SHERIFF'S OFFICE BOND PROCEEDURES

Bonds are posted at the jail. The jail collects the $15.00 bond fee, attaches the $15.00 money order and the receipt to the bond, then drops it into a locked box. They bring these bonds to the SO weekdays. Bondsmen can only pay with money orders or checks. No cash is accepted.

Sheriff's office staff processes the money & sends it to the Treasurer's office weekdays. We enter each bond transaction. These procedures are going to change when we convert to Odyssey. The jail will post the bond transaction at the time of release. The jail will process the money, send it to the treasurer and the jail staff will be held accountable for this money.

Each bondsman has a set surety bond limit in the computer. When a bondsman makes a bond here, the bond amount is automatically deducted from his surety balance. Bondsmen also post bonds in other counties. Those bonds must be approved by jail staff or authorized Sheriff Office staff before the bondsman takes it to another county. These bonds are not deducted from their surety balance, because they cannot be entered in the computer.

Our bondsmen post bonds on subjects arrested here on charges for other counties. We make a copy of these bonds and mail the original to the other county. This is the only instance that we keep copies of bonds.

If a bondsman is found to be in final judgment, the clerk of the court that holds the bond will notify us. He cannot make bonds until he has satisfied that judgment. CCP 17.10 sec 2.

In our current computer system, when the case has been adjudicated, the bond is closed by hand. The Sheriff's office clerks close these bonds when we receive the dispositions. We do not receive dispositions on some cases: out of county arrests and class C misdemeanors. Out of County bonds can be closed after one year. Class C bonds can be closed after 3 months. I run a bond list of outstanding bonds on individual bondsmen and close the bonds that are not closed by disposition. This is tedious and time consuming. Sometimes I print bond runs for the individual bondsmen and ask them to highlight the cases they know are closed. When they return the list, we close those bonds

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If a bondsman shows to be over his surety limit, the jail calls me. I print a list of his bonds & close the ones that qualify. Rarely, a bondsman will be ineligible to make bonds because he has exceeded his bond limit and his bond list is current. He is not allowed to make bonds until some of the bonds he is on are adjudicated.

In the Odyssey system they have advised that bonds will automatically close when the case is closed by the clerk of the court. This will certainly simplify the procedures if it works this way. There will always be a need for someone to go through the bond lists and close the bonds that have been missed, bonds made on out of county charges and class C bonds.