



Procedures

Bus Passes

Purpose and Scope

This document establishes procedures for the logging, safekeeping, reconciliation, and acquisition of bus passes. The Department provides bus passes as a means to assist and incentivize clients.

Affected Personnel

All employees

Authority

Administrative Directive

Effective Date

December 25, 2021

I. Bus Pass Custodian

- A. Each division Chief Deputy, or designee, shall designate a bus pass custodian (division custodian) responsible for the logging, safekeeping, and reconciliation of bus passes. The division custodian can be any Probation employee. A division may designate more than one division custodian to accommodate multiple worksite locations.
- B. Once Fiscal personnel issues bus passes to the division custodian, the division custodian is responsible for tracking the bus passes issued to clients.

II. Bus Pass Acquisition

- A. The Fiscal custodian (Accounting Technician) acquires bus passes on behalf of the Department.
- B. A division custodian may acquire bus passes by sending a request to the Fiscal custodian.

III. Bus Pass Log

- A. The division custodian shall log bus passes using the Bus Pass Log provided by Fiscal by completing all fields.

IV. Safe Keeping

- A. Upon receipt of bus passes, the division custodian:
 - 1. Shall keep bus passes in a locked and secure location;
 - 2. May distribute bus passes to Probation staff for client use; and
 - 3. Shall track each pass distributed to Probation staff utilizing the Bus Pass Log.

- B. Probation staff shall track each pass provided to clients and provide the information to the division custodian to reconcile the distributed passes in the Bus Pass Log.

V. Reconciliation

- A. On a monthly or more frequent basis, division custodians shall:
 - 1. Reconcile all bus passes on the Bus Pass Log;
 - 2. Perform an inventory of the current bus passes available and compare to the log;
 - 3. Track the bus passes from acquisition through distribution;
 - 4. Ensure the log is accurate and completed in its entirety;
 - 5. Reconcile the log to the remaining bus passes in the inventory; and
 - 6. Create a new tab for each month in the Bus Pass Log for recordkeeping purposes.

- B. Email a copy of the Bus Pass Log to the Fiscal custodian for review & reconciliation. (See contact information in Section IX below.)

VI. Lost Bus Passes/Discrepancies

- A. Any discrepancies between the log and actual bus pass inventory must be resolved by the division custodian.

- B. If bus passes are missing or unaccounted for, the division custodian must notify their Chief Deputy (CD) in writing before more bus passes are distributed. Written notification must:
 - 1. Include an explanation and preventative measures for lost/missing bus passes and/or discrepancies;
 - 2. Be signed by the CD; and
 - 3. Be submitted to Fiscal's custodian.

- C. If the discrepancy occurs three or more times, a Fiscal representative will meet with the CD to resolve the issue.

- D. If the issue cannot be resolved by the CD, the Fiscal representative, CD, and Assistant Chief Probation Officer will work toward a resolution.

VII. Replenish Inventory

- A. Once Fiscal's custodian completes reconciliation and approves the log, they will set an appointment with the division custodian to replenish bus passes.

- B. Walk-ins not allowed: To give Fiscal time to reconcile logs/chronos, bus pass pick-ups must be scheduled with the Fiscal custodian.

- C. Bus passes will be issued in increments, not to exceed 100 passes at a time, depending on the needs of the division. Fiscal's custodian will work with CDs to determine if this

Bus Pass Procedures

quantity needs to be increased on a case-by-case basis in accordance with the division's usage/needs.

- D. Division custodians must return bus pass logs to the Fiscal custodian for reconciliation for all previously issued passes before receiving a replenishment.

VIII. Sharing

- A. Bus passes may not be shared with other divisions unless an emergency situation exists.
1. If bus passes are shared in an emergency situation, the providing division must submit an explanation, in writing, to the Fiscal custodian for recordkeeping purposes.

IX. Fiscal Representative Contact Information for Bus Passes

- A. Contact information for the following Fiscal representatives may be found in the Probation Employee Directory:
1. Accounting Manager
 2. Senior Accountant
 3. Accountant
 4. Accounting Technician (Fiscal Custodian)

Attachments

N/A

Amends/Replaces Previous Procedure

N/A

Authorized By _____



Carl Kagel, Chief Deputy

Date _____

12-9-2021