



**ALLEGHENY COUNTY  
BUREAU OF CORRECTIONS**

**APPLICABILITY: All Authorized Personnel**

**POLICY NUMBER: #321**

**EFFECTIVE: 5/1/08  
REVISED: 9/19/16  
REVISED: 11/29/18**

**TITLE: Court Clothing Drop-Off Procedures**

**AUTHORIZED BY: ORLANDO L. HARPER  
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 7:00pm to 8:00pm. Clothing is accepted from legal representatives/law firm employees (to include the Public Defender's Office and Office of Conflict Counsel), 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.

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. Any contraband found will be turned over to the Shift Commander. The person attempting to introduce contraband to the facility will be subject to arrest and prosecution by the Allegheny County Police.