RULES FOR THE DEPARTMENT OF ANIMAL SERVICES

REGARDING INCOMPATIBLE ACTIVITIES

Pursuant to Government Code Sections 1125-1127 and Board of Supervisors Resolution No. 41 of February 29, 1972, each appointing authority of the County of San Diego is required to formulate rules specifying those activities for compensation, outside of County duties of the employees under each Appointing Authority's jurisdiction, which are inconsistent and incompatible with their duties as County employees. As used herein, Department means the County of San Diego Department of Animal Control, and Director means the Director of the Department. In compliance with this rule, the Director has determined that the outside activities set forth in the following rules are inimical to the functions and responsibilities of employees of the Department and are therefore prohibited, or require reporting those activities to the Director.

I. PROHIBITED ACTIVITIES:

A. Any outside employment or activity which involves the use for private gain or advantage of the employee or of another, of County time, equipment, materials or facilities, including the following:

1. Outside employment or activity which results in receipt of frequent telephone calls or visitors by the employee while on duty at his/her County employment.

2. Gathering, reporting or publishing data, studies, reports, or other written materials that were prepared on County time or which utilized in their preparation County facilities, except when specifically authorized by the Director.

3. Unauthorized use of, or reproduction of software that is of a proprietary nature.

B. Any outside employment or activity which involves the use for private gain or advantage of the employee or of another, of the badge, uniform, prestige, or influence of the individual's County employment, including the following:

1. Directly or indirectly soliciting, seeking, or accepting personal loans, gifts, gratuities, business, compensation, or favors from businesses, legal entities or their agents who deal with the Department.

2. Use of official information not readily available to the general public, gained in the course of County employment.

3. Use of the employee's name, photograph, or official title which identifies him/her as a member of the Department in connection with testimonials or advertisements of any community or commercial enterprise.

4. Use of an on the job public contact to promote or support in any way outside employment, including direct soliciting, distribution of business cards or any other form of advertising, or business referrals.

5. Use of Department uniform or badge for any activities other than those relating to the employee's assigned duties.

6. Endorsing, recommending, or suggesting in any manner, while acting in his/her official capacity, the employment or procurement of a particular product, professional or commercial service including an attorney, veterinarian, kennel, trainer, groomer or breeder.

C. Any outside employment or activity which involves the receipt by the employee of money or other consideration from private parties for the performance of acts which the employee is expected to render in the regular course of his/her duties as a County employee, including the following:

1. Consultation work for a fee or other consideration concerning the application or interpretation of orders, directives or other communications of this Department, the Board of Supervisors or any other agency or department of the County of San Diego.

2. Serving as a consultant, advocate or advisor for individuals or corporations involved in animal-related cases under review or investigation by a Humane Society, this Department or any other County department or agency.

D. Any outside employment or activity which is in conflict with the duties and responsibilities of the employee's department, including the following:

1. Outside employment or activity which will impair the employee's independence of judgment as to his/her County duties.

2. Outside employment or activity which will require or induce the employee to disclose confidential information acquired in the course of his/her County duties.

3. Interfering with or attempting to influence the outcome of an investigation or hearing, or the processing of an application or other requests for services. This would include unauthorized research or access of departmental records for purposes other than those related to the employee's assigned duties.

4. Unauthorized disclosure of official County or Department business.

E. Any outside employment or activity where any part of the employee's efforts may be subject to approval, review, control, audit, inspection or enforcement by another employee, officer, board or commission of the County of San Diego, unless approved by the Director.

F. Any outside employment or activity which involves time demands which render the performance of his/her County duties less efficient.

II. DISCLOSURE OF OUTSIDE ACTIVITIES:

A. Employees of the Department shall disclose or report to the Director in writing any outside employment or activity where any part of the employee's efforts may be subject to approval, review, control, audit, inspection or enforcement by another employee, officer, board or commission of the County of San Diego.

B. If any person employed by the Department receives an assignment of work that relates to any organization, property or activity in which the employee or a member of the employee's immediate family has a financial interest, the employee shall report such interest in writing to the Director.

III. VIOLATION GROUNDS FOR DISCIPLINE:

A. CLASSIFIED OFFICER OR EMPLOYEE. Participation in, or failure to disclose, any prohibited activity by any classified officer or employee, may be cause for discipline or removal within the provisions of the Charter of the County of San Diego, and the Rules and Regulations of the Civil Service Commission.

B. UNCLASSIFIED OFFICER OR EMPLOYEE. Participation in, or failure to disclose, any prohibited activity by any unclassified officer or employee may result in discipline or removal.

Approved and/or authorized by the Board of Supervisors of the County of San Diego
Date: 11/10/98 Minute Order No. 42
THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors
By: _____
Deputy Clerk

Revised: 07/15/98