



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 383	DATE March 29, 2022
SUBJECT:	INMATE BONDING AND RELEASE	
	Distribution: A, D, E, M.	
REFERENCE:	Rescinds and replaces Policies and Procedures No. 354 Inmate Bonding and Release, dated 8-6-2019 Pen & Ink changes to section 3.5 <i>Interim Bond</i> , dated 2/25/2020	

POLICY

It shall be the policy of the Oakland County Sheriff's Office, Corrective Services/Main Division, to provide proper accommodation of individuals coming to the Sheriff's Office for the purpose of posting bond(s), and to follow all applicable legal requirements to ensure accurate release of inmates through the bonding process.

DEFINITIONS

- Interim bond:** Legally established bond amounts for misdemeanor arrests, with or without warrants, which can be accepted by law enforcement agencies prior to arraignment. The purpose of an interim bond is to secure the defendant's appearance in court.
- Regular bond:** Amount of money as set by a judge or magistrate at the defendant's initial court appearance, or at any future court date, which, if posted, permits the defendant's release from custody on a specific charge.
- Surety bond:** When the court sets a bail amount **and** allows for the posting of a 10% deposit bond, a surety bond in an amount equal to ¼ (25%) of the full bail amount can be posted in lieu of the 10%.
- Fines & Costs:** Court-ordered payments in conjunction with or in lieu of a custody sentence.

PROCEDURE

1.0 INMATE BONDING AREA

- 1.1 The bonding area shall be maintained and operational on a 24-hour basis.
- 1.2 Regular, surety, interim, and fines & costs bonds shall be accepted continually at the bonding area.

POLICIES AND PROCEDURES NO. 383

Inmate Bonding and Release

March 29, 2022

Page 2 of 6

- 1.3 Cash bonds in the amount of \$10,000 or more shall be processed at the court of jurisdiction

2.0 BONDING PROCESS

- 2.1 Upon request to bond an inmate from custody, the Bonding Deputy shall check the LEIN (Law Enforcement Information Network) System and JMS(Jail Management System) to ensure there are no outstanding warrants/hold/detainers.

- 2.2 The Bonding Deputy shall access the computer to determine all charges, status of charges, and to obtain docket numbers and verify the type of bond (cash/surety, personal, 10%) and that the amount of bond taken on each charge is accurate. If the bond is a cash or surety bond **and** allows for 10%, the Bonding Deputy can accept a **surety bond of ¼ (25%) of the cash bond.**

- 2.3 If outstanding warrants/holds/detainers are discovered, the Bonding Deputy shall confirm validity by either affirming there is proper court paperwork in the file or contacting the warrant/hold/detainer agency to obtain the amount of the bond, court date and court address. Upon payment of the bond for the outstanding warrant/hold/detainer, the Bonding Deputy shall send a teletype to the outside agency indicating the bond has been posted.

- 2.4 If the outside department indicates the warrant/hold/detainer is no longer valid or has been taken care of, the Bonding Deputy shall request a teletype from that department to document same, along with the name and badge number of contact person.

- 2.5 If the outside department's warrant/hold/detainer is non-bondable or remains unpaid and all charges in Oakland County's jurisdiction are satisfied for release, the Bonding Deputy shall notify the outside department to pick up the inmate on their charges.

3.0 RECEIPT OF BOND MONEY

- 3.1 Cash will be accepted in the amount of \$9,999, per bond or less. Cashier's check or money order and/or funds from an inmate's account in any amount will be accepted for payment of bonds. The check or money order must be made out to "Oakland County Sheriff's Office" and the name of the inmate must appear in the memorandum field of the check or money order.

- 3.2 When bond is being paid by cashier's check, or money order the identification of the person presenting the check shall be verified by a photographic, government issued identification. A copy of the identification shall be placed in the inmate's booking file.

3.3 The Bonding Deputy shall check records to determine the amount of bond and accept **only** that amount. Cash shall be counted initially in front of the person posting the bond.

3.4 A bond receipt **shall** be completely filled out including the following information:

Regular Bond: Payor's name verified by a government issued photograph identification, inmate's name, and number (inmate number to be inserted in Card # space), bond amount, cash or cashier's check, docket number, next court appearance location, date, time, and judge/magistrate's name, offense, name of officer receiving bond money (if the Sheriff's Office, include badge number), and date.

Interim Bond: Payor's name verified by a government issued photograph identification, bond amount, defendant's name, scheduled court appearance information including judge/magistrate's name, court date, court location, offense, docket number, if available, from warrant LEIN hit to be placed in space designated "Order #___", arresting department, name of officer receiving bond money (if the Sheriff's Office, include badge number) and date.

Fines & Costs: Payor's name verified by a government issued photograph identification, docket number, judge/magistrate's name, amount of fines/costs, inmate's name, and number (inmate number to be inserted in Card # space), date, name of officer receiving bond money (if the Sheriff's Office, include badge number) and date.

The name of the person to whom bond money is to be returned (inmate or person posting bond) is entered on "Received From" line.

3.5 Distribution of the receipts shall be as follows:

- a. One copy to Payer
- b. One copy with Court Paperwork
- c. One copy in Bond envelope

3.6 The Bonding Deputy shall fill out a bond envelope with the date, bond receipt number, inmate's name, bond/fines & costs amount, and name of officer receiving bond money (if the Sheriff's Office, include badge number) and date. The cash, cashier's check or inmate fund account check shall be placed in the bond envelope along with the receipt.

POLICIES AND PROCEDURES NO. 383

March 29, 2022

Page 4 of 6

- 3.7 The completed bond envelopes for regular and interim bonds and fines and costs shall be placed in the safe for pick up by Inmate Accounting staff. The completed Surety Bonds shall be placed in the inmate's file, and the file shall be taken to the Records Unit no later than the next business day. Inmate Accounting and Records Unit shall process the bond payment and send out the receipts to the court no later than two business days after the bond is posted.

4.0 BOND AND/OR FINES & COSTS RECEIPTS

- 4.1 Upon presentation of a bond and/or fines & costs receipt from another jurisdiction, the Bonding Deputy shall verify the validity of the receipt.
- 4.2 After verifying that the inmate may be released on the charge for which the receipt has been presented, the Bonding Deputy shall check the computer (JMS and L.E.I.N.) to ensure there are no outstanding warrants/holds/detainers.
- 4.3 If outstanding warrants/holds/detainers are discovered, refer to preceding Section 2.0 Bonding Process for proper procedure.

5.0 PREPARATION AND NOTIFICATION – INMATE RELEASE

- 5.1 The Bonding Deputy shall make appropriate computer entries regarding bond information including hold notifications, charge, type and amount of bond, receipt number, and comment as to action taken.
- 5.2 When fines/costs are received, the release date **must** be taken out of the computer in order to close out the file.
- 5.3 Interim bond computer entries **must** indicate *“Released bond to Jail Receipt # _____”* And for interim bonds from outside law enforcement agencies, *“Released Bond to (insert appropriate arresting department) Receipt # _____”* or verification of a bond and/or fines & costs receipt.
- 5.4 The Bonding Deputy shall notify the inmate's location that the inmate is to be brought to Booking and prepared for release.
- 5.5 Booking personnel shall process the inmate for release consistent with all existing release procedures. There will be no unreasonable delay in releasing an inmate.

***THE TRANSACTION DOCUMENT WILL BE TREATED AS A CASH BOND RECEIPT.
FOLLOW ALL ESTABLISHED PROCEDURES 1.0 THROUGH 5.5***

6.0 COMPLETE CREDIT CARD PAYMENT SERVICE SUPPLIED FACT SHEET

- 6.1 Credit cards may be accepted 24 hours a day for payment of bonds and/or fines & costs.
- 6.2 The Bonding Deputy will ensure the card owner has a valid photograph identification (State issued driver's license or personal identification card and/or mug shot photo).
- 6.3 The Bonding Deputy will ensure that the credit card belongs to the person posting bond.
- 6.4 The Bonding Deputy will complete the credit card supplied Fact Sheet.
- 6.5 The Bonding Deputy will give the completed Fact Sheet to the card owner.
- 6.6 If an incarcerated inmate possesses a valid credit card (in the Inmate Property Room) and wishes to use it for bond:
 - a. The Property Deputy will supply the Bonding Deputy with the credit card and valid photo identification.
 - b. The Bonding Deputy will complete Fact Sheet and supply same to inmate and include the credit card number with the expiration date.
 - c. The inmate will place call to the credit card vendor from the jail inmate phone.
- 6.7 The owner of the credit card shall place the call and:
 - a. The card owner provides information from Fact Sheet to the credit card vendor.
 - b. If card is authorized, a transaction document with an approval number will be faxed to the Booking Unit.
- 6.8 Once the credit card has been authorized and approved:
 - a. The Bonding Deputy receiving the transaction document from the credit card vendor will compare the State issued photo I.D. or mug shot photo to the card owner's name to make sure they are the same.
 - b. The Bonding Deputy will photocopy both the credit card and photograph identification for placement into the inmate booking file.

POLICIES AND PROCEDURES NO. 383

Inmate Bonding and Release

March 29, 2022

Page 6 of 6

- c. After the photo, name and credit card are matched to the transaction document, allow the card owner to read, fill in and sign the bottom of the transaction document.
- d. The card owner will sign the document.
- e. The Bonding Deputy will sign the document.

6.9 To finalize the transaction:

- a. The Bonding Deputy will receive a web bond payment confirmation fax approval when the transaction is completed.

NOTE: All Oakland County warrants and bonds will be addressed first. Any out-county warrants/bonds/detainers will be handled **after** those in Oakland County. Oakland County **will not** accept any partial bonds.



Michael J. Bouchard
Sheriff

MJB/CDC/TEV/KLM/gkt