

LAC+USC MEDICAL CENTER POLICY

Subject: EMPLOYEE CONDUCT: ARREST AND/OR CRIMINAL CHARGES FILED AGAINST		Original Issue Date: 10/25/87	Policy # 524
		Supersedes: 5/9/17	Effective Date: 11/16/20
Departments Consulted: DHS Human Resources Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

PURPOSE

To ensure that the LAC+USC Medical Center is in compliance with State and local statutes and regulations regarding arrest and/or criminal charges filed against its employees and to ensure job nexus is considered in all such cases.

POLICY

No employment related decision and/or action shall be taken against an employee or job applicant on the basis of that person's arrest(s) or the filing of criminal charges without taking into consideration the job nexus of that employee or applicant. Actions taken against an employee or applicant based solely on the employee's or applicant's arrest record are strictly prohibited by the Labor Code. The DHS Human Resources, as specified in the DHS Discipline Manual and Guidelines, shall review all such cases.

DEFINITIONS

Job Nexus The relationship between an improper or illegal act committed by an employee and that employee's function or position. When determining just cause for discipline, this relationship shall be considered even when the act occurred outside of working hours and/or off the work site.

PROCEDURE

In all instances where a supervisor has been made aware of the arrest and/or filing of charges against an employee, Human Resources shall be notified immediately.

RESPONSIBILITY

DHS Human Resources
Supervisors
All Employees
Administrators
Department Managers

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AGAINST**

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REFERENCES

California Labor Code Section 432.7
Los Angeles County Code 5.12.020
Civil Service Rule 18
Joint Commission Human Resources Standards

REVISION DATES

August 1, 1994; October 20, 1998; April 9, 2002; May 05, 2005; September 30, 2008;
February 11, 2014; May 9, 2017; November 16, 2020