



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

9-08

Accepting Fines and Bonds

- ☐ New
- ☒ Revised
- ☒ Reviewed

ACA Standards Reference: 5-ALDF-7D-13
CALEA Standards Reference:
NCCHC Standards Reference:
SCLEA Standards Reference:
SC Minimum Standards:

This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish procedures for the receipt, handling and disposition of fines and bonds.

II. Policy:

The receipt, handling, and release of all fines and bonds processed by the Sheriff Al Cannon Detention Center (SACDC) will be strictly controlled and in accordance with Section §22-5-530 of the Code of Laws of South Carolina, 1976, as amended.

(Ref: 5-ALDF-7D-13)

III. Definitions:

- A. For purposes of this procedure, the word “deputy” applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputies, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
2. civilian, non-sworn employee.

- B. *Employee:* When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

IV. Procedure:

- A. Agency Authorization for Receiving Cash, Fines, and Paper Bonds:

1. Only SACDC Lobby Detention Deputies are authorized to accept payment of fines and/or bonds for inmates currently incarcerated. The Lobby Office is available to accept bonds and fines twenty-four (24) hours a day.
2. Paper bonds will be accepted for inmates detained on General Sessions, Magistrate and Municipal offenses.
3. Payment for Family Court offenses must be paid directly to Family Court.

4. The Lobby Detention Deputy will accept only the exact amount of the bond or fine. The lobby office is equipped to accept a maximum of one dollar in coins as payment toward the fine. Under no circumstances will cash advances on credit cards be authorized.
5. For Magistrate Court charges, we only accept cash or credit cards for payment, as directed by the maximum fine list provided by the Chief Magistrate.
6. For municipal charges, the facility will accept cash or credit cards as directed by the maximum fine list provided by the municipal court. Paper bonds will only be accepted according to the letter of authorization on file from the municipal court.
7. Driving under the Influence, Criminal Domestic Violence, Assault and Battery 3rd Degree, Violation of Protection Order, and other similar cases which either requires victim notification, bond conditions sufficient to protect the victim, and/or which pose a threat to the public or individual victim, require a bond hearing and the facility cannot accept maximum fines.
8. Paper bonds may only be posted by authorized bondsmen, as identified in the SACDC Policy *Bondsman Procedures*. A list of authorized bonding agencies, provided by the Clerk of Court or from the local municipal courts will be posted in the lobby office and revised upon notification by the Clerk of Court or the local municipal courts. The security supervisor will inspect the list of authorized bonding agencies monthly to ensure accuracy.
9. Individuals seeking to pay Charleston County Bench Warrants will be directed to either the Central Bond Hearing Court or to the issuing magistrate's court to make payments. After the payment has been made, the individual must provide the facility with a receipt from Central Bond Hearing Court and/or the respective magistrate's court.
10. Prior to accepting a paper bond, the Lobby Detention Deputy will check the bondsman's authorization card and ensure:
 - a. the bondsman is approved to write bonds;
 - b. the Power of Attorney is sufficient and valid;
 - c. the paper bond submitted is guaranteed by the bonding agency identified on the authorization card; and

- d. the bond has the correct spelling of the inmate's name and does not include any information that has been altered.

B. Procedure and Responsibility for Receiving Fines and Bonds:

1. The Lobby Detention Deputy is authorized to accept a fine and/or bond only after obtaining a valid federal, state or county photo identification card from the person paying a fine and/or bond. Acceptance of fines and/or bonds without obtaining valid identification from the payer is prohibited. The Lobby Detention Deputy will enter into the Jail Management System (JMS), Multi Court Program (MCP) screen, the payee's name and address.
2. An inmate that desires to have his/her monies released to pay their fines must sign the *Money Release for Fines to be Paid Form (SACDC form-503)*. Once the inmate has signed the form then it will be returned to the lobby to be processed.
3. The Lobby Detention Deputy will verify the inmate's information and enter it into the JMS, Multi Court Program screen:
 - a. charge(s);
 - b. bond or fine amount;
 - c. court date; and
 - d. court of jurisdiction.
4. The Lobby Detention Deputy will inform the payee that all refunds will be made through the court of jurisdiction. No refunds will be made by the facility, unless authorized by a security lieutenant or security captain.
5. The facility is only authorized to accept the following credit cards:
 - a. Master Card;
 - b. Visa; or
 - c. American Express.
6. The Lobby Detention Deputy will explain to the payee any applied service charges for the credit card transaction. Once completed, the

- payee will receive a copy of the signed credit card sales receipt.
7. The Lobby Detention Deputy will verify and copy the payer's photo identification. The copy will be attached with the file copy of the release.
8. The Lobby Detention Deputy will provide the payee a receipt printed from JMS monies paid and will file a signed copy in the lobby office. A copy of the receipt will be forwarded to the Releasing Clerk.
9. All cash received for releases will be maintained by Lobby Detention Deputies in secured bank bags, separate from other monies. Each Lobby Detention Deputy will maintain the bank bag and ensure they are secure.
10. Unless directed otherwise by the Security Captain, the Account Technician will deposit funds weekly (excluding bank holidays) and will be escorted by an armed Detention Deputy.
11. The Account Technician will ensure all fines and cash bonds received are transferred to an account designated by the court of jurisdiction every Friday before noon of the week following collection. Following the transfer of funds, the Account Technician will e-mail the court of jurisdiction a report confirming that the fine(s)/bond(s) have been transferred to include the inmate's name, charge(s), and warrant/ticket. In the event electronic transfer of funds is not available, the Account Technician will issue a check to the court of jurisdiction.
13. The Account Technician will verify all fines/bonds accepted the next day using the Multicourt Bond report.

C. Release of Paper Bonds for Magistrate/Municipal Level Offenses:

1. All arresting agencies are notified weekly by the court system of a paper bond for magistrate and/or municipal level offense charge being posted at the SACDC.
2. The City of Charleston, North Charleston, and Mount Pleasant send a civilian agency employee to pick up bonds. All other agencies send a uniformed deputy/officer for pickup. If bonds are not picked up in a timely fashion the lobby will contact the agencies to pick up their bonds.
3. Paper bonds for magistrate and municipal offenses for arrests made

by the Charleston County Sheriff's Office, Public Safety, Department of Health and Environmental Control (DHEC), Department of Natural Resources (DNR), Lincolnville Police Department, South Carolina Highway Patrol, State Transport Police and South Carolina Law Enforcement Division (SLED) will be picked up within seven calendar days of the bond being posted, from the Lobby Detention Deputy, by a Charleston County Deputy.

4. Paper bonds for magistrate and municipal level offenses received from all other outside agencies will be picked up by the arresting officer or designee within seven days of notification that the bond has been posted.
 5. The Lobby Detention Deputy will provide a receipt for all paper bonds for magistrate and municipal level offenses released. All bonds are logged in the paper bond logbook listed by:
 - a. agency name;
 - b. inmate name;
 - c. bonding company; and
 - d. amount of bond.
 6. The detention deputy will sign the log book when the bonds are picked up. General Sessions bonds will be picked up and signed for by the Inactive Records Clerk, who will have them delivered to the Clerk of Court weekly.
 7. A list of the paper bonds for magistrate and municipal level offenses released, and copies of the Arrest and Booking reports on the paper bonds will be provided weekly to the Sheriff's Office staff auditor for forwarding to Summary Courts Administration for auditing.
 8. Once released, this agency assumes no further responsibility for paper bonds.
- D. Lobby Detention Deputies will direct citizens contesting credit card charges back to the credit card issuer for adjustments. A Deputy Sheriff will be notified to handle any allegation of criminal misuse of a credit card.
- E. The Multi-Court account is subject to all internal audits and/or reviews governed by the Sheriff's Office, County and/or local governments.

- F. All accounts are audited annually by a designated independent certified accounting firm through Charleston County Finance.
(REF:5-ALDF-7D-13)
- G. Directives on accepting fines and bonds will be provided to the County Attorney for forwarding to the Office of Court Administration for approval, as necessary.