

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	841
Issued:	09/18/01
Post Until:	10/18/01

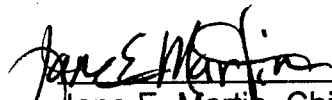
SUBJECT: FORWARDING PAYMENTS TO DEPARTMENT OF TREASURER TAX COLLECTOR (DTTC)

The Adult Bureaus recently surveyed area offices regarding the frequency with which financial payments are sent to the Department of Treasurer Tax Collector. It was revealed that in many cases payments are forwarded sporadically. Therefore, in a continuing effort to improve quality, effectiveness, and accountability, the following procedures will be implemented immediately.

Probationers who bring checks or money orders to the area offices must be provided with yellow, DTTC pre-addressed payment envelopes. The probationers are to make the check or money out to Los Angeles County Probation Department, include the appropriate TTC number, put the completed check or money order into the yellow payment envelope, and place this into the locked box located in each area office.

Beginning immediately, area office designated clerks are to collect these envelopes on a daily basis, place in a large manila envelope, and send to DTTC via receipted County mail.

If there are any questions concerning this Directive, please contact Mark Garcia, Staff Assistant, at 562-940-2815.



Jane E. Martin, Chief
Adult Special Services Bureau



David M. Davies, Chief
Adult Field Services Bureau

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