



Sheridan Police Department
Policies and Procedures
27.5
Chapter 27 – Fiscal Management
Section 5 – Municipal Bond Collections

Date: June 7, 2022

Signature:

At certain times individuals arrested on municipal violations may be eligible to post bond and be released from incarceration. If this occurs during regular business hours Customer Service personnel at City Hall will take the bond. If it occurs outside of normal business hours a communications technician will handle the transaction.

27.1.1 If a citizen shows up to bond an inmate out from the jail:

- A. The detention center will be contacted and asked what charges the inmate is being held on, and find out exact bond amounts for municipal charges.
- B. If the inmate is being held on additional charges other than the municipal charge, the citizen will be told that they are free to pay the bond for the municipal charge but that they will have to make separate arrangements with the Sheriff's Office regarding the other charges.
- C. If the citizen wishes to post the bond, the SPD personnel will only accept cash (no checks, cards, etc...), in the exact amount required. SPD personnel will not make change, or accept extra money.
- D. Always explain to the citizen that they may or may not be getting their money back. If the inmate violates the bond conditions the money will be forfeited and not returned. If the judge orders the money to go toward fines it will not be returned. If the inmate has been arrested on a failure to pay bench warrant, the money will not be returned - it will be used for the inmate's fines.
- E. Fill out a receipt, and give it to the citizen. Make sure you get the person's name, address, phone number, the inmate's name, amount of bond, date, and violation. Give the white copy of the receipt to the person posting the bond and ask them to not lose the receipt. If a bond refund has been ordered by the judge, a check will be mailed and addressed to the individual listed on the receipt.
- F. Place the money and a copy of the receipt in an envelope, seal it, and leave the yellow copy of the receipt in the receipt book. Put the envelope in the locked bond box in dispatch. On the envelope, indicate the defendant's name and amount enclosed.
- G. Call the jail to let them know the bond has been posted. Tell the person posting the bond to go to the Sheriff's Office to pick the inmate up. All inmates are released through the Sheriff's Officer front door.

27.1.2 If an inmate is held on municipal charges and wishes to bond themselves out:

- A. They will have provided their cash to the detention center.
- B. The detention center will issue a check from the County, to the City of Sheridan.
- C. A detention officer will give the check to the police department personnel.

- D. Fill out a receipt, and give it to the detention officer, requesting they give it to the inmate. Give the white copy of the receipt to the person posting the bond and ask them to not lose the receipt. If a bond refund has been ordered by the judge, a check will be mailed and addressed to the individual listed on the receipt.
- E. Place the money and a copy of the receipt in an envelope, seal it, and leave the yellow copy of the receipt in the receipt book. Put the envelope in the locked bond box in dispatch. On the envelope, indicate the defendant's name and amount enclosed.
- F. Call the jail to let them know the bond has been posted. Tell the person posting the bond to go to the Sheriff's Office to pick the inmate up. All inmates are released through the Sheriff's Officer front door.

27.1.3 Notification and Transfer of Funds

- A. After the transaction is complete an email is sent to the city customer service department notifying them of what funds were collected and for what charge.
- B. When communication technicians handle the transaction they will also send an email to pd records personnel informing them of the money that needs retrieved from the box and forwarded down to Municipal Court.
- C. The evidence technician, or records personnel will transfer the funds to municipal court. Once the envelope is retrieved from the locked box in communications, the envelope is put directly into a locking money bag to be delivered to customer service. The locking money bag is not opened until it is delivered and opened by customer service.