

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES****SUBJECT:** HOUSING AT DHS FACILITIES**POLICY NO.** 732

**PURPOSE::** To ensure the consistent application of criteria for short term usage of housing at all DHS facilities.

**POLICY::** Each facility is responsible for determining which, if any, housing units may be used by employees or non-County personnel on a short term basis. This includes establishing and collecting fair market value rents. Whatever size the unit (from a house to a dorm room), the established rent and criteria for use are to be uniformly applied.

This policy does not address use of housing units covered under current Memoranda of Understanding (i.e., Interns & Residents, Student Nurses, etc.).

The normal usage of DHS housing facilities will be for a term of three months. If a facility wishes to allow for an extension of usage beyond the defined three-month period, they may request approval from the appropriate Assistant Director. However, no extension may exceed an additional three months (maximum of six months).

**ELIGIBILITY CRITERIA::** Depending upon the availability of housing units, facilities may provide housing to the following personnel on a first come, first served basis:

1. A visitor or lecturer who lives further than 20 miles from the facility.
2. A new employee who is relocating his/her place of residence as part of accepting a position at the facility.
3. In emergency situations, for employees who cannot get to their place of residence because of physical conditions or who work extended work shifts to keep the facility functioning.

**GUIDE::** Each facility is responsible for:

- Determining which, if any, facility-based housing units are available for short term rental.
- Working with the Internal Services Department (ISD) to develop a fair market value rent for each housing facility/unit at least once every two years.
- Developing internal procedures for personnel to request the use of on-site housing units. Approval is at the facility administrator's level.

- Obtaining a signed Housing Agreement document that limits the use of the housing unit to three months and establishes the amount of the rent and the conditions for use.
- Obtaining written approval of the Assistant Director for waivers of rent, as may be appropriate under special circumstances. The granting of waivers is limited to stays that do not exceed fourteen (14) calendar days in any three-month period.
- Submitting copies of all Housing Agreements and/or approvals for extensions at the end of each fiscal year to the Inspection and Audit Division.

**REVIEW::** Current housing situations are to be reviewed; those not meeting revised eligibility criteria are to be terminated unless specific written approval from the Assistant Director is obtained for continuation. The Inspection and Audit Division will review all Housing Agreements and extensions on a yearly basis to ensure compliance with this policy.

**AUTHORITY::** Los Angeles County Director of Health Services

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**EFFECTIVE DATE:** Feb 01, 1994

**SUPERCEDES:**

**APPROVED:** Signature on File

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