



CDSS

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DIRECTOR

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**DEPARTMENT OF SOCIAL SERVICES**  
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EDMUND G. BROWN JR.  
GOVERNOR

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Information Release  
2015-02

TO: CCLD LICENSING PROGRAM ANALYSTS

FROM: ***Original signed by Pam Dickfoss***  
PAM DICKFOSS  
Deputy Director  
Community Care Licensing Division

SUBJECT: SOLICITATION OR ACCEPTING GIFTS OR GRATUITY FROM PUBLIC,  
ENTITIES OR STAKEHOLDERS

“Employees of the California Department of Social Services are prohibited from, directly or indirectly, soliciting or accepting gift(s) or gratuity from entities, stakeholders, or members of the public.”

- “1. No employee shall accept, solicit or pass on to other persons any gift, including money, or any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value from any person who is doing or seeking to do business of any kind with this Department or whose activities are subject to regulation, inspection, supervision, licensing, or certification by this Department under circumstances from which it reasonable could be substantiated that the gift was intended to influence the employee in his or her official duties or was intended as a reward for an official action performed by the employee.
2. All favors must be courteously refused and gifts must be returned.
3. If an employee receives an offer of a valuable favor, expensive gift or cash that implies the intent was to influence a favorable action by the State, the employee’s direct supervisor must be notified immediately, even when the offer has been refused. The supervisor will elevate the issue as appropriate.

Inexpensive advertising items bearing the names of the firms are generally excluded from this policy (i.e., pencils, pens, calendars, notepads, coffee mugs). In case of doubt as to the propriety of accepting a gift, the gift should be refused.”