

LAC+USC MEDICAL CENTER POLICY

Subject: SOLICITATION	Original Issue Date: 5/16/74	Policy # 138
	Supersedes: 12/24/19	Effective Date: 03/29/23
Departments Consulted: Chief Operating Officer Los Angeles County Sheriff's Dept (LASD)	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: (Signature on File) Chief Medical Officer (Signature on File) Chief Executive Officer

PURPOSE

To enforce the provisions of the County Ordinance that ensure patients and staff are not subjected to solicitation activities while at LAC+USC Medical Center facilities.

POLICY

It is unlawful for any person, firm, or corporation to solicit in any manner on property controlled by the County of Los Angeles.

Employee violations are subject to disciplinary action.

The provision of this ordinance should not be construed as prohibiting any person having business with the County to call upon individuals in the ordinary course of business.

No employee shall encourage, invite, or solicit an unauthorized solicitor onto the Medical Center campus. No employee 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 employee's regularly assigned duties.

This policy does not apply to County employees who, as part of their work assignment, are required to distribute literature and/or process enrollment documents for County administered employee group programs or County sponsored fundraising events.

It is the responsibility of all employees to report any unusual activities to the Los Angeles County Sheriff's Department (LASD) for investigation.

DEFINITION

Solicitation

To take orders for goods and/or products that are not part of a County-approved fundraiser or that are not part of a County-approved contract. This includes but is not limited to persons who enter the facility to sell snacks, beverages, food, jewelry, or other items.

RESPONSIBILITY

Administrators
Department Managers
Attending Staff
LASD
All Employees

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3/29/23

PROCEDURE DOCUMENTATION

Los Angeles County Sheriff's Department (LASD) Policy and Procedure Manual

REFERENCE

Los Angeles County Code 13.16.010
DHS Policy # 742

REVISION DATES

September 1, 1994; November 13, 1998; April 16, 2002; March 28, 2005; October 3, 2008;
May 8, 2012; January 12, 2016; December 24, 2019, March 29, 2023