

HARBOR-UCLA MEDICAL CENTER

SUBJECT: SOLICITATION

POLICY NO. 116

**PURPOSE:**

To govern solicitation in the Department of Health Services (DHS) buildings and on DHS property by DHS workforce members.

**POLICY:**

County Ordinance No. 2292 and County Code Section 13.16.010 prohibit soliciting in any building or on any property of the County of Los Angeles, except as excepted by ordinance:

The Business and Professions Code of the State of California (Article 9, Chapter 4, and Division 3, beginning with Section 6150) describes unlawful solicitation as a runner or capper for attorneys.

Hospital patients, because of restrictions to their normal functioning, are a captive audience. Due to their impaired physical condition, possible emotional reactions and their generalized trust in all hospital activities they are vulnerable to solicitation.

No County workforce member shall solicit for a private vendor or operator, the patronage of any County patients or clients, nor refer any County patients or clients for treatment or services other than as required by the workforce member's regularly assigned duties.

Solicitation by a DHS workforce member in any building or on any property operated by DHS is permitted, only upon prior approval from the local Chief Executive Officer (CEO) or his/her designee, and based on the following conditions:

- Type of solicitation activity (organization to benefit from proceeds, items being sold, etc.)
- Time and date(s) of the activity (during breaks, lunch hours, etc.), and
- Designated area for the activity (adjacent to work area, lunchroom, etc.)

Workforce members shall obtain approval by submitting a "Request for Approval to Solicit on County Property" Form (Attachment I) at least three working days prior to beginning any solicitation activity. This policy does not apply to County workforce members who, as part of their work assignment, are required

**EFFECTIVE DATE:** 1/83

**SUPERSEDES:**

**REVISED:** 11/18/93, 2/05, 8/10, 2/14, 6/17, 1/20

**REVIEWED:** 9/86, 9/89, 10/92, 11/93, 2/96, 5/98, 1/02, 8/10, 2/14, 6/17, 1/20

**REVIEWED COMMITTEE:** N/A

**APPROVED BY:**

  
 Kim McKenzie, RN, MSN, CPHQ  
 Chief Executive Officer

  
 Anish Mahajan, MD  
 Chief Medical Officer

  
 Nancy Blake, PhD, RN, NEA-BC, FAAN  
 Chief Nursing Officer

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to distribute literature and/or process enrollment documents for County administered workforce member group insurance programs or County sponsored fundraising activities.

The Board of Supervisors adopted an amendment to the anti-solicitation ordinance which permits certified and registered workforce member organizations access to public areas of County facilities for the purpose of offering their group insurance products to County workforce members under the following conditions:

- Prior approval is granted by the Board of Supervisors
- The organization submits an application for permit which is approved by the CEO Real Estate Division
- Permission to solicit on facility property is granted by the facility's Volunteer Services Department
- No workforce member should be solicited on County time

Outside vendors are not permitted to solicit their goods or services on County property unless approved by the County CEO, the CEO Real Estate Division and Facility CEO; this also includes those vendors who donate funds for County fundraising activities.

**PROCEDURE:**

To ensure compliance with the provisions of the amended anti-solicitation ordinance, the procedure is as follows:

1. If a request is made from a workforce member organization to gain access for the purpose of offering their group insurance products to workforce members, Volunteer Services at extension 64094, confirms that the Board of Supervisors approval has already been obtained.
2. If a workforce member organization has not previously been approved for group insurance solicitation, the organization must obtain approval from the Board of Supervisors. Group insurance and outside vendors will need to submit a permit application (Attachment II) to the CEO for approval.
3. After the approval process is completed, group insurance and outside vendors may have access to workforce members in compliance with the amended ordinance. Group insurance and outside vendors must contact Volunteer Services at extension 64094, to make arrangements to include a provision for solicitation when it is conducted on the workforce member's own time and is not disruptive to work operations.
4. When access is granted, Volunteer Services will notify Administration and the facility Sheriff's Department. To verify whether access has been granted, contact Volunteer Services at extension 64094 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday; at other times, contact the facility Sheriff's Department at extension 64450.
5. If access has not been previously granted, the group insurance and outside vendor will not be permitted to conduct business. Volunteer Services or the facility Sheriff's Department will inform the group insurance and outside vendor of the procedure for soliciting.

Cross Reference: DHS Policy No. 742

**ATTACHMENT I**

**COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES**

**REQUEST FOR APPROVAL TO SOLICIT ON COUNTY PROPERTY**

NAME:	EMPLOYEE NO.:
TYPE OF SOLICITATION: (Organization to benefit from proceeds, items to be sold, etc.)	
DATE(S) AND TIME(S) OF SOLICITATION: _____	
LOCATION OF SOLICITATION: _____	
APPROVED BY: _____	DATE: _____
(Signature of Supervisor/Manager)	



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**  
 REAL ESTATE DIVISION – PERMIT SECTION  
 222 South Hill Street, 3<sup>rd</sup> Floor • Los Angeles, California 90012  
**WILLIAM T. FUJIOKA**  
 Chief Executive Officer

**APPLICATION FOR PERMIT - FACILITY USE**

<b>1. Who is requesting the Permit (please print)</b>		
Organization: _____		
Person who will sign the Permit: _____		
Title of Person who will sign the Permit: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Telephone Number: _____	Fax Number: _____	
E-Mail Address: _____		
<b>2. WHAT</b> is the nature of the event or purpose for the Permit: _____		
<b>3. HOW</b> many attendees are expected: _____		
<b>4. WHERE</b> is the County property located that you intend to use (exact location & address): _____		
<b>5. WHEN</b> do you wish to use the property for the above event/purpose (date/s and hours): _____		
<b>6. AUTHORIZATION</b> who approved this event (County department, contact person, & telephone #): _____		
<b>7 FEE AMOUNT \$</b>	<b>DEPOSIT AMOUNT (if applicable) \$</b>	
<b>8. INSURANCE</b> an "additional insured" endorsement in the amount of at least \$1.0 million dollars must be received by this office prior to your event. Your insurance agent should prepare the endorsement naming "The County of Los Angeles:" 222 South Hill Street, Los Angeles, CA as an additional insured.		

- NOTES:**
- a. Any person or group using County property is required to pay a fee, provide insurance and execute the permit agreement. The Permittee agrees to pay any additional charges i.e., cleaning, security, utilities, etc., A DEPOSIT MAY BE REQUIRED.
  - b. Minimum \$1,000,000 insurance is required (permit can cover more than any day if insurance covers the same period). You may be able to obtain Special Events insurance – call 1.800.420.0555 or on the web at [www.2sparta.com](http://www.2sparta.com)
  - c. The permit must not be altered in any way; if there are errors, alert the office – DO NOT CHANGE THE PERMIT.
  - d. Audio and/or other equipment is not arranged by this office.
  - e. This application does not constitute a reservation or permit to use County property.
  - f. The County requires a 30-day notification prior to issuing a permit and space availability.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Fax application to: 213.217.4971, Attention: Armida Franco, Permit Coordinator**  
**Ms. Franco can be reached at telephone 213.974.4317 or e-mail at [af franco@ceo.lacounty.gov](mailto:af franco@ceo.lacounty.gov)**