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POLICY No.: 728	EFFECTIVE DATE: 01/31/10
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APPROVED BY: <i>Jonathan E. Feldman</i>	SUPERSEDES: DHS Policy No. 743
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PURPOSE: To identify Department of Public Health (DPH) enforcement of California Business and Professions Code as it relates to capping.

POLICY: DPH employees 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.

GUIDELINES: The Director, Human Resources shall establish procedures to ensure that employees are aware of the policy. Such procedures shall include, but not be limited to the following:

1. A review of this policy with each incoming employee and documented in the personnel file.
2. Supervisors/managers will also review this policy with employees at the time of the employee's annual performance evaluation, and this review will be documented in the employee's personnel file.

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