

	PARADISE VALLEY POLICE GENERAL ORDER Bond Receipt Procedure	Order Number
		Date
		17.6
		05-15-17

17.6 Bond Receipt Procedure

A. Payment for bonds *will* be accepted at the *Paradise Valley Police Department* for warrants issued from any Arizona court in the following forms:

1. U.S. Currency
2. Cashier's Check
3. Money Order

Cashier's checks and money orders accepted for warrants issued by a court **OTHER** than the Paradise Valley Magistrate's Court *will* be made out to the court issuing the warrant.

B. Cash Bail Receipt forms are numbered sequentially and are kept on file in the squad room in the blank forms cabinet. Complete the form as indicated and record the number of the completed Cash Bail Receipt form, name of the arrestee, date and amount of the cash bail in the *arrest DR*.

C. Bond monies and associated paperwork *will* be sealed in a completed manila Bond Envelope and placed in property locker #10. Bond money *should* be verified and the envelope initialed by two *officers*. Bond money or securities *must* be remitted to the court issuing the warrant within 3 business days.

D. Completed Cash Bail Receipt forms are to be distributed as follows:

1. The White and Yellow copies go to the issuing court (in the Bond Envelope)
2. The Pink copy *will* be given to the defendant (arrestee).
3. The Gold copy *will* be included with the *arrest report*.