

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.07	PAGES: 1 of 2
	RELATED ORDERS: P.C. 1300, 1301	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 1, 2015	
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CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Bail Surrender	

I. PURPOSE: To set policy and procedure for processing bail surrenders.

II. POLICY: The Detention and Corrections facilities will accept bail surrenders that comply with Sections 1300 and 1301 of the Penal Code as follows:

- A. Bail surrenders will be accepted anytime before bail forfeiture, when the depositor may surrender the defendant or the defendant may surrender him/herself.
- B. When appropriate forms are provided by the bail bondsman and verification is provided by Records staff.
- C. Bail surrenders for out-of-county cases will not be accepted.
- D. Surrender papers will not be accepted for a case the subject is currently in custody for.

III. PROCEDURE:

A. BAIL SURRENDER ON AN IN-CUSTODY DEFENDANT:

- 1. Control Point-11 or Lobby staff will notify the Records Deputy or Intake, Transfer and Release (ITR) Sergeant.
- 2. The Records Deputy or a supervisor will respond to the lobby and review all paperwork prior to accepting the surrender. Required forms are:
 - a. A copy of the cash bail receipt when cash bail is posted
 - b. If posted bond surrender:

1. A certified copy of the bond or four (4) copies of bail surrender papers
 2. Affidavit by bail licensee or Surety Company including:
 - a) Defendant's Name
 - b) County charge(s)
 - c) Security bond amount
 - d) Docket/CEN number
 - e) Surety bond expiration date
 3. All paperwork will be brought to the Records Office and the case will be booked in compliance with **CRIMS** and **ATIMS** procedures.
 4. Court dates assigned at the time of booking will be within two court days of the booking date. Priority shall be given to scheduling the court appearance on the next court day.
 5. All bail surrender papers will be placed inside the jail jacket until the court appearance. The bond and surrender papers will then be sent to the appropriate court, with one copy of the surrender papers remaining in the jail jacket.
- B. BAIL SURRENDER OF AN OUT-OF-CUSTODY DEFENDANT:**
1. Lobby staff will notify the Records Deputy or ITR Sergeant.
 2. The Records Deputy, sergeant or designated deputy will respond to the lobby and review all paperwork, prior to accepting the subject.
 3. Necessary paperwork is the same as bail surrender on in-custody defendants listed in III. A., sections 1 and 2.
 4. At the Glenn E. Dyer Detention Facility, the subject will be escorted from the lobby to ITR and placed in a holding cell until all paperwork is completed. At the Santa Rita Jail, the subject will be escorted from the lobby to the Law Enforcement Lobby, via express booking, and placed in a holding cell until all paperwork is completed.
 5. The subject will then be processed as a new-book. All court dates and paper flow will be the same as that of a not-in-custody surrender.