

COUNTY OF LOS ANGELES

PROBATION DEPARTMENT

DIRECTIVE

No.:	1526
Issued:	07/11/2024
Post Until:	08/11/2024

**SUBJECT: PROCEDURES FOR THE COLLECTION OF PROBATIONER PAYMENT
THROUGH AREA OFFICES KIOSK AND PAYMENT BOX**

This Directive supersedes Directive No.1394

This Directive shall ensure that payments collected from the Kiosk and payment box in the Area Offices are received and appropriately processed in accordance with the County Policy. The following procedures will ensure that payments are received and processed in accordance with the County Fiscal Manual.

- Payments will not be accepted by the receptionist or any probation staff.
- Probationers shall be instructed to drop payments in the Kiosk or payment box.
- All Area Offices shall retrieve payment envelopes from the Kiosk or payment box at the end of each business day.
- The Head Clerk and/or the assigned designee(s) (mandatory- two staff) shall be present when collecting payments from the Kiosk or payment box to ensure all payments collected are accounted for.
- The designated staff (two staff) shall complete the attached "Kiosk and Payment Box Accountability Log."
- The designated staff (two staff) retrieving the envelopes, shall complete and sign the "Kiosk and Payment Box Accountability Log" to track the number of envelopes collected on a daily basis.
 - If no payment is received, must indicate zero.
- All payment envelopes shall be stored in a locked and secured location overnight. Under no circumstances, shall staff leave the payment envelopes in an unattended open area or mail room.
- Payment envelopes shall not be retrieved from the locked and secured location until messenger pick-up.
- Payments shall be forwarded to the Department of Treasury Tax Collector (DTTC) via receipted County mail in accordance with Directive 841
- All Area Offices are required to retain the "Kiosk and Payment Box Accountability Logs" for five (5) years and have them available for audit purposes.

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Within the Area Office, signs shall be posted in high visibility areas near the Kiosk and payment box, instructing probationers to place all payment envelopes in the designated Kiosk or payment box.

Questions and inquiries regarding this Directive should be directed to the Adult CORE Consultant at (562) 940-2525 or the Juvenile Consultant at (562) 940 2533.



Guillermo Viera Rosa,
Chief Probation Officer

07/11/2024

Date