

COUNTY OF LOS ANGELES PROBATION DEPARTMENT DIRECTIVE

No.: 1377

Issued: 05/20/15

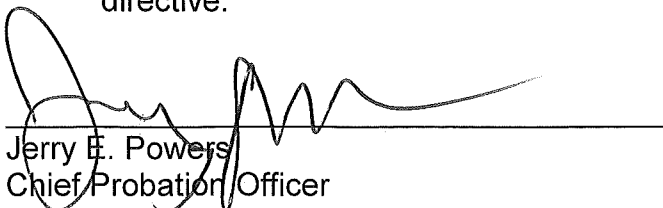
Post until: 06/20/15

VEHICLE CITATION/FINE – CONFIDENTIAL PLATES AND WHILE OPERATING A COUNTY VEHICLE

All employees of the Probation Department are expected to comply with all laws, rules and regulations, and to conduct themselves in a professional manner appropriate to their role in the organization to avoid any discredit to themselves, the Department, or the County. Peace Officers in the Probation Department may request and receive Department of Motor Vehicle (DMV) confidentiality of address information for themselves and, in some cases, family members for reasons of security. In these cases, the DMV maintains Probation Headquarters as the employee's address. It is the requirement and responsibility of all employees to remit payment for parking fines and fees to include tolls associated with the use of FastTrac and/or High Occupancy Vehicle lanes (HOV) on or before the due date clearly indicated on the citation. Also, employees who receive a citation while operating a County vehicle are expected to remit payment or dispute the citation. Any and all disputes involving the issuance of a citation must be resolved with the issuing agency or court and not the Department.

The Department will notify the employee, appropriate Probation Director or Bureau Chief in writing of unpaid citation(s) as listed below. For management personnel, the appropriate Bureau Chief will be notified directly.

1. First Notice – The employee and the employee's supervisor will be notified of the citation and provided a copy of citation(s). The notice will instruct the employee that he/she will have five business days from the date of the notice to provide proof to Human Resources that he/she has either paid the fine, contested the citation, or a payment arrangement has been made.
2. Second Notice – If the employee does not respond to the first notice, the employee, appropriate Probation Director and Bureau Chief will receive a second notice on the sixth business day following the date of the first notice. This notice will require the employee to take immediate action and provide proof of the outcome to Human Resources within five business days of the second notice.
3. Referral to Performance Management – If no response is received after the second notice, the matter will be referred to Professional Standards Bureau – Performance Management Division for review and appropriate administrative action under the *Countywide Disciplinary Guidelines: For Employees* for possible violations including failure to exercise sound judgment and failure to comply with this reasonable directive.



Jerry E. Powers
Chief Probation Officer