

# MANAGEMENT DIRECTIVE

## DUTY TO SELF-REPORT

### Management Directive #15-01

Date Issued: 03/27/15

- New Policy Release
- Revision of Existing Procedural Guide dated

**Revision Made:**

Cancels: None

### POLICY STATEMENT

This policy is promulgated to ensure that Department of Children and Family Services (DCFS) employees do not have a criminal record that may conflict with the duties assigned and/or criminal convictions that undermine the Department's mission, vision or goals. A full and appropriately supervised work force provides better services to children and families to ensure safety, permanency and reduced reliance on out-of-home care.

### GUIDELINES

Any DCFS employee who, as a result of on-the-job or off-the-job conduct, is arrested or detained for any offense (including traffic violations, if the position requires driving on County business) shall immediately notify his/her immediate supervisor of the facts of the arrest or violation.

Any DCFS employee who, as a result of on-the-job or off-the-job conduct, is charged with a crime shall report being charged with the crime to DCFS Human Resources (HR) Performance Management Section within 72 hours of becoming aware of the charge.

Any DCFS employee who, as a result of on-the-job or off-the-job conduct, is convicted of a crime shall report the conviction to DCFS HR Performance Management Section within 24 hours of the conviction.

## **REVIEW**

All positions within DCFS are designated as “sensitive.” Los Angeles County considers sensitive positions as those involving duties which pose a potential threat or risk to the County or to the public when performed by persons who have a criminal history incompatible with those duties. Such duties may include, but are not limited to:

- Positions that involve the care, oversight, or protection of persons through direct contact with such persons;
- Positions having direct or indirect access to funds or negotiable instruments;
- Positions that require State and/or professional licensing;
- Positions that involve public safety and/or law enforcement;
- Positions that have access to or charge for drugs or narcotics;
- Positions that have access to confidential or classified information, including criminal conviction information; and
- Positions that involve the care, oversight, or protection of County, public or private property.

The DCFS HR Performance Management Section will review the charges/conviction to determine if a job nexus exists. All information reported will only be released on a “need-to-know” basis to HR personnel or regional management for the determination of a job nexus. According to the nature of the offense, job nexus, and the rules of the Department, corrective action may result and may include, but is not limited to, the imposition of a written warning, written reprimand, suspension, demotion or discharge. Additionally, any failure to report arrests, charges and/or convictions may result in disciplinary action, up to and including discharge from County Service.

## **AUTHORITY**

Civil Service Rules 18.031

Board of Supervisors Resolution, Intention to Provide for the Access of Criminal History Information for Employment in Sensitive Positions, November 10, 1998

Accessing Criminal History Information-Updated Designation of County Sensitive Positions letter from DHR to DCFS, December 10, 2008

California Penal Code 11105(b) (10) and 13300(b) (10)

Countywide Disciplinary Guidelines, Section VI. On or Off Duty Criminal or Unbecoming Conduct