ADMINISTRATIVE ORDER NO. 14

September 7, 2016

SUBJECT: ENDORSED AGENCY CERTIFICATE, FORM 20.24.00 – ACTIVATED

PURPOSE: This Order activates the Endorsed Agency Certificate, which shall be completed by the Charitable Services Section (CSS), Commission Investigation Division (CID).

PROCEDURE: ENDORSED AGENCY CERTIFICATE, FORM 20.24.00 – ACTIVATED. When non-profit fund-raising organizations apply for initial approval or annual renewal of the endorsed agency status with the City of Los Angeles, the Endorsed Agency Certificate will be issued to the organizations when the requirements are met.

A. Use of Form. This form shall generally be used for non-profit fund-raising organizations that have met all of the requirements for endorsed agency status with the City of Los Angeles as either a first-time applicant or as a renewal applicant.

B. Completion. This form shall be completed by CSS, CID.

C. Distribution.

1 – Original, issued to the respective non-profit fund-raising organization that has been approved as an endorsed agency.

1 – Copy, CSS, CID.

2 – TOTAL

FORM AVAILABILITY: The newly-activated Endorsed Agency Certificate is only available via CSS, CID.

AMENDMENT: The “Form Use” link applicable to the Endorsed Agency Certificate has been updated and is accessible in E-Forms on the Department’s Local Area Network.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION “D”
20.24.00 ENDORED AGENCY CERTIFICATE, FORM 20.24.00.

20.24.00-01 Use of Form. This form shall generally be used for non-profit fund-raising organizations that have met all of the requirements for endorsed agency status with the City of Los Angeles as either a first-time applicant or as a renewal applicant.

20.24.00-10 Completion. This form shall be completed by Charitable Services Section (CSS), Commission Investigation Division (CID).

20.24.00-80 Distribution.

1 – Original, issued to the respective non-profit fund-raising organization that has been approved as an endorsed agency.

1 – Copy, CSS, CID.

2 – TOTAL