



# PARADISE VALLEY

## POLICE DEPARTMENT

### GENERAL ORDERS

### Bond Receipt Procedure

**Order Number**  
17.6

**Inception Date**  
05-15-2017

**Revised Date**  
11-17-2025

### 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 form's 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.