



CRYSTAL POLICE DEPARTMENT

Department Policy Manual

TITLE: Bail Procedures
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DEFINITION

BOOKING OFFICER: a police officer or community service officer employed by the Crystal Police Department with the assigned responsibility of booking, monitoring and releasing persons housed in the Crystal jail. Community service officers' will be primarily assigned as booking officers. Shift Commander's may assign a police officer if necessary.

POLICY

The bailable offenses and the bail amounts listed by the Hennepin County District Court shall be strictly followed, unless changed with the consent of a court judge.

The booking officer shall be held responsible for all bail procedures.

Bail shall be collected and placed into evidence lockers for safekeeping. An entry will be made in the Bail Book recording the collection of bail. Bail money shall be forwarded to the Clerk of Court's office daily.

Release on personal recognizance procedures shall be handled by a police officer after the prisoner has been booked. All such procedures shall be handled in strict adherence to the following:

- **Personal R.P.R.:** Prisoners for certain offenses, and if they have no previous record, may be released on their own recognizance. The prisoner must sign a statement that he will appear in court to answer his/her charge.
- **Attorney R.P.R.:** An attorney may have a prisoner released into his/her custody if he/she is registered by the Minnesota Supreme Court as an attorney and is in good standing with the court. The attorney shall present his/her R.P.R. card and sign the jail register prior to release of the prisoner.

OUTSIDE COUNTY BAIL COLLECTION

Bail may be collected for warrants issued outside Hennepin County. An additional notation will be made into the Bail Book entry noting the collection of bail for another counties warrant.

Bail collected for warrants issued outside of Hennepin County will be forwarded to the city of Crystal Finance Department by the Evidence Technician so a check may be issued and sent to the appropriate county.