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GOVERNMENT OF GUAM
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STANDARD OPERATING PROCEDURE

DIVISION/SECTION: ADMINISTRATION DIVISION		
NUMBER: 003-FY2017	DATE OF ISSUE: June 26, 2017	EFFECTIVE DATE: IMMEDIATELY
SUBJECT: Issuance of Client Clothing for Court Appearance and/or Trial		

Policy: It shall be the policy of the Public Defender Service Corporation that clients have clothing available to wear, other than their detainee uniform, for court appearances and/or trial.

Purpose: The PDSC is mindful of the prejudicial effects of the client appearing before the jury in jail uniform or other inappropriate clothing. This Standard Operating Procedure (SOP) is implemented in order to ensure that PDSC clients have suitable courtroom dress and demeanor as well as the handling of such clothing by the Corporation's employees. Consequently, PDSC will work with the client and/or family/friends to ensure that the client looks and feels their best to be before the judge, other court officials and possibly the jury.

Scope: This SOP will ensure that all Division's within PDSC/APD are aware of the process and procedure that is in place relative to attaining, storing, issuing and retrieving clothing to/from detained clients.

Responsibilities: It is the responsibility of the Secretarial, Front Office Clerk, Investigation and Process Divisions, under the direction of Assigned Attorneys, to ensure that proper clothing is obtained and available for detained clients.

Procedure: Under the direction of the Assigned Attorney:

1. The Client will be notified of their scheduled court appearance(s) and the need for proper clothing to be brought to them in the court's holding cell prior to their appearance.
2. The Client's family and/or friend may bring to PDSC items of clothing/shoes that the client will wear for court appearances and/or trial.
3. The Judiciary of Guam requires that clothes that are to be brought for client use must be in good taste and respectful toward the Court. They will not accept items such as belts, shoe laces, or other objects that can be used as a weapon or may cause harm to the client.
4. The Judiciary of Guam, Marshal Control, is the preferred area to receive clothing for the purpose of inspection and changing of attire.
5. The Legal Clerks will receive bagged clothing/ shoes that will include the following information that will be labeled on the exterior of the bag:
 - Full Name and Contact information of person dropping off client clothes
 - Client Name / Case Number
 - Description of items contained in bag
 - Return Receipt
6. The Legal Clerks will also ensure that the attached "Personal Custody Property Record/Hand Receipt" be completed by the client's representative who is dropping off the clothing/shoes.
7. Upon receipt of the articles of clothing and completion of the Personal Custody Property Record/Hand Receipt, the Legal Clerks will then turn over said items to the secretary for storage in designated locker. The locker will be locked at all times with the key custodian being the Legal Secretary Supervisor or her/his designee.

- 8.** The day before the court appearance, the secretary will prepare the client's clothes for transport to the court by the Investigation Division. Should there be an unavailable Investigator to transport the clothing/shoes to court, the Process Division will serve as the backup.
- 9.** After the court appearance, the assigned secretary will request that Investigation or Process obtain the personal effects of the clients, as described in the attached, and transport it back to the office. If no family/friend is present for the client, then the Secretary will coordinate retrieval of the clothes/shoes to come back to the office. The initial check in sheet will ensure that all articles provided are returned to PDSC.
- 10.** Upon completion of the court appearance for said client, all personal belongings will be held by PDSC for no more than ten (10) work days. Should items be left in the office beyond the 10-day period prescribed, the clients personal belongings will be destroyed or donated to a charitable organization

(end)



PUBLIC DEFENDER SERVICE CORPORATION

PERSONAL CUSTODY PROPERTY RECORD/HAND RECEIPT

PROPERTY RECEIVED BY: NAME: (LAST) (FIRST) (M.I.)	CLIENT NAME / CASE NO.:	CONTACT INFORMATION	DATE RECEIVED:
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Statement of Responsibility: Please note that the clothing, which may include foot wear, is for the sole use of the client identified above. The Public Defender Service Corporation will transport the clothes to the Judiciary of Guam for the client's use during court appearance(s). All efforts will be made by PDSC to collect such article of clothing described below to store again for use by the aforementioned client other upcoming court date(s) and/or trial. Once the client's case is settled, it will be the responsibility of the undersigned to retrieve the articles described below with five (5) workings from date of last court appearance. The undersigned with indemnify and hold harmless the PDSC for all liability and costs should the items be lost or stolen. PDSC will donate all items described below to a charitable organization.

ASSIGNED PDSC NO.	DESCRIPTION (INCLUDE BRAND, COLOR, STYE, SIZE AND/OR ACCESSORIES)	COST

NAME OF PDSC EMPLOYEE RECEIVING PROPERTY	EXT. NO.	ITEMS ARE TO BE RETURNED TO: NAME (PRINT)	FINAL DATE FOR PICK-UP:
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SIGNATURE:	DATE
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NAME OF ISSUING PROPERTY CUSTODIAN:	RETURNED:	DATE
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SIGNATURE:	DATE	RECEIVED - SIGNATURE OF PROPERTY CUSTODIAN:
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PERSONAL CUSTODY PROPERTY LABEL

Full Name of Person Dropping Off Property: _____

Contact Information: _____

Client Name: _____ Case Number: _____

Assigned Attorney: _____ Date Received: _____

PERSONAL CUSTODY PROPERTY LABEL

Full Name of Person Dropping Off Property: _____

Contact Information: _____

Client Name: _____ Case Number: _____

Assigned Attorney: _____ Date Received: _____

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