake Sergeant will notify the Shift Commander and Administration of the refusal by email with a scanned copy of the Court Clothes Notification Sheet. The Warden or Designee will notify the Judge's Staff of the inmate refusal.