

DATE:	NOVEMBER 10, 2021
NUMBER:	B.7
SUBJECT:	BAIL OR FINE RECEIPT CHANGES
RELATED SECTIONS:	

PURPOSE

To ensure legal and departmental requirements are met when correcting bail or fine receipts.

POLICY

Minor corrections on bail or fine receipts are acceptable, EXCEPT when the change (s) involves the AMOUNT of the bail.

PROCEDURE

- I. Minor corrections must be legible, and may include such items as court appearance date, court location and booking number. The person making the correction must initial corrections.
- II. Any major corrections necessary, such as a change in the money amount, will require that a new receipt be written. The original receipt is to be "VOIDED."
- III. When voiding a receipt, "VOID" must be written across the face of the receipt. The reason for the "VOID" must be noted and the signature of the person voiding the receipt be placed on it. In addition, the signature of the senior office assistant, detention processing supervisor or watch commander will be obtained on the voided receipt.