

10.100. INMATE RELEASE PROCEDURES:

101.00. RELEASE TIMES: Inmates being released in accordance with a court order, on their own recognizance, or whose cases were not filed, shall be released as soon as practicable but no later than midnight of the same day.

Releasing officers shall release on a court-issued "Orders to Release" document and do not need to contact the Records Division to disposition the warrant. Duty officers shall write their name, employee number, date, and time on the court order. Duty officers shall place the order inside the inmate's booking jacket.

Inmates who require special consideration for release due to mental impairment or individuals being released to a designated living arrangement, are the exception to the midnight time limit. Inmates being released per a Direction for Release of Inmate from Custody and Release of Liability form (ASU#140311) shall be released immediately. Sentenced inmates shall be released between the hours of 0600-1800 on the date their sentence is completed.

(Rev. 07/2019)

103.00. ADJUSTED OUT DATE: Inmates shall be credited with the specific number of days for time served as shown by the court. Staff shall ensure commitment orders received from the court reflect the 1/2 or 1/3 Penal Code Section (P.C.) 4019 credits the inmate is eligible to receive. The formula for 1/3 P.C. 4019 credits is for every six days in confinement, inmates shall receive one day credit for good time and one day credit for work time. If conflicting commitment orders are received staff shall contact the court for clarification.

Staff shall contact the court by telephone if conflicting commitment orders are received or if the P.C. 4019 credits are not stated. Staff shall confirm the inmate's correct P.C. 4019 credits with the court. Staff shall make every effort to ensure a new commitment order is received from the court. Staff shall notify a shift supervisor if the court does not send a new commitment order.

In the event a new Commitment Order is not provided by the court, the Facility Commander/designee may notify the Court Services Commander who will attempt to resolve the issue with the presiding judge. If the issue is not resolved, the Facility Commander/designee may notify the Deputy Chief of the Detention and Corrections Bureau.

In the event staff receives a court order stating the inmate is to be sentenced under the guidelines set forth in P.C. 2933.1(a), staff shall use the formula located on the Commitment Worksheet form (ASU#100716).

Staff shall complete the Commitment Worksheet form when calculating adjusted out dates. The form shall be filed in the inmate's booking jacket.

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Adjusted out dates shall be calculated using JIMSnet and verified using the Julian calendar. When there are issues with the calculations, a shift supervisor shall be consulted. If the court orders the credits suspended or withheld, without inmates waiving these credits, the order shall not be honored. Juvenile cases are not eligible for P.C. 4019 credits. (Refer to Facility Specific Procedures Manual)
(Rev. 01/2020)

105.00. DUTY OFFICER RESPONSIBILITIES: Facility Commander/designees shall ensure Facility Specific Procedures Manual addresses the responsibilities of duty officers.
(Rev. 01/2020)

110.00. RELEASING OFFICER RESPONSIBILITIES: For purposes of this section, staff refers to properly trained duty, release, or court liaison officers, or core rovers.

Staff shall:

- Review booking jackets ensuring San Bernardino County court cases have been properly dispositioned, all information is correct and matches the information contained in the booking jacket
- Verify there are no fugitive, federal, out-of-county, or in-county holds pending
- Sign all booking records and indicate why the inmate was released on each individual booking record (-,A,B, etc)
- Date each booking record according to the date of actual physical release
- Update each booking jacket and indicate the reason for the inmate's release
- Ensure inmates sign their name and provide thumbprints on each booking record (-,A,B, etc)
- Recover all jail issued items (bedding, clothing, cups, and spoons) and identification (ID) cards prior to the inmate's release
- Enter "ultimate reason" for release in JIMSnet

(Refer to Facility Specific Procedures Manual)
(Rev. 01/2020)

120.05. INMATE DRESS OUT: Inmates approved for release shall be sent to the releasing area. Releasing staff shall give the inmate their civilian clothing for dress out and then place them in a holding cell pending release. The inmate must return facility issued clothing at the time of dress out.

Staff shall make every attempt to provide clothing to inmates who do not have appropriate clothing at the time of release.

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Female inmates given county issued religious head coverings for modesty purposes shall be afforded opportunities to change into their personal head coverings in an area of privacy out of the view of men and other inmates. Facility Commanders/designees shall establish written procedures for inmates changing into their head coverings.

(Refer to Facility Specific Procedures Manual)

(Rev. 01/2020)

120.10. IDENTITY VERIFICATION: Releasing staff shall compare appearance and description information on the inmate's ID card and information in the booking documents. Releasing staff shall inspect ID cards to ensure they have not been altered. Releasing staff shall notify a shift supervisor if discrepancies are found in the comparison.

Releasing officers shall capture fingerprints of inmates using the Biometric Identification System (IBIS), and shall cause a comparison to be made. If this procedure fails to verify the inmate's identity, the releasing staff member shall confirm the correct CAL-ID numbers, and resubmit queries using a different fingerprint for comparison.

Release officers shall obtain a print from the same finger used during the intake process. Inmates shall sign their booking records, money, and property inventory receipts. To verify identification, signatures and fingerprints shall be compared to those taken during the intake process.

(Rev. 07/2019)

120.12. RELEASING PROPERTY AND MONEY: Releasing staff shall open the inmate's sealed personal property bag in the presence of the inmate. Property shall be compared to the booking property inventory sheet. Releasing staff shall note discrepancies on the inventory sheet. All missing property shall be documented on a Lost Clothing/Property Report form (ASU#121612), and a shift supervisor shall be notified. Staff shall have the inmate sign a Release Receipt at the time the monetary balance is issued.

(Rev. 01/2020)

120.13. NOTIFICATION OF ARRESTING AGENCIES: Officers requesting notification of an inmate's release shall be notified prior to the release. Staff notifying an arresting agency of an inmate's release shall document the name of the person advised and the date and time of notification on the front of the inmate's booking jacket.

(Rev. 04/2019)

120.14. CLEARANCE FROM COMPUTER SYSTEM: Release dispositions shall not be entered in the computer until inmates are physically placed into the hold for release

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cell. Staff shall not enter "ultimate release" dispositions until inmates are ready for actual physical release from custody.

(Rev. 07/2009)

120.15. NOTICE OF REGISTRATION REQUIREMENT: Inmates convicted of certain crimes where registration requirements are ordered by the court or directed by statute shall be provided a Notice of Registration Requirement form.

For sex offender registration requirements, refer to P.C. 290.017 and Bureau Policy Section 17.1500.03. Generally, staff completing Notice of Registration forms should forward copies according to instructions on the forms. However, inmates shall not be provided the Notice of Registration if released to state prison.

Annually, during the month of February, the Administrative Support Unit (ASU) shall provide Facility Commander/designees, via interoffice memorandum, a list of Penal Code sections requiring Notice of Registration. ASU shall maintain a copy of this list in Starlink. (Refer to Penal Code Sections 290 and Bureau Policy Section 17.1500.00)
(Rev. 01/2020)

120.22. HIGH PROFILE INMATE RELEASE: When releasing high profile inmates, duty or court return officers shall:

- Personally contact by telephone the arresting officer, case agent, on-duty shift supervisor or on-call personnel of the arresting station
- Document the notification on the inmate's booking jacket, including date, time, method of notification and person notified
- Forward the inmate's booking jacket to releases

Releasing staff shall adhere to the following steps when releasing high profile inmates:

- Notify a shift supervisor of pending releases
- Obtain a shift supervisor's authorization and notate the authorization on the inmate's booking jacket
- Notify arresting agencies, unless the inmate is being released to another law enforcement agency

When reasonable efforts to make notifications to arresting agencies are unsuccessful, staff shall notify the shift supervisor. The shift supervisor shall make the decision to release the inmate.

Staff shall remove the high profile alert status during the release process.
(Rev. 02/2019)

10.100. INMATE RELEASE PROCEDURES:

120.45. RELEASE OF INMATES HAVING MEDICAL OR MENTAL HEALTH CONDITIONS: Releasing staff shall ensure instructions contained in the "Medical Alert" screen are followed prior to releasing inmates from custody. Health Services staff, in consultation with a safety shift supervisor, shall ensure these inmates, in addition to inmates unable to ambulate to public transportation, have transportation upon release. Staff shall ensure a shift supervisor is notified if there is no transportation for the inmate upon release. Shift supervisors' options include but are not limited to:

- Transport to a board and care facility by safety staff in a county vehicle
- Transport to Arrowhead Regional Medical Center Behavioral Health in a county vehicle

Transportation should be coordinated with other stations or agencies if inmates' destinations are remote. A notation shall be made in the inmate's "Out of Custody" screen of where they were transported to, and to whom they were released.

(Refer to Nursing Operation Procedure 309)

(Rev. 07/2019)

120.50. DETENTION ONLY RELEASE: Inmates on whom criminal charges are not filed within 48 hours of arrest shall have open charges dispositioned as a "Detention Only." (Refer to Penal Code Sections 825 and 851.6)

Staff shall issue detention certificates to inmates whose release dispositions are "Detention Only". Releasing staff shall sign both detention only certificates generated by JIMSnet. One shall be placed into the inmate's booking jacket and one copy given to the inmate. Inmates with additional cases pending shall be given detention certificates at the time of release from custody.

In the event of power or computer failure, staff shall issue inmates a hand generated Detention Only Certificate at the time of release (ASU#030303).

(Rev. 07/2019)

121.00. CITATION RELEASES: Arresting officers should prepare a written citation for the release of any arrestee they book for any misdemeanor. However, should the officer fail to do so, staff should make an immediate investigation into the background of the arrested person to determine whether they should be released from custody on a promise to appear in court. In making the determination to release or to retain custody of the misdemeanant inmate, staff shall carefully consider those facts set forth in Penal Code section 853.6(i) to determine if they still apply to the arrestee. Arrestees booked on under the influence charges shall be held a minimum of five hours from the time of arrest. Under the influence charges include but are not limited to P.C. 647(f), Vehicle Code Section (V.C.) 23152, and H&S 11550.

(Refer to Department Manual Section 3.416.10)

(Rev. 01/2020)

10.100. INMATE RELEASE PROCEDURES:

122.00. MISDEMEANOR WARRANT CITATION RELEASES: Persons arrested on misdemeanor warrants may be citation released with misdemeanor warrant citations. Citations shall not be issued under the following conditions:

- The misdemeanor cited in the warrant involves violence
- The misdemeanor cited in the warrant involves a firearm
- The misdemeanor cited in the warrant involves resisting arrest
- The misdemeanor cited in the warrant involves giving false information to a peace officer
- The person arrested is a danger to their self or others due to intoxication or being under the influence of drugs or narcotics
- The inmate requires medical examination or medical care or is otherwise unable to care for their own safety
- The person has other ineligible charges pending against them
- There is reasonable likelihood the offense or offenses would continue or resume, or the safety of persons or property would be immediately endangered by the release of the inmate
- The inmate refuses to sign the notice to appear
- The inmate cannot provide satisfactory evidence of personal identification
- The warrant of arrest indicates the inmate is not eligible to be released on a citation
- Fourth arrest for the same warrant with a bail amount less than \$1,000,000 (the initial open charge misdemeanor arrest does not count as one of the arrests). There shall be three previous arrests on the same warrant for the booking to be non-citable.

(Refer to P.C. 827.1)

(Rev. 01/2020)

123.00. CENTRALIZED CLASSIFICATION UNIT RELEASES:

The Centralized Classification Unit (CCU) shall only release those inmates that have been sentenced and have been authorized at the direction of the Deputy Chief of the Detentions and Corrections Bureau or their designee. Such releases may only occur when the facility has reached 90% capacity. Release procedures shall be conducted in accordance with the Centralized Classification Unit Manual.

(Rev. 01/2020)

123.50. FACILITY INITIATED COURT ORDERED RELEASES: Facilities shall initiate a court ordered release when releasing early for non-population management issues. Examples for releasing early may include extreme medical conditions or exigent circumstances.

10.100. INMATE RELEASE PROCEDURES:

Procedure for obtaining a court ordered release:

- During business hours: Contact the court handling the inmate's court case and provide them with the circumstances behind the release on an affidavit and obtain a court ordered release
- During non-business hours: Contact the on-call judge and provide circumstances for release on an affidavit and obtain a court ordered release

The original affidavit and/or court order for release shall be filed in the inmate's booking jacket.

(Rev. 02/2019)

124.00. DRUG COURT RELEASE PROCEDURE: Inmates may be released from drug court. Facilities shall ensure the following procedures are adhered to:

- Court calendars shall identify drug court inmates
- Copies of their booking records shall be stapled to the dummy warrant
- Inmates personal property, clothing, and money shall be transported to the court
- Inmates ordered released by the court shall not be transported back to the housing facility

(Rev. 01/2020)

125.00. RELEASE FROM CUSTODY: When sufficient grounds for filing a criminal complaint do not exist, peace officers may submit a Direction for Release of Inmate from Custody and Release of Liability form (ASU#1400311) to release the inmate. Forms shall be submitted to bridge staff for processing. Inmates shall not be released using this form after they have appeared in court. Booking staff shall ensure the form is available to arresting officers and is completed, including the officer's signature. Faxed copies are acceptable.

(Refer to P.C. 849(b)(1))

(Rev. 01/2020)

130.00. STATE HOSPITAL COMMITMENT RELEASES: The following procedures shall be followed when releasing an inmate to a state hospital:

- Inmates committed to state hospitals for mental competency are to be housed and released at West Valley Detention Center (WVDC)
- Out-of-county detainers shall be forwarded with the inmate to their designated state hospital.

When inmates are released to a state hospital, bridge staff shall send a copy of the inmate's booking jacket to the Records Division. The original booking jacket shall be kept for one year in a designated area on the WVDC bridge.

(Rev. 01/2020)

10.100. INMATE RELEASE PROCEDURES:

150.00. PRODUCE AND RETURN ORDERS: When inmates are requested in another county for trial or as a witness in a trial, an "order to produce" is issued. Only orders issued by a superior court shall be accepted. Inmates sentenced to state prison or in the Department's custody on a detainer shall not be removed. Agents taking custody of inmates shall have original court orders in their possession. When processing such orders, staff shall:

- Ensure inmates are processed as a release
- Note new location and return dates on booking jackets
- Update housing locations in JIMSnet
- Place original court orders and copies of detainers in the inmate's booking jacket
- Type a detainer or hold order, to include the date the inmate is to return for court appearances, and the adjusted outdate
- Give original detainers to the agent taking custody of the inmate

(Rev. 01/2020)

194.00. MANUAL RELEASES: In the event of computer or power failure, releases may continue at the shift supervisor's discretion. Staff shall:

- Verify information on booking jackets
- Verify the inmate's identity
- Compare fingerprints taken at intake to fingerprints taken at release
- Complete paperwork and booking jackets
- Locate the inmate's property tub using booking jacket information
- Issue a hand generated Detention Only Certificate if applicable
- Issue a Release Without Funds form (ASU#090201)

Staff shall store booking jackets in a storage container in numerical order until JIMSnet is restored and information is entered into JIMSnet.

(Rev. 08/2019)

194.05. CASH DRAWER CONTINGENCY PLAN: In the event of power or computer failure, inmate releases may continue. Facility Commanders/designees shall ensure policies and procedures are in place to facilitate releases during this time.

In instances when inmates cannot be issued funds from the Inmate Trust Account, staff shall provide them with a Release Without Funds form. The original form shall be placed in an administrative file and kept for 30 months and a copy shall be given to the inmate. (Refer to Facility Specific Procedures Manual)

(Rev. 01/2020)

10.100. INMATE RELEASE PROCEDURES:

REVIEWED 01/2020

10.200. BAIL INFORMATION:

205.00. BAIL TAKES PRECEDENCE: If bail is received while an own recognizance release is pending, but the inmate's status in JIMSnet has not been changed to DRU-OR release, bail shall take precedence.

(Rev. 03/2012)

208.00. JURISDICTIONS OUTSIDE CALIFORNIA: Bail shall not be accepted for jurisdictions outside of California.

(Rev. 03/2012)

210.00. BAIL ACCEPTANCE: Bail bond or cash bail is accepted for inmates in custody at any San Bernardino County Sheriff's booking facility. Bail shall be accepted for all bail able cases within the State of California, regardless of holds or detainers. All bail (bond and cash) shall be logged on a facility bail bond log. Penal Code Section 1269b(g) authorizes the release of a subject on bail. (Refer to Facility Specific Policy)

(Rev. 02/2019)

212.00. BAIL BONDS: Staff shall review bail bonds to ensure the information contained thereon is complete and accurate. A separate bond is needed for each booked case and/or hold. The validity of the bond is to be assessed based on the following criteria:

- The spelling of the name on the bond shall match the spelling on the booking application. Unidentified inmates (e.g. – "John or Jane Doe") are not accepted
- The booking number on the bond shall match the inmate's booking number
- The case number on the bond shall match the case number for the corresponding charge. If no case number is assigned the original Deputy Report (DR) number and the arresting agency must be listed
- The charge listed on the bond shall match the charge listed on the most current court paper work, or the booking application (if a case number has not been assigned). If the specific code subdivision is not listed, it is not necessary to return the bond to the bail agent for correction
- The court date on the bail bond shall be at least sixty days from the bond date if a case number has not been assigned. If the sixtieth day falls on a Friday or court holiday, assign the court date on the next appropriate date from the "Citing Agency Calendar" issued by the courts. When a case number has been assigned, the court date on the bond shall match the most current court paperwork, or the case dummy warrant
- The court jurisdiction listed on the bond shall match the jurisdiction of the corresponding charge, listed on the most current court paperwork
- Bail agent signatures shall be present
- A power of attorney shall be present for each bond
- The dollar amount on each bond (written and numerical) shall match the bail amount required for the corresponding charge
- The bond shall exhibit the correct date of issue

10.200. BAIL INFORMATION:

A bond shall not be accepted when it:

- Does not conform to the correct inmate bail information
- Is for more than one warrant or one open charge
- Has alterations or erasures on the bond
- Is in excess of the bond limit
- Has expired
- Is not executed by an insurer certified to transact surety insurance in this state
- Has not been notarized
- Is of doubted validity. The receiving employee shall advise a shift supervisor prior to taking any further action
- If person is identified as a "John or Jane Doe"

After verification the bond shall be processed.

Any submitted bond not meeting the above criteria shall be returned to the bail agent for corrections. Sheriff staff shall not alter, in any way, any portion of a bail bond. (Refer to Department Manuel Section 3.472.10 and Facility Specific Policy)
(Rev 02/2019)

215.00. SPLIT BAIL BONDS: Bail may be in excess of the bond's maximum amount. Therefore, two or more bonds may be accepted to cover the bail, whether submitted by one or more bonding agencies.
(Rev. 02/2019)

220.00. ACCEPTABLE CASH BAIL PAYMENT: The types of payment acceptable for bail are: cash, a United States Postal money order, Western Union money order, or commercial financial institution cashier's check, in the exact amount, made payable to the San Bernardino County Trial Courts for all courts within San Bernardino County. Cashiers' checks shall have the banking institution's address printed on the checks and printed serial number that can be verified with the issuing bank. Out of county holds shall be processed once bail is posted for local charges.

Staff shall only accept commercial financial institution cashier's checks during routine banking hours of the bank issuing the check.

A shift supervisor shall verify the validity of the check with the banking institution prior to accepting it. Upon approval, staff shall make a photocopy, of the presenter's identification and file it in the inmate's booking jacket.

Any time bail is received in cash, money order, or financial institution cashier's check, the cash bail receipt shall be completed.
(Rev. 02/2019)

10.200. BAIL INFORMATION:

222.00. SELF-CASH BAIL: Inmates may self-cash bail with money in their Inmate Trust Account. The inmate shall complete and sign the Inmate Property/Money Release form (ASU#000301) requesting the release of the exact bail amount(s) and the jurisdiction(s) to which each bail shall be made payable. Self-cash bail shall be processed as a normal cash bail.

(Rev. 02/2019)

225.00. COMPLETING THE CASH BAIL RECEIPT: The cash bail receipt shall be completed as follows:

- All pending cases in JIMSnet shall be identified
- A separate cash bail receipt and a cash bail verification envelope shall be completed for each case

CHECK NO:	Leave blank
RECEIVED AT:	Name of the detention center
DATE:	Date the bail is accepted
AMOUNT RECEIVED:	Written and numeric
FOR:	An "X" is typed in the "BAIL" square
PAID BY:	Payment form
TOTAL:	Total bail required for this case
AMOUNT PAID THIS RECEIPT:	The total received
RECEIPT ISSUED BY:	Requires legible signature and employee number of the person accepting the bail
COURT FOR WHICH PAYMENT IS ACCEPTED:	The court of jurisdiction and address of the court
BAIL FORFEITED/APPEARANCE DATE:	The applicable box is checked "BAIL FORFEITED" based on information listed on the warrant. If the bail is forfeitable, no appearance date will be scheduled
APPEARANCE DATE:	Date and time the inmate is to appear in court
RECEIVED FROM:	Name and address of the person who posting the cash bail
DEFENDANT'S NAME:	The inmate's name
COURT CASE:	Warrant number, if any, otherwise this section is left blank
SHERIFF'S FILE NUMBER:	This section is left blank
JAIL NUMBER:	Inmate's booking number
DOB:	Inmate's date of birth
CHARGES:	Charges as listed on the most current paperwork

10.200. BAIL INFORMATION:

The person who paid the bail can agree to the bail being used to pay the fine by signing on the signature line. If they do NOT want the bail used for any portion of the fine, "REFUSED" shall be written on the signature line.
(Rev. 02/2019)

228.00. COMPLETING THE CASH BAIL VERIFICATION ENVELOPE: The cash bail verification envelope shall be completed as follows:

STATION NAME: Accepting facility's name
INMATE: Inmate's name
BOOKING NUMBER: Inmate's booking number
RECEIPT NUMBER: Pre-stamped cash bail receipt
DEPUTY/BAIL OFFICER: Employee name and employee number
accepting the cash

If the bail is in the form of cash, the amounts are written in. If the bail is in the form of a cashier's check or US postal money order, the check or money order printed serial number is written in and the amounts are totaled.

If the total of the bail is less than \$1,000 refer to Facility Specific Policy.

If the total bail is \$1,000 or more, a shift supervisor or fiscal clerk shall verify the amount. (Refer to Facility Specific Policy)
(Rev. 02/2019)

230.00. CASH BAIL RECEIPT DISTRIBUTION: Along with completing the below steps, staff shall make a copy of the Cash Bail Receipt for the inmate's booking jacket and give the original receipt to the person paying the bail. Staff shall place the yellow copy in the cash bail log book.

Cash Bail:

- Place the white and green copy along with any money into a sealed cash bail verification envelope. A shift supervisor shall place the envelope into the Fiscal Bail Box located in the fiscal office. For out-of-county bails, place a copy of the warrant abstract into the cash bail verification envelope

Cash Bails by Cashier's Check/Money Order:

- Place the white copy and the original cashier's check/money order into a sealed cash bail verification envelope. Place the bail verification envelope into a manila envelope and mail it to the designated court

10.200. BAIL INFORMATION:

- Staple the green copy to the copy of the cashier's check. A shift supervisor shall place the green copy and the copy of the cashier's check into the bail box located in the fiscal office

Part Cash and Part Cashier's Check/Money Order:

The check is payable to San Bernardino County Sheriff's Department (also applies to out of county cases)

- Place the white and the green copy along with the money and original cashier's check/money order into a sealed cash bail verification envelope. A shift supervisor shall place the envelope into the bail box located in the fiscal office. For out-of-county bails, place a copy of the warrant abstract into the cash bail verification envelope

It is not necessary to mail anything to the designated court. The Bureau of Administration will issue a check and mail it to the designated court.

Inmate Self-Cash Bail:

- Give the original receipt to the inmate
- Place the white and green copies along with the check into a sealed cash bail verification envelope. A shift supervisor shall place the envelope into the bail box located in the fiscal office. For out-of-county bails, place a copy of the warrant into the cash bail verification envelope

A file shall be maintained for cash bail receipt copies. The copies shall be arranged in numerical sequence. When cash bail is accepted, it is placed into a locked metal box. The box shall be delivered to the Bureau of Administration by the next business day when the amount of receipts (including cash, checks, and money orders) reaches \$1,000 or at least weekly if lesser amounts are collected.

(Rev. 02/2019)

235.00. VOIDED CASH BAIL RECEIPTS: Staff shall use the following procedures when voiding cash bail receipts:

- "VOID" shall be written across the front of the receipt
- Staff shall obtain a shift supervisor's approval prior to any bail transactions that are voided
- The staff member voiding the receipt shall sign their name, employee number, date and time under the word "void" and print their name under their signature
- Shift supervisors shall sign their name and employee number by the staff member voiding the bail receipt
- The yellow copy shall be placed in the cash bail log book

10.200. BAIL INFORMATION:

- The original, white and green copies shall be forwarded to a shift supervisor and placed into the bail box located in the fiscal office
- The receipt number, voided bail number and bail clerk name is written in the cash bail logbook. DO NOT DESTROY OR TEAR THE CASH BAIL RECEIPT

(Refer to Department Manual Section 3.472.25)

(Rev. 02/2019)

239.00 ACCEPTING BAIL FOR ANOTHER FACILITY: When bail is for an inmate housed in another facility, staff shall complete the following:

- Telephone the facility where the inmate is housed and verify the inmate is in custody on aailable offense
- Confirm the required bail information is correct
- Forward a copy of the bond or cash receipt to the housing facility. A copy of the Bail Agent Request Form (ASU#100111) shall be forwarded to the housing facility if the bond is posted by a bail agent

(Refer to Bureau Policy Section 12.1740.15 and Facility Specific Policy)

(Rev. 02/2019 09/2016)

240.00. BAIL PROCEDURE: CALIFORNIA NATIONAL GUARD BENCH WARRANTS: Standard procedures shall be followed when dealing with California National Guard bench warrant bails with the following exceptions:

- Cash bails are not forfeitable
- "To be notified" shall be entered in the court appearance section
- The guardsman shall be told to report to his guard unit within 24 hours

(Rev. 04/2007)

265.00. BAIL AGENT ADVERTISING: Bail agents shall not give inmates any form of advertisement including business cards.

Copies of bail agent telephone lists shall be displayed in areas visible to inmates. Requests for placement on the list shall be submitted on company letterhead to West Valley Detention Center (WVDC) for review. Requests shall be routed through Support Services and lists shall be distributed to jail facilities after the bail agents have been verified. Staff shall conduct periodic verification checks of the contact information provided on the Bail Agent Request Form, specifically verifying the bail agent is employed by the named bail agency.

Violations of the law, department or facility policy shall be reported to the Facility Commander/designee and may result in the removal of the company from the bail agent telephone list.

10.200. BAIL INFORMATION:

Staff shall not recommend particular methods of bail or particular bail agents to inmates. (Refer to California Code of Regulations, Title 10, Chapter 5, Subchapter 1, Article 2, 2079 and 2079.1)

(Rev. 02/2019)