

**IN THE SUPERIOR COURT OF FORSYTH COUNTY  
STATE OF GEORGIA**

**INTERNAL OPERATING PROCEDURE 02-09**

**TO: SHERIFF OF FORSYTH COUNTY, FORSYTH COUNTY JAILERS,  
DISTRICT ATTORNEYS, FORSYTH COUNTY MAGISTRATES AND PRE  
TRIAL RELEASE OFFICERS**

**IN RE: PRE TRIAL RELEASE PROGRAM POLICIES AND PROCEDURES**

**ORDER**

Pursuant to Uniform Superior Court Rule 27.1 there is hereby established a Pre Trial Release Program in the Bell-Forsyth Judicial Circuit.

Persons incarcerated in the Forsyth County Detention Center who are unable to make bond set by the Bond Schedule established by Bell-Forsyth Judicial Circuit Internal Operating Procedure 98-18, as revised in November of 2002, may request release on bond under the Pre Trial Release Program in accordance with the following policies and procedures.

**REQUEST FOR RELEASE UNDER THE PRE TRIAL RELEASE PROGRAM**

The request for release must be obtained by the arresting officer/chief jailer in writing and presented to the director of the Pre Trial Release Program as soon as possible.

**DUTIES OF THE DIRECTOR OF THE PRE TRIAL RELEASE PROGRAM**

The director of the Pre Trial Release Program or assigned pre trial services officer shall;

- (1) Interview a person who is incarcerated and who requests release under the Pre Trial Release Program within 48 hours of receiving the written request;
- (2) Secure data and information from the person requesting release under the program that is pertinent to consideration for release. Said data and information shall include but shall not be limited to the following;
  - (a) criminal history,
  - (b) personal and employment history,
  - (c) physical/mental problems,
- (3) Investigate and verify the data and information obtained;
- (4) Document all data and information obtained;
- (5) Contact the arresting officer before recommending release;
- (6) Upon completion of the investigation required above, the director of the Pre Trial Release Program shall present an order to a judge of superior court recommending either denial of release or release on bond under the Pre Trial Services Program and the conditions recommended for release.

ORDER RELEASING UNDER THE PRE TRIAL RELEASE PROGRAM

After reviewing the recommendation of the director of the Pre Trial Release Program, a superior court judge may order an accused person released on bond under conditions appropriately related to the offense(s) charged and designed to assure that the person appears in court.

SUPERVISION OF PERSONS RELEASED UNDER THE PRE TRIAL  
RELEASE PROGRAM

Upon receipt of an order authorizing release of a person on bond under the Pre Trial Release Program signed by a judge of Superior Court, the assigned pre trial services officer shall;

- (1) Provide a copy of the order to the chief jailer;
- (2) Serve the person to be released with a copy of the order authorizing release on bond and instruct the person on all conditions of bond;
- (3) Supervise the person on a weekly or daily basis to insure compliance with all conditions of bond and document compliance and/or noncompliance;
- (4) Report all violations of bond conditions by the person to a superior court judge immediately and seek a warrant for the arrest and detention of the person pending a hearing to determine if the person's bond should be revoked/forfeited;
- (5) Schedule a bond revocation hearing before a superior court judge as soon as possible but no later than the next available court date;
- (6) Appear at the bond revocation hearing prepared to present witnesses/evidence on the alleged violation(s) of bond conditions.

**THE WITHIN AND FOREGOING** shall be posted in a conspicuous place in all pre-conviction detention facilities in the Bell-Forsyth Judicial Circuit.

**SO ORDERED**, this 13<sup>th</sup> day of November, 2002.

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Richard S. Gault, Chief Judge  
Forsyth County Superior Court  
Bell-Forsyth Judicial Circuit

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Jeffrey S. Bagley, Judge  
Forsyth County Superior Court  
Bell-Forsyth Judicial Circuit