

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



**SUBJECT:** CAPPING

**POLICY NO.** 743

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**PURPOSE::** To identify Department enforcement of California Business and Professions Code as it relates to capping.

**POLICY::** Employees of the Department shall not engage in capping activities on or off County property. It is the responsibility of the appointing authority to require new employees to sign a statement acknowledging that they have been informed of the illegality of soliciting business for attorneys, both on and off County property.

**DEFINITION::** Capping is soliciting business for attorneys. A "capper" is any person, firm, association, or corporation acting in any manner, or in any capacity, as an agent for an attorney at law in the solicitation of business.

**GUIDE::** Personnel officers shall establish procedures to include a semi-annual written notification to employees of this policy. All annual Performance Evaluations shall have attached a documented review of this policy between the supervisor/manager and the employee. Notice shall also be given annual to volunteers and other non-compensated persons who work in our facilities.

**AUTHORITY::** California Business and Professions Code, Sections 6151 and 6152.

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**EFFECTIVE DATE:** May 01, 1984

**SUPERCEDES:** November 24, 1975

**APPROVED:** Signature on File

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