

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION PROCEDURE MANUAL**

TO: ALL STAFF PROCEDURE #: D-304

APPROVED BY: STEPHANIE L JAMES REPLACES: 3/22/2016  
CHIEF PROBATION OFFICER

ISSUE DATE: 10/01/2018

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**SUBJECT: RELEASE PROCEDURES**

**POLICY**

The Intake Juvenile Detention Officer will be responsible for processing all youth who are eligible for release from Juvenile Detention or the Camp. All release documents shall be scanned in JJIS and placed in the youth's Intake file.

**PROCEDURES**

A. Youth Released at the Time of Booking

If after completing the Detention Risk Assessment Instrument (DRAI), the Intake Probation Officer, or in his/her absence, the Duty Officer, determines that a youth should be released at the time of the booking, he/she shall complete the appropriate paperwork. The Intake Juvenile Detention Officer shall ensure the appropriate paperwork has been completed for the following types of releases:

1. Straight Release - Final Release Authorization (Attachment A)
2. Promise to Appear – Attachment B

B. Youth Permanently Released from Detention

A youth may be permanently released from detention pursuant to a juvenile court order, an adult court order or as authorized by a probation officer. The following chart describes the types of permanent releases and from whom authorization is given:

<u>Type of Release</u>	<u>Authorized By</u>
Release pursuant to Juvenile Court Order (release to placement, Home Supervision/House Arrest, Electronic Monitoring Program, straight release or release after commitment)	Juvenile Court Order
Release pursuant to Adult Court Order (DJJ or CDCR)	Superior Court Order
Release due to population management (early release)	Intake Probation Officer
Release due to placement	Probation Officer

C. Emergency Releases for Post-Dispositional Youth

1. The Intake Probation Unit Supervisor shall contact the Commitment Unit and request appropriate candidates for early release.
2. The Commitment Unit will provide the following for each youth:
  - a. Days committed
  - b. Days served
  - c. Made Days to be earned upon commitment
  - d. Made Days earned
  - e. Made Days needed
3. The Intake Probation Unit Supervisor shall investigate the conditions of probation on the youth's current Dispositional Order and shall take that into consideration when determining release conditions.
4. The Intake Probation Unit Supervisor shall prepare the Emergency Release Candidate form (Attachment C) with the appropriate recommendation to include a Straight Release, Home Supervision/House Arrest or the Electronic Monitoring Program.
5. The Intake Probation Unit Supervisor shall advise the Administrative Assistant Deputy Chief Probation Officer of the youth being recommended for early release.
6. On a weekend or other non-judicial day, the Intake Probation Unit Supervisor Officer shall gather all the information regarding the youth potentially eligible for early release before contacting the on-call Judge at home.
7. The Intake Probation Unit Supervisor will take the Emergency Release Candidate form to the Presiding Juvenile Court Judge for approval.

8. The Intake Probation Unit Supervisor shall take the signed document to the Court Clerk's Office for official filing. A copy shall be made for the Intake JDO and for the CSS/Transportation Unit (CTU).
9. The Intake JDO shall file the copy in the youth's Intake File after he/she has been released from custody and scan the document in JJIS.

D. Permanently Releasing a Youth from Juvenile Detention or the Camp

In processing a youth for permanent release from Juvenile Detention or the Camp, the Intake JDO shall:

1. Verify proper documents authorizing the release (i.e., Court Slips, Disposition Minute Orders, Promise to Appear forms, or Final Release Forms approved by probation officer). These documents can be located in the youth's Intake File or in JJIS (JJIS/Documents/Current Booking Date).
2. Verify the identity of the person to whom the youth is being released by viewing a picture identification. Make a copy of the picture I.D. and place in the youth's Intake File.
3. If a youth is being released on either Home Supervision or Electronic Monitoring, contact a staff in the Youth Advocacy Unit to inform him/her that the parent(s) and/or guardian(s) is in the lobby waiting for the release.
4. Make contact with the youth's living unit or the Camp and request the youth be sent to Intake.
5. Staff will instruct the youth to gather all his/her property and clean his/her living area. Staff shall inspect the youth's room for damages and/or cleanliness. Any damages will be documented via an Incident Report in JJIS.
6. Staff shall contact the Medical Clinic and inform them that the youth is being released so that all prescribed medications will be released with the youth, if applicable.
7. After the youth has arrived at Intake, the Intake JDO will retrieve the youth's clothing and property and have the youth change into his/her own clothing.
8. The Intake JDO shall document the release in the following locations:
  - a. JJIS Property Sheet
  - b. JJIS System release (JJIS/Detention Management/Current Date)

E. Medi-Cal Eligibility and Enrollment

1. Staff shall contact Behavioral Health Services (BHS) and inform them when a youth is being permanently released.
2. BHS will determine if the youth was receiving mental health services while in custody and schedule a follow-up appointment for continuity of care in the community.
3. If the youth does not have Medi-Cal, BHS staff may verify the youth's eligibility for Medi-Cal and refer them to the Mental Health Services Act Program, where the community based organization will assist the youth and family in completing the eligibility paperwork at Human Services Agency.
4. Following the commitment of a youth to juvenile hall or the Camp for a period of 30 days or longer, the Youth Advocacy Unit will provide the Human Services Agency with the youth's name, scheduled or actual release date, prior Medi-Cal status if known, and sufficient information for the Human Services Agency to determine the youth's eligibility. If the youth is a minor, the Youth Advocacy Unit will contact the youth's parent/guardian and offer them the opportunity to opt out of the notification to the Human Services Agency.

F. Release Notifications

1. The Intake JDO shall notify the parent and/or guardian of the youth's release. If the youth is being released to other than the parent and/or guardian (such as placement) the authorizing probation officer is responsible for notifying the parent and/or guardian of the release.
2. The Medical Clinic and Behavioral Health Services will be notified of the youth's release via the Daily Roster. In the event the youth is being released to a placement facility or another jurisdiction, the authorizing probation officer shall provide advance notice to the Medical Clinic (and Behavioral Health Services, when appropriate), so medical providers can prepare the Medical Transfer Summary (Attachment D) to transport with the youth.
3. The Juvenile Hall School Department will be notified of the youth's release via the Daily Roster so they can meet the legal requirements of contact with future educational settings.
4. The Youth Advocacy Unit will be notified of the release of any post-dispositional youth so transitional and re-entry services with medical staff, Behavioral Health Services staff, education staff, probation supervision staff, and community based services can be coordinated.

G. Releasing a Youth's Property

1. To release a youth's property when he/she is being released, the Intake JDO shall:
  - a. Locate the Property Sheet in JJIS (JJIS/Detention Management/Current Date/Property)
  - b. After receiving the youth at Intake, place the youth inside one of the intake dress-out rooms and locate his/her property bag.
  - c. Give the property bag to the youth and have him/her check through his/her property, making certain everything is there and the contents are the same as indicated on the Property Sheet.
  - d. Have the youth change into his/her own clothing.
  - e. Release the youth's property in JJIS, entering in the return date on the Property Sheet indicating that the property was released back to the youth.
  - f. If the youth has money listed on his Property Sheet, call the Duty Officer to retrieve the money envelope from the secure money drop.
  - g. After the money envelope is opened and the youth counts his/her money, the youth signs off on the property sheet, verifying the amount is correct and the money has been returned.

2. Releasing a Youth's Property to his/her Parent and/or Legal Guardian

The personal property of a youth may only be released to the parent and/or legal guardian if one of the following criteria is met:

- a. The youth gives verbal or written consent
- b. Juvenile Detention has been authorized by the Court or the Probation Officer to release the property

3. Releasing a Youth's Property to a Law Enforcement Agency

Once a youth has been booked into Juvenile Detention or the Camp and his/her property turned over to the Probation Department, his/her personal property may not be released to a law enforcement agency, unless the following criteria is met:

A law enforcement agency has a search warrant or court order requesting the release of specific items. The supporting warrant or order shall be scanned into JJIS, along with a document containing:

- a. Name of agency to which the property is being released
- b. Description of released articles
- c. Name and badge number of the law enforcement officer receiving the property
- d. Date and time the property was released
- e. Signature of Probation Department witness.

4. Unclaimed Property

- a. If there is unclaimed property belonging to a youth, the Intake JDO shall advise the listed parent and/or guardian via telephone or a letter.
- b. If the property has not been claimed within 60 days of notification, the property will either be destroyed or donated to a non-profit organization.

H. Releasing a Youth on Bail

Any youth who is pending Adult Court has a Constitutional Right to bail.

1. If a youth is being released on bail, the Intake Probation Officer shall print the Court Order and verify that it contains the court case number and the bail amount.
2. The Intake Probation Officer shall contact the San Joaquin County Jail at 468-4577 to verify the authenticity of the Bail Bondsman. The County Jail will have the Bail Bondsman's license with an expiration date on file.
3. The Intake Probation Officer shall not release the youth unless a parent and/or guardian is available to sign the necessary paperwork.
4. The Intake Probation Officer shall verify the required documents from the Bail Bondsman:
  - a. Face Sheet (a contract) – Sample: Attachment E
  - b. Power of Attorney (the bond) – Sample: Attachment F
5. The Intake Probation Officer shall ensure all documentation is completed and signed. The Intake Probation Officer shall ensure the Power of Attorney has an official seal and that the expiration date and bail amount are accurate.

6. The Intake Probation Officer shall attach the Face Sheet and Power of Attorney to the Court Order and send to the Superior Court Clerk's Office in Room 101 of the Courthouse.
7. The youth shall then be permanently released from Juvenile Detention following the procedures outlined above.
8. The Face Sheet and Power of Attorney shall be filed in the youth's Intake File and scanned in JJIS.

I. Temporary Releases from Juvenile Detention

Temporary releases from Juvenile Detention or the Camp may be authorized by the Probation Officer or the Court. Youth may also be temporarily released from Juvenile Detention or the Camp on a home pass as part of an incentive program. The Intake Juvenile Detention Officer shall change the youth's location in JJIS to reflect the temporary release.

1. Types of Temporary Releases

The following are examples of some of the types of temporary releases:

- a. Dentist/doctor appointments
- b. Funerals
- c. Emergency Room transports
- d. Court appearances in other counties
- e. Downtown court appearances
- f. Home passes

2. Temporary Release Procedures

- a. Authorized by a Probation Officer
  - i. The probation officer shall complete the Temporary Release Authorization form (Attachment A).
  - ii. Only a Probation Officer III or above may approve the Temporary Release.
  - iii. The Intake JDO confirms that the information regarding the temporary release has been completed (i.e. date/time the youth is to be released, to whom, the reason for the release).
  - iv. The Temporary Release Authorization Form shall be filed in the youth's Intake File and scanned in JJIS.

- b. Authorized by a Court Order
  - i. The Court Order shall include the pertinent information regarding the youth's temporary release from custody.
  - ii. The JDUS prepares the Temporary Release Authorization form with the information listed on the Court Order.
  - iii. The Juvenile Detention Facility Supervisor assigned to Intake/Court Services approves the Temporary Release.
  - iv. The Court Order approving the temporary release shall be filed in the youth's Intake File and scanned in JJIS.
- c. Authorized as part of an Incentive Program

Youth committed to Camp Peterson may earn home passes as part of an incentive program. In those instances, the following procedures shall be followed:

- i. The Camp Peterson juvenile detention officer shall contact the eligible youth's parent and/or guardian and advise him/her to pick up the youth at Juvenile Detention.
- ii. The Camp Peterson JDO shall complete a Home Pass Agreement Form
- iii. The Camp Peterson shall note the temporary release on the Unit Shift Log and temporarily release the youth in JJIS.
- iv. The Camp Peterson shall escort the youth to the Intake area, verify the parent's and/or guardian's identification, review the Home Pass Agreement with the parent and/or guardian, and obtain the necessary signatures.
- v. The Home Pass Agreement shall be filed in the youth's Intake File and scanned in JJIS.

### 3. Youth's Return from Temporary Release

- a. Upon a youth's return from a Temporary Release, the Intake JDO shall use the hand-held metal detector and conduct a pat-down search of the youth before allowing him/her to come into the facility.



- b. The Intake JDO shall contact the youth's housing unit or the Camp and advise them the youth is returning.
- c. The Intake JDO shall change the youth's location in JJIS.

**SPECIAL VISIT/ INTERVIEW AUTHORIZATION (CIRCLE ONE)**

Minor's Name \_\_\_\_\_ J# \_\_\_\_\_ Today's Date \_\_\_\_\_

Date of Visit/Interview \_\_\_\_\_ Time \_\_\_\_\_

Visitor(s) Name \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Probation Officer III, Probation Unit Supervisor or Above.

**PLEASE ARRANGE SPECIAL VISITS MONDAY THROUGH FRIDAY**  
**Special visits not conducted during regular visiting hours or weekends.**

Date Received in Intake \_\_\_\_\_ Juvenile Detention Duty Officer \_\_\_\_\_

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**REGULAR VISITORS CHANGE/ADDITION (CIRCLE ONE)**

Minor's Name \_\_\_\_\_ J# \_\_\_\_\_ Today's Date \_\_\_\_\_

Name of Visitor Added \_\_\_\_\_ Relationship \_\_\_\_\_

Name of Visitor Deleted \_\_\_\_\_ Relationship \_\_\_\_\_

Reason for Change/ Addition \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Probation Officer III, Probation Unit Supervisor or Above.

Date Received in Intake \_\_\_\_\_ Juvenile Detention Duty Officer \_\_\_\_\_

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**TEMPORARY/FINAL RELEASE AUTHORIZATION (CIRCLE ONE)**

Minor's Name \_\_\_\_\_ J# \_\_\_\_\_ Today's Date \_\_\_\_\_

Date/Time of Temporary/Final Released to \_\_\_\_\_ Date/Time of Return \_\_\_\_\_

Name of Person Released to \_\_\_\_\_ Relationship \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Probation Officer III, Probation Unit Supervisor or Above.

Date Received in Intake \_\_\_\_\_ Juvenile Detention Duty Officer \_\_\_\_\_

PROB-J-1001 (11/03) Distribution: Original - Probation Officer, Copy - Intake (minor's file)

Attachment A

<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN JOAQUIN</b> STREET ADDRESS: 535 WEST MATHEWS ROAD MAILING ADDRESS: 535 WEST MATHEWS ROAD CITY AND ZIP CODE: FRENCH CAMP, CA 95231		
<b>SAN JOAQUIN COUNTY PROBATION DEPARTMENT, JUVENILE DIVISION</b> STREET ADDRESS: 575 WEST MATHEWS ROAD MAILING ADDRESS: 575 WEST MATHEWS ROAD CITY AND ZIP CODE: FRENCH CAMP, CA 95231		
CASE NAME: JJIS TEAM TEST STREET ADDRESS: 1542 NE DAWN AV APT 4 MAILING ADDRESS: STOCKTON CITY AND ZIP CODE: CA 95207	COURT #: 22222 J #: 240537 YA#:	
<b>PROMISE TO APPEAR AND NOTICE OF HEARING</b>		

You are hereby directed to:

- Report to the Juvenile Justice Center, Juvenile Court, located at 535 West Mathews Road, French Camp, CA. Courtroom number J- on , , 2010 at .  
For: .
- Report to the San Joaquin County Juvenile Probation Department, located at 575 West Mathews Road, French Camp, CA. With Probation Officer on , , 2010 at .

I understand that if I do not come to Court on the date and at the time indicated, the Court may order that a warrant be issued for my arrest; and that willful failure to attend as promised is punishable as a misdemeanor, as provided by Section 214 of the Welfare and Institutions Code.

I also understand that failure to report to the Probation Department and Probation Officer as directed may result in further Court actions, including the Court issuing a warrant for my arrest.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Type or Print name)

\_\_\_\_\_  
(Signature of Subject)

\_\_\_\_\_  
(Type or Print name)

\_\_\_\_\_  
(Signature of Parent/Guardian/Relative if applicable)

**Witnessed by:**

\_\_\_\_\_  
(Type or Print name)

\_\_\_\_\_  
(Signature of  Probation Officer  
 Parole Agent  
 Other (Specify):

**Service:**

- Served Personally     Certified Mail – Date Mailed     Telephonic notification Date and Time

I declare, under penalty of perjury, that the foregoing is true and correct to the best of my information and belief.

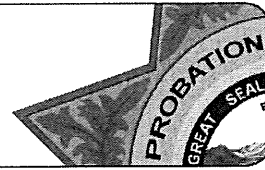
Date: \_\_\_\_\_ Name and Signature of serving Probation Officer \_\_\_\_\_

JPPTA1766

Attachment B



SAN JOAQUIN COUNTY  
**PROBATION DEPARTMENT**  
 Supporting a Safer, Stronger Community



**Stephanie L. James** CHIEF PROBATION OFFICER

SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
 JUVENILE DETENTION

EMERGENCY RELEASE CANDIDATE

NAME:

DATE:

J#:

CT#:

UNIT:

CHARGE:

Pre-Disposition

Post-Disposition

Days Committed:

Days Served:

Percentages:

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Based on the minor's points, the minor would need to serve the following:

EMP:

WORK PROJECT:

HOME SUPERVISION:

COMMENT:

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APPROVED

REJECTED

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Judge

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Juvenile Court and Field Services  
 575 W. Mathews Road  
 French Camp, CA 95231  
 209.468.4000

Juvenile Detention Facilities  
 535 W. Mathews Road  
 French Camp, CA 95231  
 209.468.4200

Adult/AB 109 Services  
 Carlis Building, 24 S. Hunter Street  
 Stockton, CA 95202  
 209.953.7812

Administration  
 575 W. Mathews Road  
 French Camp, CA 95231  
 209.468.4068

Attachment C

SAN JOAQUIN CO. CORRECTIONAL HEALTH CARE  
JUVENILE JUSTICE CENTER  
535 W. MATTHEW ROAD  
FRENCH CAMP, CA 95231  
TELEPHONE: (209)468-4246

**TRANSFER**

NEED IMMEDIATE ATTENTION  
 HEALTH ASSESSMENT COMPLETED  
PRIOR TO TRANSFER

DATE OF THIS TRANSFER: \_\_\_\_\_  
DATE FORM COMPLETED: \_\_\_\_\_

INMATE NAME: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
A.K.A. \_\_\_\_\_  
ALLERGIES: \_\_\_\_\_  
PREGNANT:  YES  NO  UNKNOWN  N/A

**MEDICAL/MENTAL HEALTH PROBLEMS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MEDICATIONS:	DOSE	ROUTE	FREQUENCY	START DATE	STOP DATE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TB SKIN TEST:  NEG.  POS. DATE READ: \_\_\_\_\_ INDURATION \_\_\_\_\_ mm  
CHEST X-RAY:  NEG.  POS. DATE: \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

PENDING APPOINTMENTS: \_\_\_\_\_

TEST TREATED  
ATTACHMENTS:  YES  NO GONORRAHEA:  NEG.  POS.  YES DATE: \_\_\_\_\_  
CHLAMYDIA:  NEG.  POS.  YES DATE: \_\_\_\_\_  
IMMUNIZATIONS RECORDS:  YES  NO

COMPLETED BY: \_\_\_\_\_



**Bankers Insurance Company**

P.O. Box 33015 • St. Petersburg, Florida 33733-8015  
727 823 4000 • 800 627 0000 • Fax 727 803 4076

(PLACE BAIL AGENT'S ADDRESS STAMP HERE)

**BAIL BOND**

NO. \_\_\_\_\_  
(POWER OF ATTORNEY WITH THIS NUMBER MUST BE ATTACHED)

IN THE \_\_\_\_\_ COURT OF THE \_\_\_\_\_ JUDICIAL DISTRICT  
COUNTY OF \_\_\_\_\_, STATE OF CALIFORNIA.

THE PEOPLE OF THE STATE OF CALIFORNIA,  
Plaintiff, CASE NO. \_\_\_\_\_

VS. \_\_\_\_\_  
DIV. NO. \_\_\_\_\_

\_\_\_\_\_ Defendant.  
Defendant \_\_\_\_\_ (NAME OF DEFENDANT) \_\_\_\_\_ (BOOKING NO.)

having been admitted to bail in the sum of \_\_\_\_\_  
Dollars (\$) and ordered to appear in the above-entitled  
court on \_\_\_\_\_, on \_\_\_\_\_ charges;  
(DATE OF APPEARANCE) (STATE MISDEMEANOR OR FELONY)

NOW, the BANKERS INSURANCE COMPANY, a Florida Corporation hereby undertakes that the above-named defendant will appear in the above named court on the date above 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 filed and prosecuted, and will at all times hold him/herself amendable to the orders and process of the court and, if convicted, will appear for pronouncement of judgement or grant of probation; or if he/she fails to perform either of these conditions, that the BANKERS INSURANCE COMPANY, a Florida Corporation, will pay to the People of the state of California the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

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

THIS BOND IS VOID IF WRITTEN FOR AN AMOUNT GREATER THAN THE POWER OF ATTORNEY ATTACHED HERETO, IF MORE THAN ONE SUCH POWER IS ATTACHED, OR IF WRITTEN AFTER THE EXPIRATION DATE AS SPECIFIED ON THE ATTACHED POWER OF ATTORNEY.

BANKERS INSURANCE COMPANY (SEAL)  
By \_\_\_\_\_ ATTORNEY-IN-FACT

I certify under penalty of perjury that I am a licensed bail agent of the BANKERS INSURANCE COMPANY and that I am executing this bond on \_\_\_\_\_ (DATE)  
at \_\_\_\_\_ (LOCATION)  
\_\_\_\_\_  
(SIGNATURE OF LICENSED AGENT)

THE PREMIUM CHARGED FOR THIS BOND IS \$ \_\_\_\_\_ Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (Title)

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.

BIC0420263508

SAMPLE

RAIL ONLY  
POWER AMOUNT  
\$105000.00

BANKERS INSURANCE COMPANY  
P.O. Box 33015 • St. Petersburg, Florida 33733 • 800-627-0000  
POWER OF ATTORNEY

510513993 - 5

KNOW ALL MEN BY THESE PRESENTS that Bankers Insurance Company, a corporation duly organized and existing under the laws of the State of Florida, has made pursuant to Article IV, Section 11 of the By-Laws, which was adopted by the Directors of the said company, and is now in effect, does constitute and appoint, and by these presents does make, constitute and appoint below named agent its true and lawful Attorney-in-Fact for it and in its name, place and stead, to execute, seal and deliver for and on its behalf and as its act and deed, as surety, a bail bond only. Authority of such Attorney-in-Fact is limited to 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 appearance.

VOID IF NOT  
USED BY  
DECEMBER 31, 2010

This Power of Attorney is for use with Bail Bonds only. Not valid if used in connection with Federal Immigration Bonds. This power void if altered or erased, void if used with other powers of this company or in combination with powers from any other surety company, void if used to furnish bail in excess of the stated face amount of this power, and can only be used once. THE OBLIGATION OF THE COMPANY SHALL NOT EXCEED THE SUM OF THIS STATED FACE AMOUNT, AND PROVIDED THIS Power of Attorney is filed with the bond and retained as a part of the court records. The said Attorney-in-Fact is hereby authorized to insert in this Power of Attorney the name of the person on whose behalf this bond was given.

IN WITNESS WHEREOF, BANKERS INSURANCE COMPANY has caused these presents to be signed by its duly authorized officer, proper for the purpose and its corporate seal to be hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_

Bond Amount \$ \_\_\_\_\_ Appearance Date \_\_\_\_\_  
Defendant \_\_\_\_\_  
S.S.# \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Case # \_\_\_\_\_  
Court \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Offense \_\_\_\_\_  
If Rewrite, Original # \_\_\_\_\_  
Executing Agent  
BIC892004-1050707

BANKERS INSURANCE COMPANY

  
DAVID K. MEEHAN, President



PERMISSIBLE TO PRINT THIS  
FORM WITHOUT WRITTEN  
CONSENT OF HOME OFFICE

SAMPLE