5-03/090.05 - Fines - Authority to Accept

Any station, IRC, or CRDF shall accept fines for inmates housed at any Department facility. Due to the complexity involved in computing fines, only the bails and fines clerks at CRDF and IRC shall ascertain the amount required to satisfy the fine.

Station jailers will accept fines for inmates housed at any Department facility. They shall, in all cases, contact the bails and fines clerks at IRC or CRDF, who shall compute the amount of the fine. Upon telephonic notification from the bails and fines clerk, the jailer will accept the fine and issue a receipt. The jailer shall then send a JDIC message to IRC or CRDF with the following information:

- Indicate fine has been paid;
- Total amount of the fine; and
- Inmate's name and booking number.

The inmate shall only be released when IRC or CRDF receives the JDIC message. If the inmate is housed at an outlying facility, the bails and fines clerk should consider transportation time in computing the fine, as the inmate may not be released until the next day.