

POLICE DEPARTMENT

Title: *BOND PROCESSING - CASH RECEIPTS* **Procedure: 5.406**

Date Issued:

Revised:

PURPOSE:

To provide accountability for all cash bonds received by sworn officers of the Department.

To document a chain of custody for all bond receipts from acceptance to transmittal to the Court.

To provide a guideline in the handling of funds by Department employees.

POLICY:

Police employees will, generally, not handle monetary funds as a matter of their job responsibilities. The Police Department will, however, safeguard the legal rights of all persons in custody including their right to bond. Members of the department will handle bond money in such a manner as to ensure accountability from the time it is received to the time it is transmitted to the Court.

PROCEDURE:

1. Police employees will generally not handle monetary funds. However, the Supreme Court Rules provide for bail schedules for traffic offenses, ordinance offenses, business offenses and misdemeanors. Only sworn officers of the Department are allowed to accept cash for bonding procedures.

2. Sworn officers of the Department should be familiar with Practice Rules for the proper application of the bail schedules.

3. A prisoner may be released from police custody when an appropriate cash bond is posted. Officers will ensure that cash bonds are properly handled. An officer who receives a cash bond will complete the

appropriate bond forms. One copy will be given to the prisoner as a receipt.

4. Officers will never void a bond receipt without permission of the watch commander. Officers must document the reason on a memo and forward it through the chain of command to the Patrol Division Commander. The Patrol Division Commander must submit the bond receipt, with a letter signed by the Chief of Police, stating the reason for the void, to the presiding judge of the district court with a copy to the Clerk of the Circuit Court.