

ACCEPTING BAIL

This order establishes policies and procedures for accepting bail at district stations.

I. POLICY

- A. DUTIES OF THE STATION KEEPER.** The station keeper shall be personally responsible for accepting bail and issuing receipts. No other member shall accept bail monies.
- B. TRAFFIC AND NON-TRAFFIC INFRACTION WARRANTS.** Station keepers shall accept cash (U.S. currency), money orders, cashiers checks, personal checks or credit cards as bail for local traffic and non-traffic infraction warrants; however, only cash will be accepted for foreign traffic and non-traffic infraction warrants. A person paying bail with cash shall be provided with the necessary change.

1. PERSONAL CHECK ACCEPTANCE CRITERIA

- a. The check must have the name of the subject indicated on the warrant printed on its face by the bank.
- b. The check must be made payable to the "Clerk of the Municipal Court" for the exact amount of the warrant.
- c. The person presenting the check must show adequate identification, e.g., driver license, immigration card with a photo, credit cards with the person's signature, etc. Social Security cards, purchased identification cards, etc., are not adequate forms of identification.
- d. No two-party checks are to be accepted. Two-party checks are checks made payable to any person other than the Clerk of the Municipal Court.
- e. The check must be properly dated. No post-dated checks are to be accepted.

2. CREDIT CARD ACCEPTANCE CRITERIA

- a. Credit cards shall be accepted as bail only for San Francisco traffic infraction warrants.
- b. Only Visa and Mastercard (national or foreign) can be accepted.
- c. The person named in the warrant or another person may use his/her credit card to pay the bail.
- d. Persons presenting credit cards must show adequate identification sufficient to identify themselves, e.g., driver license, passport, etc.

II. PROCEDURES

A. VERIFICATION OF WARRANT/OPPORTUNITY TO POST BAIL. See DGO 6.18, Warrant Arrests.

B. ACCEPTING CHECKS/DUTIES OF THE STATION KEEPER

1. **INFORMATION.** Write the residence and business address and phone numbers of the person presenting the check on the back of the check. Also write the warrant number(s) and sign your name below it.
2. **THUMBPRINT.** Obtain the thumbprint of the person presenting the check and affix it on the back of the check near the right hand margin.
3. **CHECK COPY.** Tell the person to keep the check as a receipt after it is returned in his/her checking statement.
4. **RECEIPT.** Complete the "Traffic Bail Receipt" form and give the person the appropriate copy.

C. ACCEPTING CREDIT CARDS/DUTIES OF THE STATION KEEPER

1. **AUTHORIZATION.** Obtain an authorization of the credit card and the amount through the "Security Chek" terminal. When the card is verified, an authorization number will be displayed. If the terminal is inoperable, call the authorization number listed on the back of the card.
2. **COMPLETING THE DRAFT.** Make an imprint of the credit card on a draft, write in the authorization number, the warrant number(s), the total amount, and have the person sign the draft.
3. **RECEIPT.** Give the person his/her copy of the credit card draft and a copy of the Traffic Bail Receipt.

D. BAIL CUSTODY/DUTIES OF THE STATION KEEPER. When relieved or before reporting on or off duty, enter any bail held in the station log book. Send all forms and bail (cash, checks and credit card drafts) to the Traffic Fines Section (Room 101). After 1630 hrs., or on weekends, forward them to Room 201 at the Hall of Justice.

