OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17 July 31, 2020

SUBJECT: **BAIL ACCEPTANCE PROCEDURES – REVISED**

PURPOSE: The purpose of this Order is to revise Department Manual Section 4/680.20, *Bail Acceptance Procedures*, in order to reflect current Custody Services Division bail acceptance procedures.

PROCEDURE: Department Manual Section 4/680.20, *Bail Acceptance Procedures*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.

AMENDMENT: This Order amends Section 4/680.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

680.20 BAIL ACCEPTANCE PROCEDURES. *Custody Services Division (CSD) personnel* receiving bail shall:

- Complete a Bail Receipt and/or Notice to Appear, Form *06.15.00*;
- Accept the proper amount of bail as indicated on the Bail Schedule, Bail Information Teletype, or warrant;
- Submit the Bail Receipt and/or Notice to Appear, to a supervisor for verification of bail amount and form approval;
- Ensure that a positive identification confirmation of the arrestee, via the Live Scan, has been received prior to releasing the arrestee (refer to Department *Manual Section* 4/625.20);

  Note: When a bail or bond has been posted *and* the positive identification message has not been received *within* four (4) hours *of* the fingerprint transmit*tal*, CSD watch supervisors, with concurrence *from* the*ir respective* watch commander, *shall* use their best judgment as to whether the arrestee should be released or held, based on all known facts. *Prior to release, the watch supervisor* shall ensure that the *Records and Identification Division* Watch Commander was notified and investigated the absence of a response. The CSD watch supervisor's determination shall be judged on the reasonableness of the decision given the information known at that time.

- Issue a Bail Receipt and/or Notice to Appear to the depositor and when applicable, to the arrestee; and,
- Ensure that the bail, the remaining copies of the *Bail Receipt and/or Notice to Appear*, and, when applicable, the warrant or Bail Information Teletype are delivered to the Division Bail Auditor as soon as practicable.

Note: *Custody Services Division watch supervisors may collect, verify and approve the cash bail received by the Release Desk Officer in Charge when the bail does not exceed $5,000. The cash bail received in excess of $5,000 shall necessitate the concerned CSD Watch Commander to verify and approve the bail.*

Employees accepting bail in the form of cashier's checks, bank money orders, and Western Union money orders shall ensure that:

- The depositor presents two forms of valid identification at the time the negotiable paper is *presented.* The identification shall include:
  - A valid driver's license or identification card issued by a state of this country; and,
  - A current employee identification with photograph or a current credit card.
- The negotiable paper is drawn *at* a California bank;
- There is no evidence of alterations or erasures to the negotiable paper;
- The value equals, or is greater than, the correct bail amount;

- The negotiable paper is made payable to the "Los Angeles Police Department Bail Account";
- The inmate's name and booking number are recorded on the *upper left* front corner of the negotiable paper;
- The depositor's driver's license number or identification card number is recorded on the back of the negotiable paper;
- The negotiable paper is recorded as cash on the Bail Receipt and/or Notice to Appear, by placing a check in the "*CASH*" box;
- The following information is recorded in the "*DEPOSITOR/BONDING AGENCY/ATTORNEY (if writ)*" section of the *Bail Receipt and/or Notice to Appear*:

    - The depositor's name and address;
    - The depositor's state driver's license number or state identification card number; and,
    - The bank identification number printed on the cashier's check, bank money order, or Western Union money order*; and,*

- The completed *Bail Receipt and/or Notice to Appear* is submitted to a supervisor for approval and verification of bail amount.

Note: When the negotiable paper value is greater than the correct bail amount, the overage shall be sent to the appropriate court. The employee accepting the bail shall document the overage on the *Bail Receipt and/or Notice to Appear* by writing the word "OVERAGE" on the last line in the box titled "*WARRANT NUMBER AND/OR CHARGE.*"