6-12/060.00 Integrated Bail System (LASD-LAPD)

Bail deposit in the form of cash or surety bond shall be accepted for the release of an inmate detained on a charge at any station or facility and for an inmate in custody in any other station or facility, both intra-Department and interdepartmental, with LAPD.

The following procedure will be employed to process a bail release:

- Determine the location of custody:
  - LASD
  - LAPD
- Send a JDIC message or telephone request for bail information:
  - LASD - Custodial Jailer
  - LAPD - Custodial Jailer
- The detaining agency will respond, via JDIC, with the following:
  - All bail information
  - All court information
- The requestor will quote the bail and accept if submitted
- The bail-receiving unit will send an "Authorization to Release," via JDIC, to the detaining unit
- The detaining unit will update AJIS computer and notify the bail-receiving unit upon release of the inmate

In the event that an inmate is not released after bail or bond has been posted, due to extenuating circumstances, it shall be the responsibility of the releasing agency to notify the bail-receiving unit. The station holding a bail/bond on an inmate that has not been answered in two hours, should call the IRC/CRDF bail/bond desk. It will then be determined if the clerk did, in fact, receive the notification of bail and if so, why it has taken beyond two hours to be answered.

Writs or felony "Orders for Release" must be served on the Department having custody of the inmate and are to be processed in accordance with each Department's existing policies.

ARRESTEE DETAINED AT STATION - BAIL POSTED AT IRC/CRDF

An arrestee detained at a station shall be released from custody upon the receipt of an "Authorization for Release," via JDIC, when bail has been posted at IRC/CRDF.

The station jailer, upon receipt of this authorization, shall follow the procedures outlined in MPP section 5-03/125.00, "Station Releases."

STATION BAIL INFORMATION RECORD

A record of all releases on bail, when bail has been paid at the station, shall be maintained by the station jailer on the Jailer's Record Form (SH-CR-452).

STATION RESPONSIBILITY FOR CASH PRIOR TO DEPOSIT

On a given shift, the jailer shall be responsible for:

- Receipting and handling of all cash bail accepted
- Entering the record of cash bail only on the Jailer's Record Form and maintaining a running balance of the cash bail received
- Maintaining under lock and key the cash and related bail forms

At change of shift, the jailer going off duty and the relieving jailer coming on duty shall jointly reconcile the cash on hand with the balance to date figure on the Jailer's Record Form.

If there is an overage or shortage, the procedures outlined in the following subsection shall be followed.

The outgoing jailer shall turn over the key to the locked cash bail container to the incoming jailer. The container shall remain locked except when opened to add additional bail.

On the next working day on which the banks are open, the jailer on day shift shall prepare the bank deposit for the Bail/Fine Bank Account (see Fiscal chapter). On the next open line of the bail information portion of the SH-CR-452. The jailer shall make a notation of the date and amount deposited and sign their name following the deposit entry. A new running balance on SH-CR-452 shall begin following the deposit entry.

BAIL SHORTAGES/OVERAGES

If there is a discrepancy (shortage or overage), the outgoing jailer shall immediately notify his watch commander, who shall assist the two jailers in determining the reason for the discrepancy.

If a shortage still results, the watch commander shall:

- Prepare an original and one copy of a memorandum on a SH-AD-131 under the subject "Shortage-Bail/Fine Bank Account," indicating the amount of the shortage and receipt numbers involved. The memorandum shall remain under lock and key with the cash and related bail forms
- Prepare a SH-AD-32A from the unit commander to the division chief detailing the circumstances of the shortage
- Prepare a SH-R-49 under the classification of "Lost Property."

The unit commander shall submit the original, two copies of the "Lost Property" URN report, the original, and one copy of the SH-AD-32A to the division chief who, in turn, will forward this material to Fiscal Administration. Fiscal Administration will prepare the necessary reports to the Auditor-Controller. Under no circumstances will the deposit be postponed.

If an overage results, the watch commander shall prepare a memorandum (SH-AD-131), in duplicate, under the subject of "Overage-Bail/Fine Bank Account" and give the amount of the overage and the receipt numbers involved. The overage money shall be placed in a money envelope and properly identified. The watch commander shall seal the envelope and place it with the memorandum copies in the safe pending the next deposit to the Miscellaneous Fees Bank Account (see Fiscal chapter).

Bail/Fine overage money must be deposited to this account since the only method of withdrawal from the Bail/Fine Bank Account is by means of the checks issued to the courts.

The original of the overage memorandum shall be attached to the back of the weekly report, Transmittal of Miscellaneous Fees (SH-AD-359), and the amount of the overage entered on the form itself. The other copy shall be attached to the station records of the transaction.