6-12/070.00 IRC/CRDF Procedures for Processing Cash Bail and Fines

IRC/CRDF cashiers shall follow the same procedures as do stations in the acceptance of bail, with the following exceptions:

- IRC/CRDF shall collect fines as well as bail. The appropriate block on the receipt portion of the form set shall be checked to indicate whether the payment is for bail or for a fine. Sentence computation, if applicable, shall be shown in the space provided

On releases, the deputy to whom a bail or fine payment is offered shall prepare the Bail or Fine Slip Form (SH-J-275) to obtain clearance for the acceptance of the bail or fine. The form shall be processed in accordance with current procedures.

IRC/CRDF cashier's overages shall be documented on the Cashier's Report or Receipt Form (76C111) and copies shall be processed as usual to Fiscal Administration, Treasurer and Auditor-Controller and a copy retained for the cashier's file. The Cash Difference or Overage Report Form (76C109) shall also be prepared and distributed in accordance with current procedures.

SURETY BOND PROCEDURES - STATIONS AND IRC/CRDF

Procedures for the acceptance of surety bonds are as follows:

- The jailer/cashier to whom a surety bond is offered for bail shall adhere to the same procedures for the acceptance of cash bail
- A separate surety bond shall be required for each case when there is more than one case against the inmate
- The bondsman shall complete the upper portion of the Surety Bond Request for Release of Inmate (SH-J-268), in triplicate. Stations with a bondsman requesting a copy of the Surety Bond Request shall prepare an extra copy of SH-J-268
    - All bail bonds must be presented by a licensed bail agent, in person, at any jail facility within the County of Los Angeles. At the time of presentation of the bail bond, the licensed agent must also present the following items for inspection:
        - The bail agent’s identification card
        - A photocopy of the State license for that bail agent
        - If that bail agent's license has expired, a copy of proof that the bail agent has applied and paid for a renewal of his/her bail agent’s license; and the application is pending with the State of California, Department of Insurance
- The jailer/cashier to whom the bond is offered shall check the bond to see that it is valid and shall compare the data on the SH-J-268 with that on the bond itself to see that they are in agreement
- The IRC/CRDF cashier shall complete the cashier section of the SH-J-268 and forward the forms to the document analyst for processing and release of the inmate
- When the release is completed, the jailer shall complete the remaining portion of the SH-J-268
- Form SH-J-268 shall be distributed as follows:
    - Original:

        - Stations - to the court deputy
        - IRC - to the inmate's jacket
    - First copy:
        - Stations - to be promptly forwarded by US Mail to the concerned court together with the surety bond
        - IRC - retained by the jail cashier
    - Second copy:
        - Stations - retained for station files
        - IRC - returned to bondsman

When the concerned court is served by the station releasing the inmate, the first copy of the SH-J-268 shall be delivered to the clerk of the court by the court deputy on the next court day following the release of the inmate:

- The IRC/CRDF cashier shall also prepare a Surety Bond Transmittal Form (SH-J-269), in duplicate, which shall be distributed as follows:
    - Original - attached to the surety bond and forwarded to the concerned courts
    - Copy - retained by the IRC/CRDF cashier

Release procedures following the acceptance of surety bonds for bail shall be the same as those outlined for the release of defendants following the acceptance of cash bail.

FISCAL ADMINISTRATION RESPONSIBILITY

Fiscal Administration shall be the controlling unit for the issuing of the bail/fine forms and related deposit forms and for the reconciliation of all bail/fine bank account statements, as outlined under the procedures governing the standard banking procedures for this account.