



Section 5 Bail Bonds/Cash Bails Bail Bond Surrenders

Bail Bond Requirements	2
Custody Status Verification	2
Utilizing the Booking Summary Inquiry Screen	3
Bail Acceptance Timeline	3
Bail Bond Procedure	4
Verifying the Validity of the Bond	4
Bail Bond Sample	6
Processing Bail Bonds	7
Daily Release Schedule Sample	8
Bail Out Schedule for Superior Court Warrants	9
Out of County Warrants	10
Out of State Warrants (1551.1 PC)	10
Professional Bail Bond Operational Procedures	10
Cash Bail Requirements	12
Personal Checks	13
Processing Cash Bails	14
Cash Bail Receipts	15
Bail Receipt Changes	15
Cash Bail Receipt Sample	16
IRS Report Form 8300	17
Cash Bail Operational Procedures	18
Bails Previously Posted	19
Bail on Appeal	20
Appeal Bond Sample	21
Basic Rules	22
Walk Up Warrants	22
Self-Bail	23
Bail Bond Surrenders	24
Fines	24
Bail per PC 1275 or PC 1275.1 Order	25



BAIL BOND REQUIREMENTS

Reference: Detention Policies and Procedures Manual, Section Q.41, Processing Bail Bonds; Related Sections, Q.47, Negotiable Paper in Lieu of Cash for Payment of Bail/Fines.

The *Who's in Jail?* website is the primary source of custody information utilized by all bail agencies and their representatives. The website displays all pertinent information needed to write bail, including charge information for pre-arraigned incarcerated individuals.

Note: Telephone inquiries from bail agencies, their representatives, or the general public, for the sole purpose of verifying an incarcerated individual's custody status ("cleared") are directed to the "Who's in Jail?" website. (See Section 4 – Public and Professional Inquiries).

CUSTODY STATUS VERIFICATION

Prior to accepting a bail bond, verify the incarcerated individual has cleared wants and warrants through the *Who's In Jail?* website under – Bail Information. If the incarcerated individual has cleared, the message states:**Eligible for Release, Bail Amount.**

PERSONAL INFORMATION											
Booking Nbr: 15771504	Last Name: ROBINSON		First Name: DAVID								
Middle Name: THOMAS	Sex: M		Race/Ethnicity: W								
Date of Birth: 6/19/1969	Age: 46		Hair: BRO								
Eyes: BRO	Height: 5' 11"		Weight: 203 lbs.								
HOUSING LOCATION											
Facility: Vista Detention Facility					Area/Housing Unit: UW/4						
Address: 325 South Melrose Drive					City: Vista						
For additional information, please click on specific link listed below											
Facility Information & Directions			Public Visiting Guidelines			Visiting Schedule					
SERVICES											
(Browser must allow pop-up windows for this link)											
Email this Inmate		Schedule a Visit with this Inmate		Register with Vinelink for Status Notification of this Inmate			Shop the Commissary				
ARREST INFORMATION											
Arrest Agency: Carlsbad Police Department				Date Booked: 10/31/2015			Time Booked: 19:35:29				
Bail Information											
Eligible For Release, Bail Amount: \$45,000											
* Note: Bail amounts subject to change from Court Proceedings.											
RELEASE											
Sentenced?: No		Projected Release Date:									
CASE / CHARGE INFORMATION											
Case #	Arr	Chg	Code	Section	Code Description	*CL	Court	Court Date	Time	*ROC	Bail Amount
CN348355	3	1	243(B)	PC	BATT PO/EMERG PRSNL/ETC	M	NCS	11/30/2015	08:50	EP	\$15,000
CN351176	2	1	647(F)	PC	DISORD CONDUCT:ALCOHOL	M	NCS	11/30/2015	08:50	FP	\$15,000
CN352037	1	1	647(F)	PC	DISORD CONDUCT:ALCOHOL	M	NCS	11/30/2015	08:50	II	\$15,000
CN352037	1	2	602(K)	PC	TRSPSS:PSTD LND:RFS TO LV	M	NCS	11/30/2015	08:50	II	0
* Note: CL - Charge Class (F - Felony, M - Misdemeanor, I - Infraction) ROC - Reason On Calendar											

If the message states **Not Eligible for Release, In Process**, the bond is NOT accepted. If the *Who's In Jail?* website indicates the incarcerated individual is eligible for release, check the bond with the information in the JIMS as indicated below.



Utilizing the Booking Summary Inquiry Screen

Booking Summary									
JIM:	400112827	Book #:	9101168	Amt Owed Inmate:	\$ 0.00	Fund Bal:	\$ 0.00		
Name (L,F,M,S):	SHINE, JOHNNY								
Res Status:	IN	Area Stat:	IN	Fac:	1	Area:	2	HU:	BKG
Cell:	A	Bed:	096						
DOB:	01-21-1921	Desc.:	W	Sex:	M	Height:	6' 00"	Weight:	150
Hair:	BLK	Eye:	BRO						
POB:	CA	SSN:	111-11-1111		Skin:				
Glasses:									
W/W Intake:	C	Final:	<input type="checkbox"/>	Max Class:	F	Book Dt/Tm:	05-11-2009 1258		Sent. Dt:
Sent Length:			Projected Release Date:			Release Dt/Tm:			

- The Wants/Warrants above indicates “C” (cleared).

Bail bonds or cash bails are accepted, once the incarcerated individual has cleared the wants/warrants process. To eliminate duplicate bonds, each bond is verified, time stamped, and entered into the **JIMS ONE AT A TIME** while the agent or representative is present. Bonds are accepted on any case with a bail amount set, regardless of the status of other arrests.

BAIL ACCEPTANCE TIMELINE:

PRE-ARRAIGNED INCARCERATED INDIVIDUALS

Once the fully booked status is confirmed, bail is accepted. In order to provide consistency, bail is accepted between the hours of 06:00 hours to 03:00 hours (next day).

For example, incarcerated individual Tony Garcia

- Brought into custody on 06/10/2015 (Wednesday) @ 04:00 hours.
- Bail is accepted once the booking process is complete and is cleared under the Who's In Jail website;
- Bail is accepted up until 03:00 hours on the scheduled court date.

Using the above timeline ensures the incarcerated individual is not scheduled for court, and therefore, not placed on any court list. The Daily Court List is generated no later than 04:00 hours by the assigned facility court deputy.

ARRAIGNED INCARCERATED INDIVIDUALS

On occasion, bail is posted for an incarcerated individual previously arraigned. If bail is indicated, the incarcerated individual has the right to bail PRIOR to the future court date.

For example, incarcerated individual Haley Thomas

- Future court date scheduled for 06/12/2015 @ 13:30.
- Bail is accepted up until 03:00 hours on the scheduled court date.

In this scenario, once bail is received it must be processed immediately and forwarded to the designated detention processing technician.

NOTE: Bail is NOT accepted for any incarcerated individual who is in court and/or enroute to court.



PROCEDURE

Established procedures for the acceptance of bail are adhered to at all times.

To eliminate duplicate bonds, EACH bond is verified, date/time-stamped, and entered into the JIMS one at a time while the agent or representative is present. This includes bonds delivered "in mass" quantities. Under no circumstances will the processing of any bond be delayed. Once verified, the bond is processed immediately. In the event a bond is processed at another facility for the same incarcerated individual, the date/timestamp determines which bond is rejected/returned.

VERIFYING THE VALIDITY OF THE BOND

Bonds are accepted from any authorized bail bond agent from anywhere in the state of California.

Bail agents must have in their possession an identification card confirming his/her status as a licensed bail agent with the California Department of Insurance and a valid state driver's license/identification card to confirm identity. A visual comparison of the identification card and the bail agent is made each and every time a bail bond is delivered to the facility.

Absent a warrant, hold, or detainer being placed against an incarcerated individual during processing, bail agents are not allowed to withdraw the bond after it is posted. Should a warrant, hold, or detainer be found during processing, the bail agent is contacted and given the opportunity to withdraw the bond.

A bond is a LEGAL document. Therefore, any and all changes made on a bond are made by the bondsman and initialed by him/her. Changes made on a bond by people other than the bail agent could nullify the bond as a legal paper. If too many changes are made on a bond, or, if a bond is illegible, the bondsman must issue a new bond.

Bail bonds are submitted handwritten or with computer generated face sheets. Computer generated face sheets must include an original bail agent signature and the original power of attorney. Under no circumstances can the power of attorney attached to a bond be altered.

Each bond is checked for accuracy and completeness prior to acceptance. This check includes the following:

1. The names of the bonding agency and the insurance company on each.
2. The license number of the bail agency issuing the undertaking.
3. Ascertain the correctness of the court and appropriate judicial district.



4. The defendant's name is spelled correctly as reflected in the JIMS.
5. The defendant's active booking number is correct.
6. The exact bail is written out and indicated numerically; (as in writing a check).
7. Ensure the court date and time is correct.
8. Ensure the charge(s) is/are correct, and properly noted whether felony or misdemeanor crimes.
9. The signed Power of Attorney without any corrections or errors.
10. The "Premium Charge" is indicated on the bond.
11. The bail agent signed the bond.
12. Ensure the correct present date is on the bond.
13. The bond has the Notary Public's seal, signature, and the date his/her commission expires.
14. Ascertain the "in-force" date of the bond and bail bond value, to make sure it conforms to the amount of bail.

After the bond is accepted and validity ensured, the DIA date/time-stamps the bond in an appropriate location.

For pre-arraigned incarcerated individuals, the court date is changed according to the Daily Release schedule.

Process bail in the JIMS immediately. After the bail bond is processed, the DIA dates and signs their initials and ARJIS in the "Approved" section. The DIA then forwards the bond to the appropriate court after verifying the incarcerated individual was released from custody.

Distribution of Bail Receipts:

- (1) Copy is retained in the Custody Information Office.
- (1) Copy is sent to custody processing and forwarded to the incarcerated individual.

If the incarcerated individual is housed at another facility, ensure the bail receipt is faxed to the designated detention processing technician at the incarcerated individual's housing facility AND proper notification is made via telephone.



A separate bond is submitted for each individual arrest. A single bond will suffice for multiple charges listed on one arrest.

ORIGINAL BAIL BONDS - Each facility has a designated location where processed bail bonds are maintained for each court of jurisdiction. It is the responsibility of Custody Information staff to forward all original bail bonds to the appropriate court of jurisdiction AFTER verifying the incarcerated individual was released from custody.

BAIL BOND – SAMPLE

EACH ARREST REQUIRES A SEPARATE BOND

Lincoln General Insurance Company
TWO JINN, INC
GENERAL AGENT
1959 Palomar Oaks Way, Suite 200
Carlsbad, CA 92011
Telephone (800) 808-2245 Fax (760) 431-2698

**ALADDIN BAIL BONDS
CLAIMS DIVISION**
1762 Technology Dr. Ste 124
San Jose, CA 95110
Telephone (408) 350-9180 Fax (408) 487-8692
License # 1843442
LOCAL OFFICE PHONE NUMBER: (760) 940-1190
(PLACE BAIL AGENT'S ADDRESS STAMP HERE)

BAIL BOND NO. LG5-639223
(POWER OF ATTORNEY WITH THIS NUMBER MUST BE ATTACHED)

IN THE SUPERIOR COURT OF THE VISTA JUDICIAL DISTRICT
COUNTY OF SAN DIEGO STATE OF CALIFORNIA
THE PEOPLE OF THE STATE OF California

Plaintiff, CASE NO. _____
vs. DEFENDANT, DIV NO. Misdemeanor
DOE, MICHELLE
Defendant, DOE, MICHELLE 9610515
(Name of Defendant) BOOKING NO.

having been admitted to bail in the sum of FIVE THOUSAND
Dollars (\$ 5,000) and ordered to appear in the above-entitled court
on 1-12-09 @ 7:30 a.m. on 10980(6)(2) W1 118.W x2 W1 charges/s;
(DATE OF APPEARANCE) (STATE "MISDEMEANOR" OR "FELONY")

Now, the Lincoln General Insurance Company, a Pennsylvania Corporation, hereby undertakes that the above-named defendant will appear in the above-named court on the date above set forth to answer any charges in any accusatory pleading based upon the acts supporting the complaint filed against him/her and as duly authorized amendments thereof, in whatever court it may be filed and prosecuted, and will at times hold himself/herself amenable to the orders and process of the court, and if convicted, will appear for pronouncement of judgment or grant of probation; or if he/she fails to perform either of these conditions, that he/she will pay the people of the said State the sum of FIVE THOUSAND
Dollars (\$ 5,000)

If the forfeiture of this bond be ordered by the Court, judgment may be summarily made and entered forthwith against the said Lincoln General Insurance Company, a Pennsylvania Corporation, for the amount of its undertaking herein as provided by State Law.

THIS BOND IS VOID IF WRITTEN FOR AN AMOUNT GREATER THAN THE POWER OF ATTORNEY ATTACHED HERETO, IF MORE THAN ONE SUCH POWER IS ATTACHED, OR IF WRITTEN AFTER THE EXPIRATION DATE AS SPECIFIED ON THE ATTACHED POWER OF ATTORNEY.

Lincoln General Insurance Company
(A Pennsylvania Corporation)

By John Smith
Attorney-in-Fact

I certify under penalty of perjury that I am a licensed bail agent of the Lincoln General Insurance Company and that I am executing this bond on 12-1-08 (DATE) at VISTA, CALIFORNIA (LOCATION)

(SIGNATURE OF LICENSED AGENT)
Approved this 12 day of DEC 20 08
Bm 2485 DIA (TITLE)

THE PREMIUM CHARGE FOR THIS BOND PER ANNUM IS \$ 500.00

NOTE: This is an Appearance Bond and cannot be construed as a guarantee for failure to provide payments, back alimony payments, fines, or Wage Law claims, nor can it be used as a Bond on Appeal.

COURT COPY

POWER OF ATTORNEY
LINCOLN GENERAL INSURANCE COMPANY
VOID IF NOT ISSUED BY: Friday, May 8, 2009
POWER NO. LG5-639223

KNOW ALL MEN BY THESE PRESENTS that LINCOLN GENERAL INSURANCE COMPANY a corporation duly organized and existing under the laws of the State of PENNSYLVANIA and by the authority of the resolution adopted by the Board of Directors at a meeting duly called and held on May 1, 2002 which has not been amended or rescinded, does constitute and appoint and by these presents does make, constitute and appoint the named herein its true and lawful Attorney-in-Fact for it and in its name, place and stead, to execute seal and deliver for and on its behalf and as its act and deed, as surely, a bail bond only. Authority of such Attorney-in-Fact is limited to appearance bonds and cannot be construed to guarantee defendant a future lawful conduct, adherence to travel limitations, fines, restitution, payments or penalties, or any other condition imposed by a court not specifically related to court appearance.

This Power of Attorney is for use with Bail Bonds only. Not valid if used in connection with Federal Immigration Bonds. Not valid for Federal Bail Bonds. This power, void if altered or erased, void if used with other powers of this company or in combination with powers from any other surety company, void if used to furnish bail in excess of the stated face amount of this power, and can only be used once.

The obligation of this company shall not exceed the sum of Five Thousand Dollars And No Cents

and provided this Power-of-Attorney is filed with the bond and retained as a part of the court records. The said Attorney-in-Fact is hereby authorized to insert in this Power-of-Attorney the name of the person on whose behalf this bond was given.

IN WITNESS WHEREOF, LINCOLN GENERAL INSURANCE COMPANY has caused these presents to be signed by its duly authorized attorney-in-fact, proper for the purpose and its corporate seal to be hereunto affixed this 9 day of November, year 2008.

Bond Amount \$ 5,000
Defendant Michelle Doe
Court Superior
City Vista
State California
If rewrite, original

Executing Agent
Exec. Agent Signature John Smith

Lincoln General Insurance Company
CORPORATE SEAL
1977
SAN DIEGO, CALIFORNIA

FOR STATE USE ONLY
NOT VALID IF USED IN FEDERAL COURT

DOCUMENT CONTROL NO. 10000000000000000000

Bonding Agency Name, Address, Phone AND License Number

Number must match Power Number below

Defendant's Active Booking Number

Notary Public Seal, signature, correct present date and location

Signature of Bail Agent

Insurance Company

Power Number must match number on face of bond

Check to ensure power date is valid

Ensure the court of jurisdiction is correct

Correct spelling of Defendant's Name

Date and time of court

Bail amount (written out and indicated numerically)

NOTE: The Bond cannot be

Premium Charge

NOTE: The BOND cannot be for more than the amount of the power

Power to include: Defendant's Name

Bail Amount



PROCESSING BAIL BONDS

Once the validity of the bond is verified with the information in the JIMS, the DIA notifies the designated DPT or the on-duty supervisor in the absence of a DPT to change the court date according to the Daily Release schedule. This applies to any arrest with ARR or ART as the reason on calendar (ROC) for the next scheduled court date.

DAILY RELEASE SCHEDULE: Utilized for incarcerated individuals bailing out on misdemeanor and felony arrests, setting the date and time of court appearance when an incarcerated individual is released from custody onbail.

Field Arrest (no document number) – The date of appearance is taken from the Daily Release Schedule for the appropriate court. The court is listed in the court portion of the View Current Charges screen.

Municipal Court Warrant (Pre-arraignment) – The date of appearance is taken from the Daily Release Schedule for the appropriate court. This does not include Superior Court warrants.

Any other document – The date of appearance is the first date listed in the court section of the View Current Charges screen. The only exception to this is when an incarcerated individual is scheduled for a bail review. This is listed as “BR” under ROC in the View Current Charges screen. If the incarcerated individual is bailing out, the bail review date is disregarded. The future court date is the next court date and time of appearance. If the next court date displays OTP as the ROC, double check the date with aDPT.



DAILY RELEASE SCHEDULE SAMPLE



**San Diego County Sheriff's Department
DAILY RELEASE SCHEDULE**

Date: TUESDAY AUGUST 8, 2017

This calendar is to be utilized for pre-arraignment scheduling purposes only.

SAN DIEGO (SD)	TIME	COURT APPEARANCE DATE
(SDM) San Diego Misdemeanor, Non-DUI's, Field Arrests/Warrants	1230	
DUI's - 23152 (A) and (B) VC, VC21200.5, HN655	0830	
(SDTS) San Diego Trial Setting – PC1203.2(a) per VC23154(a)	1330	
(SDDV) Domestic Violence – Misdemeanor Arrests and Warrants - SD9	1330	
Sex Crimes – Court Case # ends in SC - All Field Arrests and Warrants – SD9	1330	
\$2,777 (All)- (SDTS) San Diego Trial Setting-Misdemeanor	0830 (Fri. only)	
(SDF) San Diego Felony – Including reason on calendar FUG. Bail bonds Monday, Tuesday and Thursdays ONLY.	1330	
PC1269c – OR (set for 7 th court day @ 1330) Felony/Misd	1330	
Welfare Fraud (Felony) \$3,333	1330 (Tues. only)	
San Diego Presiding (SPD)	0900	
Civil Child Support (except superior court cases)	1000	
(SUPJUV) Juvenile	1400	
\$27,777 - Department 12	0900	
\$55,555 – Department 22	1000 (Tues. only)	
\$66,777 – Department 34	1030 (Fri. only)	
EL CAJON (ELC)	TIME	COURT APPEARANCE DATE
Misdemeanor (All)	0800	
Felony (All)	0800	
\$55,555 (All) Felony/Misd	1400 (Following Thur.)	
\$2,777 (All) Misdemeanor	1400 (Following Thur.)	
\$27,777 (All) Felony	1400 (Following Thur.)	
PC1269c – OR (set for 7 th court day @ 0800) Felony/Misd	0800	
SOUTH BAY (SBCV)	TIME	COURT APPEARANCE DATE
Misdemeanor (All)	0800	
Felony (All)	1230	
\$55,555 (All)	0900 (Following Friday)	
\$2,777 (All) – Misdemeanor (Mon thru Fri)	0800	
\$27,777 (All) – Felony (Mon, Tue, Thu & Fri only)	1230	
PC1269c – OR (set for 7 th court day @ 1230) Felony/Misd	1230	
VISTA (NCV)	TIME	COURT APPEARANCE DATE
Minor Offense Division (All)	0800	
Misdemeanor (All)	0730	
Felony (Mon – Thu 1330, Fri 0730)	1330	
Juvenile Warrants	0830 (Next court day)	
Misdemeanor Domestic Violence – Department 1 (Mondays, Tuesdays and Thurs ONLY)	0830	
Felony Domestic Violence – D14 (Mon – Thu 1330, Fri 0730)	1330	
\$2,777 - Department 1 ONLY – Misdemeanor (two weeks out)	1330 (Wed. only)	
\$27,777 - Department 1 ONLY - Felony (two weeks out)	1330 (Wed only)	
Misdemeanor PC1269c – OR (set for 7 th court day @ 0730)	0730	
Felony PC1269c – OR (set for 7 th court day @ 1330)	1330	

Prepared By: 3074

Checked By: 3933



Superior Court Warrant (Pre-Arrestment) – The date of appearance is according to the Daily Bail-Out Schedule for Superior Court Warrants. The appropriate court is found by the letters in the warrant number. For example: SCN is usually Vista Superior Court; SCE is usually El Cajon Superior Court; SCD is usually San Diego Superior Court and SCS is usually South Bay Superior Court, etc.

BAIL-OUT SCHEDULE FOR SUPERIOR COURT WARRANTS

SAN DIEGO SUPERIOR COURT – DEPT. 12 (SCD, CD, CR)

220 WEST BROADWAY, SAN DIEGO, CA 92101
Appearance is the 5th court date following release, at 0930.

SAN DIEGO SUPERIOR COURT – FAMILY SUPPORT DIVISION (SUP43, SUP44)

220 WEST BROADWAY, SAN DIEGO, CA 92101
Appearance is the 5th court date following release, at 1000.

EL CAJON SUPERIOR COURT (CRE, ECR, SCE)

250 EAST MAIN STREET, EL CAJON, CA 92020
Appearance is the 5th court date following release, at 1330.
(**Except** for Friday, Saturday and Sunday releases which will be the 6th court date following release.) (**NO FRIDAY** hearings to be scheduled.)

SOUTHBAY SUPERIOR COURT (CRS, SF, SCS)

500 THIRD AVENUE, CHULA VISTA, CA 91910
Appearance is the 3rd court date following release, at 1400.
(**Except** Tuesday releases which will be the 4th court date.)

NORTH COUNTY SUPERIOR COURT (CRN, CRV, SCN)

325 SOUTH MELROSE DRIVE, VISTA, CA 92083
Appearance is the 3rd court date following release, at 0900.
(**Except** Tuesday releases which will be the 4th court date.)

SAN DIEGO SUPERIOR COURT – JUVENILE DIVISION (SUPJUV)

2851 MEADOWLARK DRIVE, SAN DIEGO, CA 92123-2792
All Misdemeanor Warrants. Cash Only.

NOTE:

DO NOT COUNT THE SAME BUSINESS DAY WHEN USING THE BAIL-OUT SCHEDULE

NOTE: This schedule is NOT utilized for drug court warrants (\$2,777, \$27,777.00, \$55,555.00 and NO BAIL). Refer to the Daily Release Schedule



OUT OF COUNTY WARRANTS

Out of County Warrant – The date of appearance is ten (10) calendar days at 9:00 a.m., EXCEPT ORANGE COUNTY, which is ten (10) calendar days at 8:00 a.m. If the 10th calendar day falls on a Saturday or Sunday, the date of appearance is on the following Monday. ONLY cash and bond payments are accepted for bail.

OUT OF STATE WARRANTS (1551.1 PC)

Out of State Warrant (1551.1 PC) – The date of appearance is the same as that on the Daily Release Schedule for San Diego Felony Court. If the ROC is "FUG" for fugitive, this charge is arraigned through San Diego Felony Court.

PROFESSIONAL BAIL BOND OPERATIONAL PROCEDURES

VERIFYING BOND INFORMATION

IMS>Inquiry>Booking Summary

1. Enter the search criteria and click Find
2. Highlight the correct incarcerated individual, double click or click OK
3. Click on View Current Charges and review the information for each arrest
 - Incarcerated individual Name and Booking Number
 - Charges
 - Court
 - Court Dt/Tm
 - Document/Case Number #
 - Reason on Calendar (ROC)
 - Bail Amount

If flag is:

- Y-Amount included in bail
- I- Inclusive- do NOT include this amount
- H- Held without bail (incarcerated individual cannot bail on this arrest)
- N- No Bail (incarcerated individual cannot bail on this arrest)
- B- Bail not required (B&R)

4. Click Close, Click Close again, and Click Close again

NOTE: If a bail bond is received on a field arrest or municipal court warrant with pre-arraignment court dates scheduled ARR or ART as the ROC, notify the designated DPT or the on-duty supervisor in the absence of a DPT to change the court date according to the Daily Release schedule.



PROCESSING THE BAIL BOND

IMS>Funds>Bond Payment

1. Enter search criteria, Click Find
2. Highlight the incarcerated individual's name. Double Click or Click OK
3. Select Bail Type: BAILBOND (Bail Bond Professional).
 - Place a check mark in front of the charges that apply to the Bond.
 - Under "Bail #" field, enter the Power Number located on the face of the bond.
 - Select a Bond Company from the pick list. Do not enter anything on Bond Fee.
 - Notes Section type: Date, time, Booking #, and Bail Agency if not listed in pick list.
 - Fund Type select: Professional.
 - Item #: Re-Enter Power Number.
 - Enter the amount of the Bond. This amount must equal the new amount. If a "New Amt" does not appear, verify that the correct boxes are checked.
 - Click on the Payment Information tab.
 - Complete the FROM party: Bond Company name and address only. The phone # should be entered in the field next to the bail agency's name.
NOTE: If it is placed in the actual phone number field, the phone number will not print on the receipt.
 - TO party: Find the Account Group with the Description of BAILBOND,
 - Highlight and click SAVE.

Bond receipts automatically print and are distributed as follows:

(1) Copy is retained by the Custody Information Office

(1) Copy is sent to custody processing and forwarded to the incarcerated individual

Note: If the incarcerated individual is housed at another facility, the bail receipt is faxed to custody processing at the incarcerated individual's housing facility AND proper notification is made via telephone.



CASH BAIL REQUIREMENTS

Reference: Detention Policies and Procedures, Section Q.47, Negotiable Paper in Lieu of Cash for Payment of Bail/Fines; Related Sections, B.7, Bail or Fine Receipt Changes.

The full amount of bail is paid in person at the Custody Information Office. The following is a list of acceptable forms of payment:

1. Cash
2. Any prepaid documents such as cashier's checks, money orders issued by U.S. businesses (i.e. Western Union Money Order, Postal Money Order, Traveler's Check, credit unions, banks, savings & loan associations) are acceptable for any fee or fine, or deposit of bail.
 - Is payable to the San Diego County Treasurer for In-County courts.
 - Is payable to the Court of Jurisdiction for Out-of-County courts.
3. The prepaid document is for an amount equal to, or less than the amount of the bail or fine, the difference is made up of cash or other negotiable paper. If the situation arises where the amount tendered is modestly higher than the amount of bail or fine, the total amount is taken as bail and forwarded to the court. Detentions Personnel does NOT refund the amount over the bail (except as noted below on Western Union Money Orders).
4. Western Union Money Orders and certain other prepaid documents are accepted for the exact amount of the incarcerated individual's bail or less. Due to the reliability of these documents, the watch commander approves the cashing of the document and deposit to the incarcerated individual's account. The incarcerated individual may then self-bail. These documents are NOT cashed when the requested amount exceeds the incarcerated individual's bail amount.
5. Cashier's Checks are only accepted during routine banking hours. The detention processing supervisor (or designee) verifies the funds prior to the information being entered into the computer.
6. Money orders or checks received in an incarcerated individual's name are first endorsed and cashed (following check cashing procedures) and the money taken from their account for a self-bail.
7. Money orders and other prepaid documents from a foreign country are NOT accepted. These documents are cashed through our regular check cashing procedures if marked "Payable in United States Currency."
8. Bail for federal incarcerated individuals is posted with the federal authorities who in turn, advise the detention facility when the subject is to be released.



PERSONAL CHECKS FOR “IN-COUNTY” COURTS ONLY

Personal checks for bails up to \$300 are accepted for local MISDEMEANOR OFFENSES ONLY. NO personal checks are accepted for felony charges, INCLUDING out of county and out of state warrants. It is not policy to ask for verification of funds for personal checks.

General requirements are as follows:

1. Is drawn from a California Banking Institution. The account holder's name and address are printed on the check. No temporary checks accepted.
2. Made payable to the San Diego County Treasurer.
3. Is for an amount equal to or less than the amount of bail or fine. (If less than the amount of bail or fine, it is accompanied by cash or other negotiable paper to make up the exact amount of bail or fine.)
4. Is not a second-party checks, not post-dated, pre-dated, or have other irregularities.
5. Valid photo identification is required.
6. The back of the check is stamped with a detention facility stamp, and the writer's name and driver's license number is noted by the accepting DIA. The DIA initials and records his/her ARJIS on the back of the check. When approving a check, the on-duty supervisor or watch commander must also initial and note their ARJIS on the back of the check.

NOTE: A copy of each check received for a cash bail is made and attached to the original check. The original check, a copy, and the receipts are placed into the facility safe until the next bank deposit is processed by Financial Services Division staff.



PROCESSING CASH BAILS

Before the cash bail is processed in the JIMS, a detention processing technician (DPT) is notified to change the court date according to the Daily Release Schedule, if applicable. This applies to arrests with ARR or ART as the reason on calendar (ROC) for the next scheduled court date.

DATE OF APPEARANCE

Field Arrest (no document number) – The date of appearance is taken from the Daily Bail-Out Schedule for the appropriate court.

Municipal Court Warrant (Pre-arraignment) – The date of appearance is taken from the Daily Bail-Out Schedule for the appropriate court.

Superior Court Warrant (Pre-arraignment) – The date of appearance is according to the Daily Bail-Out Schedule for Superior Court Warrants. The appropriate court is found by the letters in the warrant number.

Out of County Warrant – The date of appearance is ten (10) calendar days at 9:00 a.m., Except Orange County, which is ten (10) calendar days at 8:00 a.m. If the 10th calendar day falls on a Saturday or Sunday, the bail-out date is the following Monday. ****NO personal checks are accepted**** Cashier's checks and/or money orders are payable to the court of jurisdiction.

Out of State Warrant (1551.1 PC) – The date of appearance is the date on the Daily Release Schedule for San Diego Felony Court. This charge is arraigned through San Diego Felony Court; therefore, a personal check is accepted for bail.

Any other document – The date of appearance is the earliest date listed for the appropriate court. The only exception to this is when an incarcerated individual is scheduled for a Bail Review. If the incarcerated individual is bailing out, this date is disregarded and the next court date on the screen is the date and time of appearance. If the next court is OTP as the ROC, double check the date with a DPT.

BAIL REFUND INQUIRIES

Inform the person posting bail for Bail Refund inquiries, they should contact the Clerk of the Court. Per section 1305 of the Penal Code, "...the court shall declare forfeited the undertaking of bail or the money or property deposited as bail if, without sufficient excuse, a defendant fails to appear..." This means the depositor may lose their money if the defendant does not show up at his/her court appearance.

Also, inform the depositor that any bail deposited may be used in the payment of any fine imposed on the defendant. If the depositor wishes to use bail funds towards the payment of any fines, have them date and sign, or write "NO" in the Fine Payment section at the bottom of the Bail Receipt. The DIA writes their ARJIS # on the bail receipt.



CASH BAIL RECEIPTS

After entering the bail information in the JIMS, bail receipts automatically print and are distributed as follows:

- (1) Copy to Financial Services Division staff (party posting bail signs this copy).
 - Ensure the denomination stamp is used and completed on this receipt.
- (1) Copy to the court of jurisdiction AFTER verifying the incarcerated individual was released from custody.
- (1) Copy to the person posting bail
- (1) Copy is retained in the Custody Information Office
- (1) Copy is sent to custody processing and forwarded to the incarcerated individual

Note: If the incarcerated individual is housed at another facility, the bail receipt is faxed to custody processing at the incarcerated individual's housing facility AND proper notification is made via telephone.

BAIL RECEIPT CHANGES (PROFESSIONAL OR CASH BAILS)

Reference: Detentions Policy and Procedure Manual, Section B.7 – Bail or Fine Receipt Changes.

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

Minor corrections must be legible and may include such items as court appearance date and court location. The person making the correction initials the corrections on the bail receipt.

NOTE: The DIA must ensure what is on the bail receipt reflects the information in the JIMS.

Any major corrections, such as change in the monetary amount, requires a new bond. The bail transaction will be voided in the JIMS by the on-duty supervisor. The on-duty supervisor will indicate "VOID" across the face of the receipt, list the reason for the void, and signs the bail receipt.

It is the responsibility of the DIA to contact the bail agency and return the original bond. In addition, the DIA notifies custody processing of the voided bail bond and ensures the correct court date and location is reflected in the JIMS.



CASH BAIL RECEIPT - SAMPLE

SAN DIEGO SHERIFFS DEPARTMENT

Bail Receipt

JIM: 400000000 Book #: 8000000 Book Dt/Tm: 11-07-2008 1003
 Name(L,F,M,S): DOE, MICHELLE
 DOB: 12-05-1973 Age: 34 Race: W Sex: F SSN: 000-00-0000

Transaction: 427777777 Receipt: 111111111
 Received Dt/Tm: 11-07-2008 1332

Fund Type	Amount	Item #
BOND CASH	\$15,000.00	CK#2347003110
Total Amount:	\$15,000.00	
Bail Fee:	\$ 0.00	

Notes: CASH BOND 11/07/08@1330 BK#80000000

Payment Received for:

Arri#/Chg# Description
 1/1 14601.1(A) VC
 1/2 16028(A) VC
 1/3 27360(A) VC
 1/4 23123 VC

Complaint/Case #:
 Bail Type:
 Bond Co: OTHER

Court: North County Vista #14
 Court Date/Time: 11-12-2008 0915
 Court Address: 325 S. Melrose, Vista, CA 92083

DIA BM0000

Clerk: _____
 B. Miller

Paid Amt/Bail Amt
 \$15,000.00/\$15,000.00

Received from: DOE, FRANK SSN: XXX-XX-XXXX
 1111 FIRST STREET
 SAN DIEGO, CA 99999

Signature of Depositor:

FINE PAYMENT: I agree that any or all of the bail deposited herein by me may be used in the payment of any fine imposed on the defendant and the balance, if any, returned to me.

NO _____ Received by: _____
 Date Signature of Depositor

BAIL REFUND: For information contact Clerk of the Court. 90 days should be allowed for refund to be processed.



IRS REPORT FORM 8300

The IRS form is required **ONLY** when a bail payment of **\$10,000.01** or more is received in actual **CASH**. The Detention Information Assistant (DIA) is prompted to print out the IRS Form once the cash bail is processed in the JIMS and saved. The DIA completes all the required areas as indicated in the sample below:

Line 27 –

A CDL# or SS # is required (if available) and a mailing address for the incarcerated individual. You may use the incarcerated individuals mailing address found in the Booking Summary screen, ViewCurrent Charges page. The demographic details listed there. You must enter a street address, complete with city, state and zip code.

If none of the above information is available we would submit without it, accounting has been made aware.

Line 42 - 45 –

The Detentions Information Assistant generating the IRS Form 8300 is required to complete Line 42 through 45 legibly.

IRS Form 8300 <small>(Rev. December 2004) OMB No. 1545-0092 Department of the Treasury Internal Revenue Service</small>	Report of Cash Payments Over \$10,000 Received in a Trade or Business <small>► See instructions for definition of cash. ► Use this form for transactions occurring after December 31, 2004. Do not use prior versions after this date. For Privacy Act and Paperwork Reduction Act Notice, see page 5.</small>	FinCEN 8300 <small>(Rev. December 2004) OMB No. 1506-0018 Department of the Treasury Financial Crimes Enforcement Network</small>
1 Check appropriate box(es) if: a <input type="checkbox"/> Amends prior report; b <input type="checkbox"/> Suspicious transaction.		
Part I Identity of Individual From Whom the Cash Was Received		
2 If more than one individual is involved, check here and see instructions <input type="checkbox"/>		
3 Last name Doe	4 First name John	5 M.I.
6 Taxpayer identification number 5 : 5 : 5 5 : 5 5 : 5 : 5 : 5		
7 Address (number, street, and apt. or suite no.) 1234 Front Street		8 Date of birth, (see instructions) 1 : 1 0 : 1 1 : 9 : 1 : 1
9 City San Diego	10 State C : A	11 ZIP code 92101
12 Country (if not U.S.)		13 Occupation, profession, or business ASK PAYEE
14 Identifying document (ID) a Describe ID ► CALIFORNIA DRIVERS LICENSE c Number ► C1234567	b Issued by ► CALIFORNIA	
Part II Person on Whose Behalf This Transaction Was Conducted		
15 If this transaction was conducted on behalf of more than one person, check here and see instructions <input type="checkbox"/>		
16 Individual's last name or Organization's name INMATES LAST NAME	17 First name Inmates First Name	18 M.I.
19 Taxpayer identification number S : o : c i : a i l : # : :		20 Doing business as (DBA) name (see instructions) Social Security # if available--> S : o : c i : a i l : # : :
21 Address (number, street, and apt. or suite no.) 1234 Back Street		22 Occupation, profession, or business See Demographic Details
23 City San Diego	24 State C : A	25 ZIP code 92101
26 Country (if not U.S.)		27 Alien identification (ID) a Describe ID ► c Number ►
b Issued by ►		
Part III Description of Transaction and Method of Payment		
28 Date cash received M M D D Y Y Y Y	29 Total cash received \$.00	30 If cash was received in more than one payment, check here <input type="checkbox"/>
31 Total price if different from item 29 \$.00		
32 Amount of cash received (in U.S. dollar equivalent) (must equal item 29) (see instructions):		
a U.S. currency \$ 10,000.00 (Amount in \$100 bills or higher \$ 10,000.00) b Foreign currency \$.00 (Country ►) c Cashier's check(s) \$.00 d Money order(s) \$.00 e Bank draft(s) \$.00 f Traveler's check(s) \$.00		
33 Type of transaction a <input type="checkbox"/> Personal property purchased b <input type="checkbox"/> Real property purchased c <input type="checkbox"/> Personal services provided d <input type="checkbox"/> Business services provided e <input type="checkbox"/> Intangible property purchased f <input type="checkbox"/> Debt obligations paid g <input checked="" type="checkbox"/> Exchange of cash h <input type="checkbox"/> Escrow or trust funds i <input type="checkbox"/> Bail received by court clerks j <input type="checkbox"/> Other (specify in item 34) ►		34 Specific description of property or service shown in 33. Give serial or registration number, address, docket number, etc. ►
Part IV Business That Received Cash		
35 Name of business that received cash		36 Employer identification number : : : : : : : : : : :
37 Address (number, street, and apt. or suite no.)		38 Social security number : : : : : : : : : : :
39 City	40 State	41 ZIP code
42 Under penalties of perjury, I declare that to the best of my knowledge the information I have furnished above is true, correct, and complete.		
Signature ► _____ <small>Authorized official</small>		Title ► Detentions Information Assistant
43 Date of signature 0 : 7 1 : 1 2 : 0 : 0 : 7	44 Type or print name of contact person Jane Doe	45 Contact telephone number (619) 615-2737
IRS Form 8300 (Rev. 12-2004)		FinCEN Form 8300 (Rev. 12-2004)

Forward all completed IRS Forms to the Sheriff's Operations Supervisor (SOS) for review. The SOS forwards the forms to the Hall of Justice Accounting Department.



CASH BAIL OPERATIONAL PROCEDURES

BAIL INFORMATION

IMS>Inquiry>Booking Summary

1. Enter the search criteria and click Find
2. Highlight the correct incarcerated individual, double click or click OK
3. Click on View Current Charges and review the information for each arrest
 - Charges
 - Court
 - Court Dt/Tm
 - Document #
 - Reason on Calendar (ROC)
 - Bail Amount

If flag is:

- Y- Amount included in bail
 - I- Inclusive- do NOT include this amount
 - H- Held without bail (incarcerated individual cannot bail on this arrest)
 - N- No Bail (incarcerated individual cannot bail on this arrest)
 - B- Bail not required (B&R)
4. Click Close, Click Close again, and Click Close again

NOTE: If bail is received on a field arrest or a municipal court warrant with pre-arraignment court dates scheduled as ARR or ART for reason on calendar (ROC), a DPT must be notified to change the court date in the JIMS as reflected on the Daily Release Schedule.

PROCESSING THE CASH BAIL (CASH, CHECK OR MONEY ORDER)

IMS>Funds>Bond Payment

1. Enter search criteria, Click Find
2. Highlight the incarcerated individual's name. Double Click or Click OK
3. Select Bail Type: CASHBAIL
4. Place a check mark in front of the charges the bail is applying to.
5. Under "Bail #" field, enter CASH BAIL (or CK# for Money Order/Personal Check)
6. Bond Company: N/A
7. Notes Section Type: Cash Bail, date, time, Booking # and check information (ex. Bank of America, #)
8. Fund Type select: Bond Cash
9. Item #: Type CASH BAIL
10. Enter the amount of the bail. This amount must equal the new amount. If a "New Amt" does not appear, verify that the correct boxes are checked.
11. Click on the Payment Information tab.
12. Complete ALL fields in the FROM party section on the person paying the bail
13. TO party Highlight the Account Group with the Description of Bail Cash and click Save (JIMS prompts you to print the IRS report. Only print for actual cash bails or \$10,000 and over).



Bail receipts automatically print and are distributed as follows:

- (1) Copy to the court of jurisdiction AFTER verifying the incarcerated individual was released from custody
- (1) Copy to Financial Services Division staff (party posting bail signs this copy) Ensure the denomination stamp is used and completed on this receipt.
- (1) Copy to the party posting bail
- (1) Copy is retained in the Custody Information Office
- (1) Copy is sent to custody processing and forwarded to the incarcerated individual

Note: If the incarcerated individual is housed at another facility, the Bail Receipt is faxed to custody processing at the incarcerated individual's housing facility AND proper notification is made via telephone.

BAILS PREVIOUSLY POSTED

On occasion, court documents are received setting an incarcerated individual's bail at a certain amount and stating that a previously posted bail is to remain in effect. In order to bail out, the incarcerated individual will have to make up the difference in the two bails. (Example: An incarcerated individual is remanded to custody with a \$50,000 bail and the court document states that a previously posted bail of \$40,000 remains in effect) in this case, the incarcerated individual will only have to post another bond for \$10,000. When providing bail information, the DIA informs the inquirer that the incarcerated individual only needs to post the difference between the two bail amounts.

PROCEDURE

When updating the JIMS, the DPT enters the total bail amount and in the notes section indicates "Bail previously posted in the amount \$ _____ to remain in effect."

Notes: Bail Previously posted in the amount of \$40,000 remains in effect									
				Bail Info			Court Info		Disposition
Code Section	Description	CL	DV	Bail	Bail Amt	Type	Bond Co	Bail #	Paid
23152(A)/2315	DUI:ALCOHOL/DRUGS	M		Y	50,000.00				

When the bond is accepted, the DIA contacts custody processing and requests the change of the bail amount.

When entering the bond in the JIMS, the DIA adds in the NOTES section of the bond "**Bond previously posted in the amount of \$ _____ remains in effect**".

Bond Company:	59	Bond Fee:	.00	CHARMS #:	
Notes:	Name: PARKER, WIN J; Book#: 18100265 Bond previously posted in the amount of \$40,000 remains in effect				
Fund Type	Amount	Item #			
PROFESS	10,000.00	1131732653266			
	.00				
Total:	\$ 10,000.00				



BAIL ON APPEAL

Reference: Penal Code Sections 1272 and 1272.1 - Conditions under which the court may grant an incarcerated individual the right to bail while appealing his/her case.

Pursuant to Penal Code section 1272 after the conviction of an offense, not punishable with death, a defendant who has made application for probation or who has appealed his/her conviction may be admitted to bail by the court of jurisdiction. Per Penal Code section 1272.1, release on bail pending appeal shall be ordered by the court if the defendant demonstrates all of the following:

1. Defendant is not likely to flee.
2. Defendant does not pose a danger to the community.
3. The appeal is not for the purpose of delay and is raised on a substantial legal question, which could result in the reversal of the conviction.

If an appeal is granted, it is indicated in the court document and noted in the "Notes" section in the JIMS.

NOTE: A detention processing technician is responsible for entering the BAIL AMOUNT and "OTHER" in the court destination field before the bail information is entered by the detention information assistant.

When an incarcerated individual bails on appeal, a special bond is used. The bond states it is an Appeal Bail Bond. The most noticeable difference between a regular bond and an appeal bond is there is no future court date. The bond is filled out, by the bonding agency, with the following information in this order:

1. Number of the Power Attorney. (*The Power of Attorney is attached*).
2. Court of jurisdiction.
3. State where the court is located.
4. County in the state where the court is located.
5. Case number.
6. Defendant's name (as booked).
7. Date the court issued the order to allow the defendant to appeal his/her case.
8. Judge's name if known.
9. Court of jurisdiction and the state where the Judge imposed the order.
10. Defendant's name.
11. Written amount of bail and the numerical amount of bail.
12. Date the court order was issued.
13. Charges the defendant was convicted on.
14. State where the conviction was obtained.
15. Seal and signature of the insurer.
16. Date, location, and signature of the licensed Bail Bond Agent.

A Bail on Appeal may also be posted in CASH.



APPEAL BOND – SAMPLE

AN APPEAL BOND MUST BE FILLED OUT IN THE SAME MANNER AS A REGULAR BAIL BOND. IT WILL HAVE NO FUTURE COURT DATE. AFTER VERIFYING VALIDITY, CALL PROCESSING (BOOKING) TO ADD BAIL AND COURT. "OTHER" WILL BE USED FOR COURT DESTINATION, WITH NO COURT DATE.

<p>NOBEL INSURANCE COMPANY 8001 LBJ FREEWAY, SUITE 300 DALLAS, TX 75251-1301 (214) 644-0434 • Fax (214) 644-0424</p>	<p>BAIL ME OUT BAIL BONDS 123 Bail Street San Diego, CA (619) 555-1111 Bail License # BA 00011111 (PLACE BAIL AGENT'S ADDRESS STAMP HERE)</p>
<p>APPEAL BAIL BOND NO. <u>N5-0046625</u> <small>(POWER OF ATTORNEY WITH THIS NUMBER MUST BE ATTACHED.)</small></p> <p>MUNICIPAL COURT OF THE STATE OF <u>CALIFORNIA</u> FOR THE COUNTY OF <u>SAN DIEGO</u> THE PEOPLE OF THE STATE OF <u>CALIFORNIA</u> Plaintiff, CASE NO. <u>S111185</u></p> <p><u>DOE, JOHN</u> Defendant</p> <p>An order having been duly made on the <u>12</u> day of <u>MAY</u>, 1997 by the Hon <u>ERNEST BORINDA</u> a Judge of the <u>MUNICIPAL</u> Court of the <u>N/A</u> County of <u>SAN DIEGO</u>, State of <u>CALIFORNIA</u>, that said Defendant <u>DOE, JOHN</u> be admitted to bail in the sum of <u>FIVE THOUSAND AND NO/100</u> Dollars (\$ <u>5000.00</u>) pending the hearing and determination of the appeal of the defendant from the judgement and sentence heretofore rendered in the above entitled cause, in the above entitled court on the <u>7</u> day of <u>MAY</u>, 1997, wherein said defendant was charged with and convicted of the crime of <u>417(a)(2) PC</u></p> <p>and said defendant having duly appealed for said conviction and judgement herein, and said defendant having been duly admitted to bail pending the hearing and determination of said appeal in the sum of <u>FIVE THOUSAND AND NO/100</u> (\$ <u>5000.00</u>) Dollars.</p> <p>Now, THEREFORE, We the NOBEL INSURANCE COMPANY, hereby undertakes that the above named defendant <u>DOE, JOHN</u> will surrender himself in execution of the judgement, upon its being affirmed or modified, or upon the appeal being dismissed, or that, in case the judgment be reversed and that the cause be remanded for a new trial that he will appear in the court to which said cause may be remanded, and submit himself to the orders and process thereof, and that if he fails to perform either of these conditions, that we will pay to the People of the State of <u>CALIFORNIA</u> the sum of <u>FIVE THOUSAND AND NO/100</u> Dollars (\$ <u>5000.00</u>) in lawful money of the United States. If the forfeiture of this bond be ordered by the court, judgment may be summarily made and entered forthwith against the said NOBEL INSURANCE COMPANY for the amount of its undertaking herein as provided by state and federal laws.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>THIS BOND IS VOID IF WRITTEN FOR AN AMOUNT GREATER THAN THE POWER OF ATTORNEY ATTACHED HERETO. IF MORE THAN ONE SUCH POWER IS AT- TACHED OR IF WRITTEN AFTER THE EXPIRATION DATE IF SPECIFIED ON THE ATTACHED POWER OF ATTORNEY.</p> </div> <p>NOBEL INSURANCE COMPANY (A Texas Corporation)</p> <p>By <u>Douglas W. Caudill</u> Douglas W. Caudill, Vice President and Secretary (SEAL)</p> <p>I certify under penalty of perjury that I am a licensed bail agent of the NOBEL INSURANCE COMPANY and that I am executing this bond on <u>MAY 13, 1997</u></p> <p>(DATE) at <u>SAN DIEGO, CA</u> (LOCATION)</p> <p><u>P. Caudill</u> (SIGNATURE OF LICENSED AGENT)</p>	
<p>THIS PREMIUM CHARGED FOR THIS BOND PER ANNUM IS: \$ <u>500.00</u></p>	<p>Approved this _____ day of _____, _____ _____ Title</p>
<p><small>NOTE: This is an Appearance Bond and cannot be construed as a guarantee for failure to provide payments, back alimony payments, FINES, or Wage Law claims.</small></p>	
<p>BB-0017 (1/96)</p>	



BASIC RULES

1. Bonds are accepted, verified, and processed one-at-a-time.
2. Bonds/cash bails are only accepted for incarcerated individuals who are “fully booked” into Sheriff’s custody.
3. Bonds/cash bails are accepted on any case with a bail amount set, regardless of the status of other arrests. ***NOTE: A separate bond is required for each arrest.***
4. Bonds are accepted from any authorized bail bond agency with the proper identifications, from anywhere in the state of California.
5. Absent a warrant, hold, or detainer placed against an incarcerated individual during processing, bail agents are NOT allowed to withdraw the bond after it is posted.
6. Any and all changes made on a bond are made and initialed by the bail agent.
7. Once a bond/cash bail is accepted, the bail is processed immediately.
8. Never give an estimated time for release. Inform the person posting bail that the incarcerated individual is NOT released until all necessary record checks are completed and cleared.
9. Bonds/cash bails are NOT accepted for an incarcerated individual who is appearing in court. If while in court, a new bail amount is set, the new bail setting is NOT known to staff until the court information is updated.
10. No personal checks for out of county warrants.

NOTE: IT IS NOT POLICY TO ASK FOR VERIFICATION OF FUNDS.

WALK-UP WARRANTS

Walk-up warrants are no longer accepted at any of the detention facilities.



SELF BAIL

Reference: Detention Policies and Procedures, Section Q.47, Negotiable Paper in Lieu of Cash for Payment of Bail/Fines.

When an incarcerated individual has enough money in his/her account to pay his/her bail, it can be accomplished through the JIMS. At the time of booking, the "Self Bail" procedure is initiated. The processing staff ensures the incarcerated individual's Authorization for Cash Disbursement (Form J-50) is completed to release funds to "Self Bail" and the request is processed. Enter the words "Self Bail" on the Pay To: line. Fill in the other lines as indicated. Before a Self Bail, is entered into the computer, a detentions processing technician (DPT) must change the court date according to the Daily Release Schedule (field arrests and municipal court warrants, with pre-arraignment court dates with ARR or ART for the reason on calendar). A personal check is accepted for self-bail provided the incarcerated individual has proper identification. If the personal check is in the sealed property bag, security staff facilitates the transaction. Form J-53 Incoming and form J-54 Outgoing slips are used accordingly.

Self-Bail is withdrawn directly from the incarcerated individual's account and processed as a cash bail. If he/she wishes to write a check or post traveler's checks, it is still processed as a cash bail. Refer to the Cash Bail Procedures for rules governing that process.

<input checked="" type="checkbox"/> CDF	<input type="checkbox"/> LCDF	SAN DIEGO COUNTY SHERIFF'S DEPARTMENT	
<input type="checkbox"/> DDF	<input type="checkbox"/> SBDF	DETENTION FACILITY SERVICES	
<input type="checkbox"/> ECDF	<input type="checkbox"/> VDF	AUTHORIZATION FOR CASH DISBURSEMENT	
Balance \$ 1789.00		Date 1/1/00	
DO NOT WRITE ABOVE THIS LINE			
Inmate's Name SMITH, JOHN B		Bkg. No. 00-001142A	Housing Unit 2A
Last	First	Initial	
PAY TO: SELF BAIL -		\$ 1600.00	
Last	First	Initial	Relationship
Write dollars in words ONE THOUSAND SIX HUNDRED & 00/100			
		# 4221	
Inmate Signature		Witnessing Officer's Signature	
DO NOT WRITE BELOW THIS LINE			
Payee Identification CDLXXXXXX		Received by X	
J-50 (Rev 12-85)			



BAIL BOND SURRENDERS

Reference: Detention Policies and Procedures, Section Q.15, Bail Bond Surrender; Penal Code Sections 1300-1306, DPT Manual; Bail.

Bail Bond Surrenders are accepted at **all** times. The bailer (or depositor) must provide **one** of the following:

1. A certified copy of the bail bond

~OR~

2. A certified copy of the certificate of deposit.

~OR~

3. An affidavit given by the bail licensee or Surety Company listing all the specific information that would be included on a certified copy of a bail bond. Name of defendant, DOB, charges, court of jurisdiction, bail amount, date the bail was posted, booking number (if applicable), bond number, Surety Company, agency, and the name of the person authorized to apprehend and surrender defendant.

If a certified copy of the bail bond or certified copy of the certificate of deposit is presented, it must be accompanied by a signed letter addressed to the Detention Services Bureau whereby the bondsman, or depositor, certify the bail bond is in full force and has not been exonerated.

Without these documents, the incarcerated individual and/or bail bond surrender is NOT accepted.

Bail Bond Surrenders are NOT accepted for out-of-county cases, incarcerated individuals housed in any other county or state, and incarcerated individuals in custody on the same case.

After the bail bond surrender is accepted, it is time stamped and forwarded to the processing staff.

FINES

There are instances when an incarcerated individual is sentenced to serve a specific amount of days in lieu of paying a fine. This is indicated in the notes section of the screen with "ILOF" for "in lieu offline." Incarcerated individuals can later choose to pay the fine and be released. If a person wishes to pay the fine, contact a detention processing technician so the exact amount still owed is calculated. When the amount is paid, choose "other" for Bond Co. and enter "ILOF" in the notes section.



BAIL PER PC 1275 OR PC 1275.1 ORDER

Reference: Penal Code Section 1275 and 1275.1

At the time of arrest, a peace officer may request a bail increase/reduction of bail. The magistrate may increase/decrease the bail amount and per Penal Code section 1275. This request is in writing on the Request for Increase in Bail (Form J-107). Once a PC 1275 order is granted, a detentions processing technician (DPT) enters .44 after the bail amount to indicate the increase/reduction was approved. The incarcerated individual can then post bail.

Penal Code section 1275.1 requires the person posting bail declare to the court all monies and security used to post bail were not obtained by illegal means. When there is cause to believe that any money or security for bail was feloniously obtained, a **PC 1275.1** order may be granted by a judge. Once a PC 1275.1 order is placed on an incarcerated individual, **only the COURT** has the authority to authorize the acceptance of bail. The court either generates a court order releasing the incarcerated individual from custody or issues an order allowing the acceptance of bail.

THE JAIL DOES NOT ACCEPT BAIL FOR PERSONS WITH A PC 1275.1 ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE COURT.

If a PC 1275.1 order was imposed on an incarcerated individual at the time of booking and is not reflected on his/her court document at the time of arraignment, the PC 1275.1 order remains in effect until released by the court.

If the court document indicates a bail amount and no reference to a PC 1275.1 order, the incarcerated individual is NOT able to bail, unless the court document states the PC 1275.1 order has been released.

To further assist staff in identification of PC 1275.1, the Jail Information Management System (JIMS) was updated to include a new option in the drop-down menu when entering bail information ("P" – PC 1275.1). Detentions Information Assistants (DIA) is able to view the bail flag "P" when accessing incarcerated individual history in the booking summary navigator.

This entry causes the total bail to indicate zero (0). The bail on the individual charges remains as previously entered. "**Bail per PC 1275.1**" is entered in the notes section.