

## **POSTING OF BAIL**

STANDARD NO(S):

NYSSA #

DATE:

October 20, 2010

REVISED: 04/22/2011

REFER TO:

Roger O. Ward

### **I. OBJECTIVE:**

To establish procedures for the posting of bail.

### **II. POLICY:**

It is the policy of the Seneca County Correctional Facility to accept and process monies for the purpose of posting bail.

### **III. GUIDELINES:**

#### **A. Bail may be posted in five (5) ways:**

1. By using their own certified funds to include cash, money orders or bank drafts.
2. By using their own credit card(s).
3. By a third party using either certified funds or credit card(s).
4. Remote/on-line credit card payment.
5. Any combination of 1, 2, 3, or 4 above.

#### **B. All third party bail transactions, except 4. above, will be completed by the Booking or Escort Officer at the pass through of the bail/release lobby.**

#### **C. All bail transactions received from an inmate will be completed at the Booking Desk.**

#### **D. When a bond is presented as a way of making bail, the release order will be verified by the Booking Officer who will contact the signing magistrate or judge. The bond paperwork acting as a release order by the court will be placed in the inmate's folder. No receipt is generated and such funds are not logged.**

### **IV. CERTIFIED FUND BAIL:**

#### **A. Once a bail transaction is started, all money received will be counted and verified by the Booking Officer and an additional officer. Only United States currency will be accepted.**

- B. Form CF-014 (Bail Verification) will be completed by the remitter of bail and be given back to the officer.
- C. The Triplicate Bail Receipt will be completed by the Booking/Escort Officer for the exact amount of cash received. The (white) copy will be issued to the person who posted the bail. Note: If bail is made by an inmate in conjunction with a third party, the third party will always receive the white copy receipt. The following information will be included on the receipt:
  - 1. Remitter's name and address
  - 2. The date
  - 3. The name of the inmate
  - 4. The charge(s)
  - 5. The return court date
  - 6. The name of court and magistrate
  - 7. The amount of bail
  - 8. The signature of the Booking Officer and an additional officer
- D. The bail money received, the yellow copy of the bail receipt, and a copy of the commitment will be placed into a completed Form CF-015 (Money Transaction Envelope).
- E. The CF-015 will be sealed only after the contents have been verified by both officers. It will be the responsibility of both officers to sign the envelope ensuring the contents are correct. Both officers will be held accountable for any monetary discrepancies. The Booking Officer will then place the envelope in the bail money drop box located at the bail release window. Additionally, the Booking Officer will ensure all fields of the bail log are completed before making such deposit.
- F. The (pink) copy of the bail receipt and Form CF-014 will be stapled to the inmate's booking packet and placed in their file.

V. CREDIT CARD BAIL:

- A. Credit card bail will be made through Government Payment Services. The subject posting the bail must be present in the bail/release lobby of the facility to complete the transaction.
- B. Form CF-014 will be completed by the remitter of bail and given back to the officer.
- C. Form CF-016 (Cash Bail Fact Sheet for Credit Card Payments) will be completed by the Booking Officer and given to the remitter of bail. The person will be instructed to call the toll free number on the form for further instruction from a GPS operator.

- D.** If the remitter's card is found to be valid, Government Payment Services will fax a "Transaction Document for Cash Bail" to the facility with account information.
- E.** The Booking Officer will then request that the remitter of the credit card present a valid photo ID and the credit card being used so that the Booking Officer can verify the remitter's identity and have them sign and date the document.
- F.** The Booking Officer will then notify Government Payment Services of the completion of the "Transaction Document for Cash Bail" by calling the toll free number at the bottom of the page.
- G.** In response, Government Payment Services will fax a Wire Transfer to the facility.
- H.** The Booking Officer will complete the bail receipt, giving the (white) copy to the remitter. The Transaction Document for Cash Bail, Wire Transfer, bail receipt (yellow), and copy of the commitment will be placed in Form CF-015 and placed in the drop box as outlined above in "Certified Fund Bail".
- I.** If the transaction is denied for any reason by Government Payment Services, the inmate will be notified and the remitter will be given the opportunity to arrange for another type of payment.

#### **VI. REMOTE/ON-LINE CREDIT CARD BAIL:**

- A.** Credit card bail can be posted remotely through Government Payment Services. Users posting the bail will complete the transaction online at: [www.govpaynow.com](http://www.govpaynow.com). The user will need to enter in the Seneca County pay location code, which is – 1910.
- B.** In response, Government Payment Services will fax a Wire Transfer to the facility.
- C.** Form CF-014 will be completed by the defendant and given back to the officer.
- D.** The Booking Officer will complete the bail receipt, giving the (white) copy to the defendant. The Transaction Document for Cash Bail, Wire Transfer, bail receipt (yellow), and copy of the commitment will be placed in Form CF-015 and placed in the drop box as outlined above in "Certified Fund Bail".

**NOTES:** When a defendant is bailed out by the remote posting of bail, all paperwork will be completed by the defendant and in their name.

All money transaction envelopes designated as cash or credit card bail will remain in the bail money drop box located at the bail release window until retrieved by the Fiscal Services Manager or their designee. The Booking Officer will ensure all fields

of the bail log are completed before turning the envelope(s) over to the Fiscal Services Manager.