

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



SUBJECT: SOLICITATION BY DHS EMPLOYEES

POLICY NO: 742

PURPOSE: To govern solicitation in DHS buildings and on DHS property by DHS employees.

POLICY: Solicitation by a DHS employee in any building or on any property operated by DHS is permitted only upon prior approval of the following:

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

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 insurance programs or County sponsored fundraising events.

No County employee shall solicit in any DHS building or on DHS property without prior approval from the local Chief Executive Officer, Area Health Officer, or his/her designee. Employees shall obtain approval by submitting a "Request for Approval to Solicit on County Property" form to one of the above managers/supervisors at least three working days prior to beginning any solicitation activity.

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.

The annual Performance Evaluation shall have attached a documented review of this policy between the manager/supervisor and the employee.

**CROSS
REFERENCE:** DHS Policy No. 146, "Fundraising Events"

APPROVED BY: Signature on File

EFFECTIVE DATE: October 1, 2002

SUPERSEDES: November 1, 1981

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