



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

|                                                                                                               |                                           |                                             |                                      |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------|--------------------------------------|
| SUBJECT<br><b>SOLICITING BUSINESS FOR<br/>ATTORNEYS (CAPPING)</b>                                             | POLICY NO.<br><b>608.04</b>               | EFFECTIVE<br>DATE<br><b>09/01/2001</b>      | PAGE<br><b>1 of 2</b>                |
| APPROVED BY:<br><br>Director | SUPERSEDES<br><b>608.4<br/>09/01/2001</b> | ORIGINAL<br>ISSUE DATE<br><b>10/01/1989</b> | DISTRIBUTION<br>LEVEL(S)<br><b>1</b> |

### PURPOSE

- 1.1 To provide policy and guidelines regarding the illegality of soliciting business for attorneys both on and off County property.

### DEFINITION

- 2.1 A Runner or Capper is any person, firm, association or corporation acting in any capacity as an agent for an attorney-at-law in the solicitation or procurement of business.
- 2.2 An agent is one who represents another in dealings with one or more third persons.

### POLICY

- 3.1 The solicitation or procurement of business by any employee in the Department of Mental Health (DMH) in the employee's individual capacity as a public or private employee, or for any firm, corporation, partnership or association to act as a runner or capper in and about the City or County detention facilities, or in any public institution or in any public place or upon any public street or highway or in and about private hospitals, sanitariums or private property of any character whatsoever is prohibited. Any employee who has knowledge of activity that violates or appears to violate this policy has an affirmative obligation to report it to management. Any employee who violates this policy is subject to dismissal.

### PROCEDURE

- 4.1 Any violation of the above of which an employee has knowledge should be reported to the immediate supervisor of the knowledgeable employee for disposition.



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### AUTHORITY

Business and Professional Code of the State of California, Sections 6151-6153