5-03/090.20 - Cash Bail/Fine Payments

Cash bail/fine payments shall be accepted and receipted for via the Bail/Fine Receipt SH-AD-462, revised 6/94. Within one work day, the collected money shall be deposited into the bail/fine bank account maintained with Bank of America.

Bail/fine receipts shall be obtained from the bail/fine clerk, Fiscal Administration. In case of emergency, receipts may be obtained from IRC, CRDF, or any station. When this occurs, the unit borrowing shall make immediate notification to the bail/fine clerk.

Bail/fine deposit slips shall be obtained from the bail/fine clerk, Fiscal Administration. The deposit slip is coded with depositor identifier, i.e., unit fund/org code.

Voided receipts - When a receipt is mutilated or a mistake is made while completing it, the original and all copies shall be marked "VOID". The voided receipt shall be signed by the watch commander with an explanation as to why the receipt was voided. All copies of the voided receipt shall be sent to the bail/fine clerk, Fiscal Administration. A photocopy of the voided receipt shall be made and retained at the unit for audit purposes.

Lost receipts - If a receipt is lost, a memorandum listing the receipt number and a reason or explanation for the loss shall be prepared and signed by the unit commander and immediately sent to the bail/fine clerk, Fiscal Administration.

Fiscal Administration shall issue specific processing procedures.