

PROBATION DEPARTMENT DIRECTIVE

No:	759
Issued:	11/30/99
Post until:	12/30/99

SUBJECT: **OUT-OF-OFFICE COUNTY BUSINESS ITINERARY FORM, MILEAGE
CLAIM AND MILEAGE REPORT - REVISED**

(This directive supersedes Directive #739, issued 1/14/99, same subject)

It is the policy of the Department that employees on duty are accountable to the Department for the appropriate use of time whether in the office or in the field. Employees who work outside of the office are accountable to provide information to their supervisors regarding their destination, time and nature of the activity both in advance of and after the activity. The following procedures are **effective February 1, 1999** to provide for this accountability.

- All Probation employees who plan to be away from their offices to do county business are to complete an out-of-Office County Business Itinerary Form (Prob. 1374), Attachment 1, before doing the county business. This form is to provide an accurate and complete schedule of the out-of-office county business planned for the day. If schedule changes occur during the day, employees are required to record those changes on the previously completed itinerary form by the end of the next business day. Employees are to keep the completed itinerary forms in an Acco pressboard binder with fastener in their offices for use in emergencies or when needed by the Director, Supervisor or other staff such as the Officer of the Day. These itinerary forms are to be retained for one year. Supervisors can, for cause, use the itinerary forms to reconcile the itinerary forms against Mileage Claims (76M395-Rev.) or Mileage Report Forms (Prob. 1375), Attachment II.
- Probation employees who are approved to drive their personal vehicles for county business and want mileage reimbursement are to submit an accurate and complete monthly Mileage Claim (761VI395Rev.) to their supervisors within 30 days after the month in which the county business was performed. Employees who do not want mileage reimbursement are required to complete and submit a Mileage Report Form (Prob. 1375), Attachment II, to their supervisors within the same time frame. This form is to provide an accurate and thorough account of their use of personal vehicles for county business. Mileage report forms are to be retained by the Office Head of the-work location for one year.

Pending printing and distribution of Prob. 1374 and Prob. 1375, offices are to make copies of the attachments for immediate use by employees.

Questions concerning this Directive should be directed to the Operations Consultant at (562) 940-2533.

Paul Higa
Chief Deputy, Operations

Marcus Allen
Chief Deputy, Business Development

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE.

ALL PROBATION DIRECTORS
REVISED INFORMATION - PLEASE READ IMMEDIATELY

November 23, 1999

TO: All Probation Directors

FROM: David M. Davies, Chief
Jane Martin, Chief
Adult Field Services Bureaus

Dave Estrada, Chief
Ancillary Services

Michelle Lewis, Chief
Rick Saenz, Chief
Juvenile Field Services Bureaus

Billy Burkert, Chief
Detention Services

Virginia Snapp, Chief
Residential Treatment Bureau

William Mitchell, Chief
Administrative Service

SUBJECT: **OUT-OF-OFFICE BUSINESS ITINERARY FORM, MILEAGE CLAIM AND MILEAGE REPORT-REVISED DIRECTIVE AND GUIDELINES**

In January, 1999, Directive #739 was issued regarding the use of the Itinerary Form. It has been revised and reissued as Directive #759 as of November 30, 1999. It was reissued following discussion and agreement with Local 660.

On September 30, 1999, the Bureau Chiefs distributed an instructional memo to all Directors. In that memo, Directors were instructed to monitor at least 10% of their total affected staff each month, complete an Itinerary Monitoring Form and include the findings in their Monthly Status Report. **These expectations are no longer required.**

It is required that Directors shall ensure the following:

- Issuance and accessibility of Itinerary Binders for all affected staff
- Routine, accurate completion of Itinerary Forms by affected staff.
- Routine, monthly submission of Mileage Claims or the Mileage Report.
- Retention of Mileage Claims as is now done.
- Retention of Mileage Report Forms by the Director's designee (i.e., Secretary or Mileage Clerk).

ATTACHMENTS A, B AND C
OUT-OF-OFFICE ITINERARY - NOTICE OF NON-COMPLIANCE

Attachment A

This is to provide formal notice that you are not in compliance with Probation Directive #739, issued January 4, 1999 and revised as Directive 9759 in November, 1999. It is the Department's expectation that you comply with this and all other policies. A recent review indicates that you were not in compliance on the following dates:

The Department has the right and obligation to account for the appropriate use of time by its employees, whether in the field or at the office. Therefore, it is both reasonable, and prudent that your supervisor have access to your Itinerary, showing your projected whereabouts and activities when in the field on County time.

Attachment B

This is to provide formal notice that you continue to be in non-compliance with Probation Directive #739, issued January 4, 1999 and revised as Directive #759 in November, 1999. You were previously noticed of your non-compliance on the following dates: _____

A recent review indicates that since that time you have continued to be non-compliant, specifically on the following dates: _____

Your lack of compliance is unacceptable and needs to be corrected forthwith. A continued lack of compliance shall be documented as a reflection of your performance and could lead to formal disciplinary action.

Attachment C

This is to provide formal notification that you are not in compliance with Probation Department Directive #739, issued January 4, 1999 and revised as Directive #759 in November, 1999. It is the Department's expectation that you comply with this and all other policies.

A recent review indicates that you were in non-compliance on the following dates: _____

You are currently on Probationary status as a _____. A continued lack of compliance will jeopardize your ability to successfully complete your probationary period. Your inability to follow instructions and departmental policy is unacceptable and will not be tolerated.

Supervisors shall monitor the accessibility and routine use of Itineraries by all affected staff. In those instances when questions may arise regarding an employee's performance and/or whereabouts, the Supervisor can use, for cause, the Itinerary, Timecard, Mileage Claim Form or Mileage Report as sources of information to reconcile any potential discrepancies.

Procedural Compliance

Directors and Supervisors are to encourage and remind staff of the need to comply with Itinerary procedures. They will do so through November by sharing information, meeting with staff as-needed and providing frequent verbal reminders as-needed.

Beginning December 6, 1999, staff not in compliance will receive! a written notice as shown in Attachment A. Should a second notice be necessary, Attachment B is to be used. Attachment C is specific to an employee on Probationary status.

It is our hope that these steps will not be necessary at any level. However, if all of the above efforts prove ineffective, the next step shall be a Letter of Warning and whatever increasing levels of discipline are warranted to achieve compliance.

If you have any questions or comments, please contact your Bureau Chief.

JM:nm

c: Paul Higa
Marcus Allen