

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**BAIL BOND RELEASE**

Title 15, Section 1351.2

**Authority:**

Michelle Scray Brown, Chief Probation Officer

**Purpose:**

To establish a formal bail bond release process for youth detained in Juvenile Detention and Assessment Centers (JDACs) who are under the jurisdiction of the Adult Court.

**Definitions:**

**Bail Bond:** A written promise signed by a defendant or a surety (one who promises to act in place of another) to pay an amount fixed by a court should the defendant named in the document fail to appear in court for the designated criminal proceeding at the date and time specified.

**Responsibilities:**

I. Watch Commander (WC):

- A. Review bail bond (Attachment A), adult court minute order and any supporting documentation, per Caseload Explorer (CE) as well as other systems that may be or become available, to ensure the information contained thereon is complete and accurate and containing the following:
  1. Youth's name
  2. Youth's date of birth (DOB)
  3. Youth's Person Identification Number (PIN)
  4. Court case number – Shall match the case number assigned on the adult court minute order granting bail.
  5. Charge(s)
    - a. The charge(s) listed on the bail bond and supporting documentation shall match the charge(s) listed on the adult court minute order granting bail.
    - b. If the specific subdivision is not listed on bail bond, it is not necessary to return the bond to the bail agent for correction.
  6. Court of jurisdiction - Shall match the court stated on the adult court minute order granting bail. (Information for items 1 through 6 may be given to the bail agent for processing).
  7. Bond number
  8. Bond agency's name
  9. Name of surety company
  10. Next court date
  11. Date bail is posted
- B. Submit the bail bond to Division Director/Designee for signature.
- C. Make copies of the following documents for the Director and the youth's file, copies shall include, at minimum:
  1. Certified Adult Court order (Court seal stamp and signature, see Attachment B)
  2. Bail bond (Signed by the Division Director)
  3. Intake Release Officer (IRO) release packet
- D. Record the release in the WC log book in the following manner:
  1. The youth's name

2. Date and time of release
  3. Authority (per court of jurisdiction and Division Director)
- E. Deliver a packet containing the below documentation to the court of jurisdiction, request a receipt from the court, and attach the receipt to the IRO release packet in youth's facility file.
1. A copy of certified adult court order (signed and seal stamped)
  2. Bail bond (signed by the Division Director)
  3. Copy of release form (generated by IRO)

II. Division Director/ Designee:

- A. Ensure WC has reviewed and forwarded all pertinent documentation for youth's release.
- B. Sign the bail bond.
- C. Ensure WC has original signed bail bond delivered to the court identified on the adult court minute order.

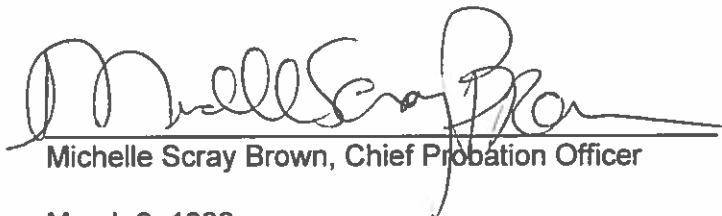
**Guidelines:**

- A. Court Order for release when bail is paid in full:
1. All bail monies must be posted with the adult court where the charges have been filed.
  2. Once the amount of bail monies has been posted, the court clerk will deposit the bail sum in their bail and trust system noting such activity on the court minute order.
  3. A certified copy of the minute order must then be delivered in person by the bondsman to the JDAC.
  4. If a notation has been made on the certified copy of the court order that the youth is not eligible for 10% bail, then bail monies must be posted in cash only with the court clerk.
- B. A bond shall not be accepted if all of the criteria outlined in I. A. 1-11 has not been met, is incorrect or missing.

**Foundation:**

California Penal Code, Sections 1268-1317  
Uniform Commercial Code, Section 7102

Issued by:

  
Michelle Scray Brown, Chief Probation Officer

8.12.16  
Date

Date Issue:

March 9, 1998

Revised:

July 13, 2003

Revised:

February 25, 2008

Revised:

August 12, 2016

**Attachments:**

A – Sample bail bond documents (1.1 – 1.3)

**Attachment 1.1 - Bail Bond**

Bond Info Legend	
1	Youth Name
2	DOB - Not on this form
3	PIN
4	Case Number
5	Charge(s)
6	Court of Jurisdiction
7	Bond Number
8	Bond Agency name
9	Name of Surety Co.
10	Date Bail Poster

**ACME Surety Co.**  
 C/O ASSOCIATED BOND AND INSURANCE AGENCY, INC.  
 P.O. BOX 9810  
 CALABASAS, CA 91372-9810  
 TELEPHONE (800) 935-2245 FAX (818) 449-7100

Acme Bond Agency Inc.  
 359 W. Mission Blvd. • Pomona, CA 91766  
 Insurance #1840293  
 (909) 622-2626

**BAIL BOND**  
 NO. IS 750K- [REDACTED]  
 (POWER OF ATTORNEY WITH THIS NUMBER MUST BE ATTACHED)

IN THE Superior COURT OF THE Rancho Cucamonga JUDICIAL DISTRICT COUNTY OF  
San Bernardino COUNTY OF SAN BERNARDINO  
 STATE OF CALIFORNIA  
 THE PEOPLE OF THE STATE OF CALIFORNIA, Plaintiff  
 vs. [REDACTED] Defendant

CASE NO. FVA 123456  
 AUG 26 2014  
 DEPUTY

Youth's first, Last name \_\_\_\_\_  
 Defendant Youth's first, Last name \_\_\_\_\_  
 having been admitted to bail in the sum of Two hundred & fifty thousand Dollars  
 (\$ 250,000 - ) and ordered to appear in the above-entitled court on 09-04 20 14 on  
211 PC charge/s, 8:30am  
 (STATE MISDEMEANOR OR FELONY)

Now, the INTERNATIONAL FIDELITY INSURANCE COMPANY, a New Jersey Corporation, hereby undertakes that the above-named defendant will appear in the above-named court on the date set forth to answer any charge in any accusatory pleading based upon the acts supporting the complaint filed against him/her and all duly authorized amendments thereof, in whatever court it may be prosecuted, and will at all times hold him/herself amenable to the orders and process of the court, and if convicted, will appear for pronouncement of judgment or grant of probation: or if he/she fails to perform either of these conditions, that the INTERNATIONAL FIDELITY INSURANCE COMPANY, a New Jersey Corporation, will pay the people of the State of California the sum of Two hundred & fifty thousand Dollars (\$ 250,000 - )

If the forfeiture of this bond be ordered by the Court, judgment may be summarily made and entered forthwith against the said INTERNATIONAL FIDELITY INSURANCE COMPANY, a New Jersey Corporation, for the amount of its undertaking herein as provided by Section 1305 and 1306 of the Penal Code.

Acme Inc., LLC. LTD.  
**INSURANCE COMPANY**  
 (A New Jersey Corporation)

By \_\_\_\_\_ Attorney Signature  
 ATTORNEY-IN-FACT

I certify under penalty of perjury that I am a licensed bail agent of INTERNATIONAL FIDELITY INSURANCE COMPANY and that I am executing this bond on 08-26-14  
 at San Bernardino, California  
 Signature of Agent \_\_\_\_\_  
 (SIGNATURE OF LICENSED AGENT)

THE PREMIUM CHARGED FOR THIS BOND PER ANNUM IS: \$ 25,000  
 Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (TITLE)

9

8

7

6

4

1

3

5

10

Ensure the Bond has the court seal, stamp and signature. This may be stamped anywhere on bond.

Bail amount must be the same on all documents



NOTE: This is an Appearance Bond and cannot be construed as a guarantee for failure to provide payments, back alimony payments, Fines, or Wage Law claims, nor can it be used as a Bond on Appeal.

**Attachment 1.2 – Bond Insurance/ Power of Attorney**

VERIFY FIRST - THIS DOCUMENT IS PRINTED IN BLUE, RED & BLACK INKS.

Bond Info Legend	
1	Youth Name
2	DOB
3	PIN – Not on this form
4	Case Number
5	Charge(s)
6	Court of Jurisdiction
7	Bond Number
8	Bond Agency name – Not on this form
9	Name of Surety Co.
10	Date Bail Posted

Only the original Power of Attorney will bind this Surety.

**POWER OF ATTORNEY**

I, **Acme Inc** **INSURANCE COMPANY**  
 P.O. Box 9810, CALABASAS, CA 91372-9810 (800) 935-2245

POWER NUMBER **18200K-** [REDACTED]

THIS POWER VOID IF NOT USED BY: **August 31, 2015** POWER AMOUNT \$ **250,000**

KNOW ALL MEN BY THESE PRESENTS, that I, **ACME INSURANCE COMPANY**, a corporation duly organized and existing under the laws of the State of New Jersey, has constituted and appointed, and does hereby constitute and appoint, its true and lawful Attorney-in-Fact, with full power and authority to sign the company's name and affix its corporate seal to, and deliver on its behalf as surety, any and all obligations as herein provided, and the execution of such obligations in pursuance of these presents shall be as binding upon the company as fully and to all intents and purposes as if done by the regularly elected officers of said company at its home office in their own proper person; and the said company hereby ratifies and confirms all and whatsoever its said Attorney-in-Fact may lawfully do and perform in the premises by virtue of these presents.

THIS POWER OF ATTORNEY IS VOID IF ALTERED OR ERASED, THE OBLIGATION OF THE COMPANY SHALL NOT EXCEED THE SUM OF

**TWO HUNDRED FIFTY THOUSAND**

AND MAY BE EXECUTED FOR RECOGNIZANCE ON CRIMINAL BAIL BONDS ONLY.

Authority of such Attorney-in-Fact is limited to the execution of appearance bonds and cannot be construed to guarantee defendant's future lawful conduct, adherence to travel limitation, fines, restitution, payments or penalties, or any other condition imposed by a court not specifically related to court appearances. A separate Power of Attorney must be attached to each bond executed. Powers of Attorney must not be returned to Attorney-in-Fact, but should remain a permanent part of the court records.

Bail amount must be the same on all documents

Bond Amt \$ **250,000** Date Executed **08-26-14**

NOTICE: Stacking of Powers is strictly prohibited. No more than one power from this Surety may be used to post any one bail amount.

Defendant **[REDACTED]** First, Last **[REDACTED]** MM-DD-YY **[REDACTED]**

IN WITNESS WHEREOF, said I, **Acme INSURANCE COMPANY**, by virtue of authority conferred by its Board of Directors, has caused these presents to be sealed with its corporate seal, signed by its Chairman of the Board and attested by its Secretary, this 23rd day of March, 1998.

Case # **[REDACTED]** Appearance Date **09-04-14 8:30am**

Signature \_\_\_\_\_

Offense **211 PC**

Pres. Officer, Chairman of the Board \_\_\_\_\_

Court County **San Bernardino**

Signature \_\_\_\_\_

Court City **Rancho Cucamonga** Court State **CA** Div./Dept. **R5**

Notary Name, Secretary \_\_\_\_\_

If rewrite, give orig. power # **[REDACTED]**  Increase  Decrease  
 Signature \_\_\_\_\_

**NOT VALID FOR IMMIGRATION**

Executing Age... **[REDACTED]** Signature if applicable, add your COURT assigned Agent # \_\_\_\_\_



Form# IF1.0100 (9/06)

ORIGINAL



01956083



**Attachment 1.3 - Sample Court Minute Order Seal**

THE DOCUMENT TO WHICH THIS CERTIFICATION IS ATTACHED IS A FULL, TRUE AND CORRECT COPY OF THE ORIGINAL ON FILE AND OF RECORD IN MY OFFICE

ATTEST \_\_\_\_\_

Clerk of the Superior Court of the State of California, in and for the County of San Bernardino.

Date     AUG 26 2014    

By \_\_\_\_\_ Signature \_\_\_\_\_ Deput \_\_\_\_\_

Adult minute order must have seal, date and signature

SAMPLE