



THE TRIAL COURT OF MASSACHUSETTS
OFFICE OF COURT MANAGEMENT

Security Department
Suffolk County Courthouse
Three Pemberton Square, 15th Floor
Boston, MA 02108

Jeffrey A. Locke
Chief Justice of the Trial Court

John A. Bello
Court Administrator

Michael McPherson
Director of Security

To: Student Court Officer
From: Standards & Training Division
RE: Student Court Officer Equipment/Packing List: Fall / Winter

1. Appropriate casual attire for post dismissal hours.
2. Six (6) pairs of athletic socks, (solid white color, ¾ crew length)
3. Six (6) pairs of socks, (black color, crew length)
4. Two (2) pairs of running shoes
5. Five (5) briefs
6. Five (5) undershirts, (crew neck, white color)
7. Five (5) pairs of compression shorts (black color)
8. **Females only:** Brassieres and Athletic brassieres (neutral in color)
9. **Males only:** Athletic supporter with cup
10. One (1) shaving kit (capable of holding toiletry items)
11. One (1) cinch bag (black color, no logo)
12. One (1) protective mouth guard (molded)
13. One (1) reusable water bottle (no logo, black color)
14. Two (2) hand sanitizer (pocket size)
15. One (1) pair knit winter gloves (black color, no logo)
16. Any required prescribed medications in original labeled prescription bottle secured in a Ziploc bag.
17. Fifty (50) disposable surgical masks (without design)
18. One (1) yoga mat (black color)
19. **One (1) pair of black police/military boots**
20. **One (1) handcuff case, plain, leather, flat black color, brass button (JayPee 170H)**
21. **One (1) key keeper (black color) with a tactical cuff key**
22. **Four (4) belt keepers, plain, flat black color, brass button (JayPee #25)**
23. **One (1) duty belt, leather, plain, flat black color, brass buckle (JayPee 400A, 4 rows of stitching)**
24. **One (1) duty belt, leather, with all issued gear attached.**
25. **One (1) inner belt, black, brass buckle (Garrison)**
26. **Five (5) t-shirts (crew neck, no pockets, no logo, navy color)**
27. **Three (3) cotton gym shorts, with pockets (navy color)**
28. **Two (2) pairs of sweatpants (navy color, no pockets, no logo)**
29. **Two (2) sweatshirts, (crew neck, no pockets, no logo, no hood, navy color)**
30. **One (1) black field scarf (clip-on tie)**
31. **One (1) black jacket, waist length**
32. **Two (2) Tactical Polos (navy color)**
33. **Two (2) Tactical Pants (black color)**
34. **One (1) Knit Cap (black color)**



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- **Items on the above list marked in bold will be provided by the Trial Court.**

2. All items on the checklist will be marked with black permanent marker in the following manner **except for the two (2) navy sweatshirts, five (5) navy crew-neck t-shirts, and black jacket.**

Last Name, First Initial. (Example: **Smith, R.**)

Clothing will be marked on the inside so the writing will not be visible from the outside.

The **NAVY PT** sweatshirt (2) and **NAVY PT** t-shirts (5) will be marked in the following manner in **WHITE**:

- a. The back and front of the sweatshirts and t-shirts will be stenciled with the Student Court Officers' **last name only**.
- b. Letters will be white, 2" in height for the back, 1" in height for the front.
- c. Upper case, block style.
- d. The name will be centered.
- e. The top edge of the letters shall be 6" down from the lowest point of the crew neck seam.

The **BLACK JACKET** will be marked in the following manner in permanent marker.

- a. Front, left-hand pocket.
- b. Last Name, First Initial. (Example: **Smith, R.**)

3. All other equipment contained on this list that you do not already have may be purchased elsewhere.