

Hamden Police Department General Orders

Policy Number: 003-002

Effective Date: August 01, 2005

Section: Criminal Justice System

Rescinds:

Title: Bonding Procedures

Approved By:

Approval Date:

PURPOSE

To provide a system for the release of arrested persons and under what conditions this may be done.

POLICY

The Department will make every effort to assure the release of those prisoners who with some reasonable probability, will appear in court when scheduled.

Procedures

A. Persons who are arrested on criminal or serious motor vehicle charges may be held on cash bond when it is felt it will secure their appearance in court. The decision to set a cash bond or WPTA bond will rest with the Headquarters Supervisor. The following criteria should be used in determining the bond:

1. The severity of the charge
2. Residency of the arrestee.
 - i. The length of time in this state and how long at the present address.
 - ii. If the arrestee owns or rents the residency.
 - iii. Persons that the arrestee is living with.
3. Employment - the type of employment and the length of time the arrestee has been employed there.
4. Family - if the arrestee has any family in the area.
5. Prior Criminal history - special attention should be given to a prior history of FTA'S.
6. The attitude of the arrestee towards the Criminal Justice System.

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7. The accuracy of the arrestee's identification.
- B. A guideline for the amount of the bond may be determined by the penalty for the crime or by any other appropriate means.
- C. Bonds that are set by the court, and are noted on the arrest warrant CANNOT be changed except by the court.
- D. Once a bond has been set by the Headquarters Supervisor, it may be changed only under the following circumstances:
 1. Approval of the Commander of the Division who set the original bond.
- E. Reduction of the bond by the Bail Commissioner.
 1. Special situations such as but not limited to: medical considerations, T.O.T. arrests, verification of I.D.
- F. If a bond is set and the accused cannot post bond the Headquarters Supervisor will be responsible to see that the Bail Commissioner is notified as soon as possible.

Procedures for bonding prisoners

A. Cash Bonds

1. Fill out and complete the Notice of Rights form.
2. Complete Appearance Bond sheet (JD CR 4).
3. Take cash from the accused.
4. Complete Hamden Police Receipt form.
5. Place a copy of Hamden Police Receipt form and bond money in envelope, stamp envelope with bond stamp and note all information called for.
6. Seal envelope and initial same and place in metal safe at main desk.
7. Give copies of Notice of Rights, Appearance Bond forms as well as original Hamden Police Receipt for money to the accused.
8. The original Notice of Rights, Appearance Bond forms will be attached to arrest paperwork.

B. Surety Bonds

1. Fill out the notice of rights form (JD CR 5).
2. Fill out appearance bond form (JD CR 4).
3. Obtain the surety from the bondsman.

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4. Give copies of the notice of rights and appearance bond to the accused.
 5. Attach original of the surety, notice of rights, appearance bond forms to the arrest paperwork.
- C. WPTA
1. Fill out Promise to appear form (JD CR 13).
 2. Fill out notice of rights form (JD CR 5).
 3. Give copies of both forms to the accused.
 4. Attach original of WPTA and notice of rights to the arrest paperwork.
- D. If multiple warrants exist a separate set of bond sheets must be made out for each warrant and case numbers must appear on all bond paperwork.

(Court will receive the original copies to all of their paperwork, the Police Department will retain all original copies of Police Department paperwork)