

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No. 879

Issued: 10/15/02

Post Until: 11/15/02

SUBJECT: ACCEPTING PAYMENTS WHEN THE DEPARTMENT OF TREASURER AND TAX COLLECTOR (DTTC) ACCOUNT NUMBER HAS NOT BEEN ESTABLISHED AND USE OF THE NEW PROB. 1405 ENVELOPE

When a defendant is in an Area Office to make a payment and the Deputy Probation Officer (DPO) determines by looking at the APS - FIND screen that a DTTC Account Number has not yet been established, the DPO is to provide a "No Account Number Established" Payment Envelope (PROB. 1405) to the defendant. (Copy attached).

The DPO shall instruct the defendant to write his/her name, probation X-Number, and case number on the outside of the envelope in the spaces provided. The defendant will then place the check or money order inside of the envelope and seal the envelope (Cash is not an acceptable form of payment). The DPO should then instruct the defendant to place the sealed envelope in the appropriate office payment receptacle (e.g., the "locked box").

Probationers should be encouraged to maintain their own records and receipts regarding payments made. At no time shall Probation staff handle a defendant's check, money order or sealed payment envelope. Hence, there should not be any recording in APS regarding the amount of a defendant's payment. A payment may only be verified when appropriately posted on the APS - FINL screen, via the electronic interface with DTTC.

The designated Clerical Support Staff in the Area Office is responsible, on a daily basis, to collect and sort the payment envelopes contained in the locked box. The yellow payment envelopes are routed per procedures outlined in Directive 841, issued 9/18/01. The PROB. 1405 payment envelopes are to be placed in a manila envelope and forwarded, via receipted County Mail, to:

**Probation Department Headquarters
ATTN: Cashiers Room / B131**

Questions regarding this Directive should be directed to Mark Garcia, 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

N O A C C O U N T N U M B E R E S T A B L I S H E D

YOUR NAME _____

X-NUMBER _____

CASE NUMBER _____

PROBATION DEPARTMENT HEADQUARTERS

PROB 1405 (5/02)

ATTN: CASHIERS ROOM / B131

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