COUNTY OF SAN DIEGO
DEPARTMENT OF CHILD SUPPORT SERVICES
RULES REGARDING INCOMPATIBLE ACTIVITIES

Pursuant to Government Code Sections 1125 et. seq. and Board of Supervisors' Resolution of February, 1972 (41), each appointing authority of the County of San Diego is required to adopt rules governing those outside activities for compensation which, for employees under its jurisdiction, are inconsistent , incompatible, in conflict with, or inimical to their duties as County employees, or with the duties, functions and responsibilities of the County. In compliance with this rule, the Director of the Department of Child Support Services (herein referred to as "Department") has determined that the outside activities as set forth in the rules, as outlined hereunder, would be detrimental to the functions and responsibilities of employees of this Department and are therefore prohibited.

I. Any activity that involves the use for private gain or advantage of County time, facilities, equipment or materials, including but not limited to the following:

   A. Any outside employment, activity, or enterprise for compensation, which results in receipt of telephone calls or visitors to the employee while on duty with the County.

   B. Sale of publications or other written materials that were prepared on County time, or through utilization of County facilities, equipment or materials.

   C. Any outside employment activity, including employment with another governmental agency or nonprofit organization, which would interfere with the efficient performance of the individual's duties with the Department.

II. Any activity that involves the use for private gain or advantage of the badge, prestige or influence of the individual's County employment, including but not limited to the following:

   A. Directly or indirectly soliciting, seeking or accepting personal loans, gifts, gratuities, business, compensation or favors from members of the public served by the Department, or from agencies, businesses, corporations or their agents who deal with this Department or any department of the County of San Diego.

   B. Using official information not readily available to the general public, gained in the course of County employment, for private gain or advantage, or the gain or advantage of another.

C. Awarding or administering of a contract or purchase order to any business entity in which the employee has any financial interest, either direct or indirect.

III. Any activity that involves the receipt by the employee of money or other consideration from private parties for the performance of acts that the employee is expected to render in the regular course of duty as a Department employee, including but not limited to the following:

A. Any consultation work for a fee or other remuneration 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.

B. Accepting any form of commercial bribery, or any appearance or perception of such action.

IV. Any activity that is in conflict with the duties and responsibilities of the employee or Department, including but not limited to the following:

A. Any paid or unpaid outside employment, including employment with another government entity or nonprofit organization, which will impair the employee's independence of judgment with respect to the employee's County duties.

B. Any outside activity, including employment with another government entity or nonprofit organization, which will require or induce the employee to disclose confidential information acquired in the course of County duties.

C. Any outside employment, including employment with another government entity or non-profit organization, which has a contract with the County; or has had a contract with the County within the last twelve (12) months.

D. Working in any capacity, paid or unpaid, for a present or known prospective County supplier.

E. Any outside employment, activity, or enterprise in which a part of the employee's efforts therein may be subject directly or indirectly to the control, inspection, review, audit or enforcement of another employee, officer, board or commission of the County of San Diego.

F. Any outside activity that due to its nature or direction causes an employee to perform County duties in a less than satisfactory manner due to physical or mental fatigue.

V. Disclosure of Outside Activities:

A. Employees of the County of San Diego Department of Child Support Services shall report in writing to the Director any outside employment or activity where any part of the employee's efforts will be subject to approval by any other officer, employee, board or commission of the County.

B. Any person employed by the County of San Diego Department of Child Support Services shall disclose any assignment of work that relates to any organization, property or activity in which her/she or a member of his/her immediate family has an interest. He/she will disclose and report such interest in writing to the Director.

C. Employees of the County of San Diego Department of Child Support Services shall disclose in writing any paid position held in a nonprofit entity that has or is seeking contracts with the County of San Diego.

D. Where employees of the County of San Diego Department of Child Support Services are authorized to expend time and/or resources on outside activities, those involved will document the activities and make said documentation available to the Director.

VI. Disciplinary action may be taken against any employee engaging in a prohibited outside activity.

Approved and/or authorized by the Board of Supervisors of the County of San Diego
Date 12/10/03 Minute Order No. 37
THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors
By [signature]
Deputy Clerk

[signature]

Dr. Thomas L. Boardman, Jr.
Director, Department of Child Support Services

APPROVED AS TO FORM AND LEGALITY
COUNTY COUNSEL
By [signature]
SPECIAL ASSISTANT COUNTY COUNSEL