

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.: 1358
Issued: 04/30/14
Post until: 05/30/14

SUBJECT: NEPOTISM

This Directive establishes the Probation Department policy related to nepotism and supersedes Directive No. 1112, issued October 23, 2005.

POLICY

The County of Los Angeles Probation Department will not hire, transfer or otherwise assign employees who are family members to the same work unit except as noted under the Special Exceptions of this Directive. This Directive applies to all employees, consultants and contracted employees of the County of Los Angeles Probation Department.

PURPOSE

The intent of this policy is to avoid conflicts of interest and any appearance that hiring, assignment of work, transfer or promotion decisions were a product of family relationship and not merit.

FAMILY MEMBERS DEFINED

For purposes of this policy, family members include the following: spouse, domestic partner, father, mother, brother, sister, son, daughter, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepdaughter, stepson, stepsister, stepbrother, uncle, aunt, niece, nephew, first cousin, brother-in-law, sister-in-law, and any other genealogical or marital relationship that generates a perception of favoritism.

DISCLOSURE REQUIREMENTS

This Directive identifies which family members are specifically precluded from assignments within the same work unit. In order for management to make a well-informed decision regarding the placement of a candidate to any position, full disclosure of all family members working for the Probation Department is mandated of all current and potential employees as part of the selection process for hiring or promoting.

An employee who marries another Probation Department employee must notify his or her Supervisor/Manager/Bureau Chief of the marriage immediately.

Family Members as defined within this directive shall not be assigned to the same work unit, and an employee shall not supervise or be supervised by a family member as a direct line, immediate or higher level supervisor.

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All employees at the time of hiring must provide the name and relationship of all family members working for the Department. Current employees shall proactively disclose any relationship that places them in a position that creates a conflict of interest with a family member. The Human Resources Division shall establish the procedures for disclosure to ensure employees are aware of the policy.

SPECIAL ACCOUNTABILITIES

Employees and managers who have access to confidential information, deal with money, vendors, contracts or financial information, or who are otherwise in positions of significant trust, must ensure they avoid any procedure or transaction in which a family member may be a participant or have a special interest. This includes, but is not limited to, employees assigned to the Budget and Fiscal Services, Human Resources Division, (including Civil Litigation Unit), Professional Standards Bureau, Information System Bureau, Management Services, and Administration Secretaries.

The employee is responsible to report such real or potential conflicts of interest to his or her supervisor immediately to enable management to maintain the integrity of the procedure or transaction through workflow changes or reassignment. Supervisors, who become aware of any potential conflict of interest, are also required to report such conflicts of interest to their immediate supervisor immediately, and to facilitate any workflow change or reassignment.

MANAGEMENT RESPONSIBILITIES

Upon learning of any such potential conflict of interest, management must immediately reassign the employees as necessary in order to ensure they do not work in a supervisory chain of command with a family member.

SPECIAL EXCEPTIONS

Exceptions to Probation Department's general policy against hiring or assignment of family members to the same work unit may be approved by the Chief or designee in special circumstances. These special circumstances may include, but are not limited to, family members working in decentralized locations for the same work unit, but only when they will not be placed in supervisor/subordinate relationship. The Chief or designee may determine, in his or her sole discretion, in any specific circumstance, whether the needs of the Department outweigh any actual or potential detriment presented by the hiring, transfer, promotion of, or assignment of, work to a family member. Family members who were in the same work unit prior to the implementation of this policy are permitted to remain in their assigned work units. Employees working in the same work unit who later become related, may, with the approval of the Chief or designee, remain in their assignments if superior/subordinate relationships are not an issue. Affected work unit heads must immediately notify Human Resources of any change in status.

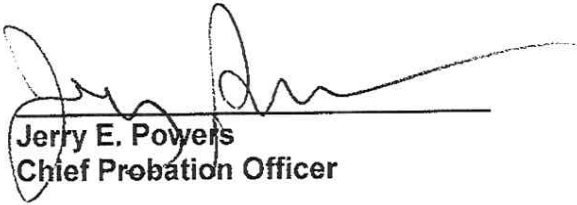
DISCIPLINARY ACTION

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Any Probation Department employee who violates this Directive is subject to disciplinary action, which may include suspension, reduction, or discharge from County Service. Any candidate for employment with the Probation Department who fails to disclose family members working in the Probation Department may be subject to disqualification from consideration for the position sought, or, if discovered after appointment, to disciplinary action, as noted above.

Please contact your Bureau's Special Assistant if you have questions related to this policy.



Jerry E. Powers
Chief Probation Officer

Authority: Notice #
Review Date: January 2015

County of Los Angeles
Probation Department
Disclosure Form of Family Members

I. EMPLOYEE INFORMATION

Full Name

Employee Number

Current Work Location Address

Current Work Location Phone Number

II. EMPLOYEE ACKNOWLEDGEMENT

I have read the Nepotism Directive as attached and understand the definition of "family member" as defined in the policy, which states family members include the following: spouse, domestic partner, father, mother, brother, sister, son, daughter, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepdaughter, stepson, stepsister, stepbrother, uncle, aunt, niece, nephew, first cousin, brother-in-law, sister-in-law, and any other genealogical or marital relationship that generates a perception of favoritism. I certify the accuracy of the information I have provided and acknowledge that the information I have provided may be subject to verification.

Employee Signature

Date

III. NO FAMILY MEMBERS CURRENTLY WORKING FOR THE PROBATION DEPARTMENT

- ☐ I **DO NOT** have any "family members" as defined in the Nepotism Directive currently working for the Probation Department.

IV. FAMILY MEMBERS CURRENTLY WORKING FOR THE PROBATION DEPARTMENT

- ☐ I **DO** have "family members" as defined in the Nepotism Directive currently working for the Probation Department. Please list the full name of the employee below (*attach sheet if needed*).

V. DEPARTMENTAL REVIEW AND APPROVAL

- ☐ I have reviewed the information provided on this form and confirm that the employee did not reports any current family members working for the Probation Department.
- ☐ I have reviewed the foregoing information provided on this form. Based on my review, the employee has _____ family members currently working in his/her work unit and _____ family members currently working in the Department overall. This information will be forwarded by the manager to the appropriate Bureau Chief for further review.

Signature of Supervisor

Date

Print Name

Title

Signature of Manager

Date

Print Name

Title

Please submit original form to:

Probation - Downey Headquarters, Human Resources Division