

OFFICE OF SPECIAL OPERATIONS

NOTICE
18.2

February 23, 2017

TO: All Concerned Personnel

FROM: Assistant to the Director, Office of Special Operations

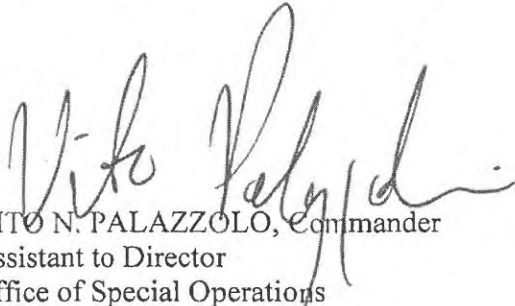
SUBJECT: ACCESS TO BAIL BOND RECEIPT FOLDER

In Deployment Period 11, 2016, Custody Services Division (CSD), in conjunction with Information Technology Division (ITD) activated the *Cash, Bail Bond, Own Recognizance Release* Folder. The folder, located under the *LAPD Applications Launcher, Custody Services Division*, provides Department personnel access to bail, etc., receipts posted for inmates. All bonds are scanned and saved, via Operations-West Bureau, Operations-South Bureau, Operations-Central Bureau, and Operations-Valley Bureau folders. Each provides a centralized location to review and/or print a copy of an inmate's bail receipt. Restrictions and protocols have been enacted that prevent the deletion or alteration of a bail receipt.


Investigating personnel are encouraged to utilize the *Cash, Bail Bond, Own Recognizance Release* Folder when copies of bail receipts are needed. All bail receipts are saved within the corresponding CSD facility where the bail was posted. Each receipt is saved using the following format: inmate's last name, first name, and the booking number.

Personnel experiencing access difficulties should contact Information Technology Division, Help Desk, for assistance. Custody Services personnel are unable to assist with any access related issues.

Should you have any questions concerning this request, please contact Captain Gary Newton, Assistant Commanding Officer, Custody Services Division, at (213) 356-3450.


VITO N. PALAZZOLO, Commander
Assistant to Director
Office of Special Operations

APPROVED:


SEAN W. MALINOWSKI, Deputy Chief
Chief of Staff
Office of the Chief of Police