

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

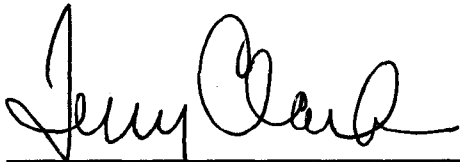
No.	1100
Issued:	6/16/06
Post Until:	7/16/06

SUBJECT: PROCESSING OF FINANCIAL CHANGE FORMS - REDUCTION OF MONTHLY PAYMENTS

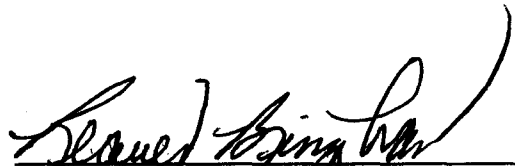
An audit of various financial records revealed that some Deputy Probation Officers are routinely submitting financial change forms requesting a reduction of the monthly payment assessed to probationers without referring the case to the Financial Evaluator. This practice is a violation of bureau policy.

Effective immediately, Fiscal Services Office and Probation Accounts staff will reject all financial change forms requesting a reduction in the monthly payment assessed to probationers that are submitted directly by a DPO. Fiscal Services Office and Probation Accounts staff will only accept change forms submitted by a Financial Evaluator. Additionally, the Probation Accounts Unit was instructed to forward a copy of all monthly payment requests, other than those submitted by the Financial Evaluators, to the Adult Consultant on a weekly basis.

If there are any questions concerning this Directive, please contact the Adult Consultant at (562) 940-2525.



Terry Clark, Acting Deputy Director
Adult / Field Services Bureau



Reaver Bingham, Bureau Chief
Adult Field Services Bureau

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