

Collateral

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input checked="" type="checkbox"/> ADMINISTRATIVE TT DETAIL (See Reverse)	2. TYPE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER N/A	6. DATE OF REQUEST September 27, 2004
		4. UNIT NUMBER N/A	7. REQUESTING ELEMENT
		5. THIS IS NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

50304

9. TO **ALL DISTRICT STATION PERSONNEL/CENTRAL CELL BLOCK/AFIS SECTION**

10. NAME OF WANTED PERSON N/A 11. WANTED BY N/A 12. CHARGE N/A

13. COMPLAINANT'S NAME N/A 14. COMPLAINANT'S ADDRESS N/A

TO BE DISTRIBUTED TO ALL DISTRICT STATION PERSONNEL AND POSTED IN THE DISTRICT STATION AREA

The PD 67 Collateral Receipt form has been revised as of July 2004. Commanding Officers of booking elements shall ensure that the PD 67 forms with the revision date of 7/25/04 are in stock within their command and have them available to use during IMF. Only the PD 67 with the revision date of 7/25/04, and titled "Collateral/Bond Receipt" is authorized for use.

NOTE: A collateral receipt does not need to be completed when a violator requests a court date for a PD 61D ticket. As indicated on the PD 61D, the violator is no longer required to post collateral to secure a court date.

Directions for completing the form are described below. Members are reminded that all information printed on the form MUST BE legible:

At the top of the form, check "Bond" if the arrestee is posting bond, or check "Collateral" if the arrestee has chosen to forfeit collateral. Ensure the arrestee has read the explanation related to his or her choice and that he or she understands the explanation. Additional information about early release options available to ELIGIBLE arrestees is on the back of the PD 67.

1. **Booking District:** The station clerk completing the collateral/bond receipt records his/her organizational element; for example 1D, 7D, 7OD, etc.
2. **Date Collateral/Bond Posted:** Record the month, day, and year that the collateral/bond money was received.
3. **Time Collateral/Bond Posted:** Record the time of day (circle AM or PM) that the collateral/bond was received. (PLEASE DO NOT USE MILITARY TIME)
4. **This is to certify that:** Record the name of the arrestee. Please use the following format: last name, first, middle.
5. **Address:** Record the address of the arrestee. If the person is from outside DC, record the jurisdiction/state.
6. **Has Deposited:** Record the amount of monies received for the charge. If there are multiple charges, a separate collateral receipt must be completed for each charge.
7. **On Charge of:** Record the charge and the associated collateral/bond amount.
8. **Permit/License Number:** (USE ONLY FOR TRAFFIC CHARGES) Record the permit number or license number on the Driver's registration or license. This number may be a social security number, depending on the jurisdiction.
9. **Arrest Number:** Record the arrest number obtained from CJIS.
10. **NOI/PD 61D Number:** Record the number that is on the NOI or PD 61D citation, as applicable.
11. **Arresting/Issuing Officer/District:** Record the arresting/issuing officer's name, badge number, and organizational element. Please use the following format for the name: last name, first, middle.
12. **Collateral or Bond Deposited By:** Record the name of the person who is posting the collateral/bond, whether that person is the arrestee, the bondsperson, or another person. Please use the following format: Last name, first, middle.
13. **Arrestee Sign Name:** The arrestee must sign his or her name in this box to acknowledge his or her choice to forfeit collateral or post bond. If the arrestee refuses to sign name, the station clerk will write, "REFUSED" in capital letters in this box.
14. **Station Clerk Name/CAD ID:** The MPD member completing the collateral receipt records his/her name using the following format: Last name, first, middle, and CAD ID.
15. **Date and Time of Arraignment Hearing:** Record the date and time of the court appearance for bond cases. Bond court dates are set for the following business day court is in session for 0800 hours. The only exceptions are Mondays, weekends, and holidays.

Station personnel can complete a PD 160 to order the revised PD 67 Collateral Receipt from the Equipment and Supplies Branch. For questions about the form, call 727-2575.

UNDER-BADGE-ORG. ELM. Jampson Annan, Director, OOD	AUTHORIZED BY-BADGE-ORG.ELM. SED Nola Joyce, CAO	BUREAU HEAD APPROVAL EAC Michael Fitzgerald
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COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME
	TELETYPE NUMBER TT-09-065-04 PCJE-V-DC (FOIA)